

COVID-19 PREVENTION & RESPONSE

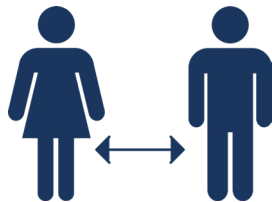


PREVENTION

Identify, Exclude, Protect



1. Identify and exclude contagious employee(s) from contact with others.
2. Exclude exposed employee(s) from contact with others.
3. Protect workers from exposure to asymptomatic or symptomatic customers or co-workers.
4. Protect customers from exposure to asymptomatic or symptomatic workers or other customers.



Physical Distancing

Engineering Controls

Administrative Controls

PPE



Conduct an Assessment

1. Who are the staff and employees at high risk?
2. Is our business participating in activities that promote transmission?
3. Does our business have existing cleaning procedures?
4. Can we quickly communicate with our employees?
5. Do we have employees and customers that need resources in multiple languages?
6. Are there locations where employees routinely congregate?
7. Do we frequently use tools or equipment shared by staff members?
8. Does our customer flow allow for social distancing?
9. Are there areas in our business that would not allow customers and or staff to distance?

- **PHYSICAL DISTANCING** wherever possible having people work or access the business from home; restructure responsibilities to minimize the numbers of workers that need to be physically present.

- **ENGINEERING CONTROLS** creating physical barriers between people, such as plexiglass dividers or taping off seating.

- **ADMINISTRATIVE CONTROLS** redistributing responsibilities to reduce contact between individuals.

- **PERSONAL PROTECTIVE EQUIPMENT (PPE)** having people wear nonmedical cloth face coverings.

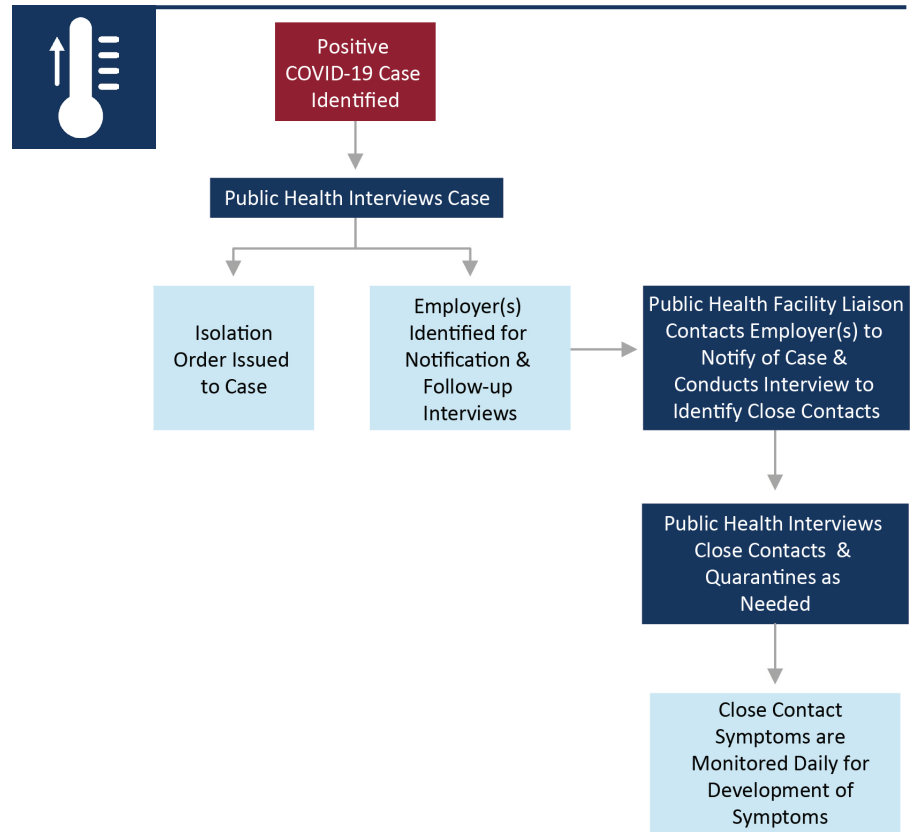


ISOLATION is for people who are already sick. Isolation separates and restricts the movement of sick people so they can't spread the disease to healthy people.

QUARANTINE is for people who are not sick but may have been exposed. Quarantined people may or may not become sick.

RESPONSE

What if an employee becomes a case?



Critical Infrastructure Workers/Essential Employees

who are identified as close contacts who are not experiencing symptoms may continue to work, however, the following practices must be in place:

- **Pre-Screen:** Employers must measure the employee's temperature and assess symptoms before they start work. Ideally, temperature checks should happen before the individual enters the facility.
- **Regular Monitoring:** As long as the employee doesn't have a temperature or symptoms, they should self-monitor daily under the supervision of their employer's occupational health program.
- **Wear a Mask:** The employee should wear a face mask at all times while in the workplace for 14 days after the last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages.
- **Social Distance:** The employee should maintain a distance of 6 feet or more from others and practice social distancing as work duties permit in the workplace.
- **Disinfect and Clean Workspaces:** Clean and disinfect all areas such as offices, bathrooms, common areas and shared electronic equipment routinely.

If the employee becomes sick during the day, send them home immediately. Clean and disinfect surfaces in their workspace. Compile information on people who had contact with the ill employee during the time the employee had symptoms and two days before symptoms to share with public health. Others at the facility with close contact (within 6 feet of the employee during this time) could be considered exposed.

Non-Critical Infrastructure Workers/ Non-essential Employees



who are identified as close contacts will be required to quarantine until released by public health to return to work. Employers should implement the recommendations in the CDC's Interim

Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 to help prevent and slow the spread of COVID-19 in the workplace.



RESOURCES

- CDC:** Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes
- CDC:** Plan, Prepare and Respond to COVID-2019
- CDC:** Meat and Poultry Processing Workers and Employers
- CDC:** What Grocery and Food Retail Workers Need to Know
- CDC:** Get Your Mass Gatherings or Large Events Ready
- CDC:** Print Resources (Signs and Posters)
- CDC:** Crisis & Emergency Risk Communication Training and Tools
- MDHHS:** Executive Order 2020-59: Guidance for Business
- MDHHS:** Michigan COVID-19 Business Response Center
- MDHHS:** MI Saft Start Plan to Re-engage Michigan's Economy
- OSHA:** Guidance on Preparing Workplaces
- Toolkit:** Lakeshore Advantage
- Toolkit:** West Coast Chamber of Commerce