City of Gaylord COVID-19 Exposure Control Plan

May 22, 2020

The City of Gaylord, acting under the requirements of the Executive Orders of the Governor of Michigan, has put together an Exposure Control Plan. The Plan will outline the City's current Worksite Exposure Control measures, and is subject to change as we continue to review the CDC and OSHA websites, to ensure our workplace policies and procedures are based on the most up to date information available.

The following Exposure Control Plan will include:

1. The City of Gaylord's current exposure determination

2. Detailed Measures Taken to Prevent Employee Exposure including:

    a) Engineering Controls

    b) Administrative Controls

    c) Hand Hygiene and Environmental Surface Disinfection

    d) Personal Protective Equipment

    e) Health Surveillance

    f) Training

3. Current CDC Guidance

Section 1. Exposure Determination:

Because City facilities (including City Hall, the DPW garage, and WWTP) are currently closed to the general public, the Exposure determination based on the OSHA Risk Pyramid is Lower Risk.

OCCUPATIONAL RISK PYRAMID

VERY HIGH — Very high exposure risk jobs are those with high potential for exposure to known or suspected sources of viruses during specific medical, postmortem, or laboratory procedures.

HIGH — Jobs with a high potential for exposure to known or suspected sources of viruses.

MEDIUM — Jobs that require frequent/close contact with people who may be infected, but who are not known or suspected patients.

LOWER RISK (CAUTION) — Jobs that do not require contact with people known to be, or suspected of being, infected.

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OSHAcademy
Occupational Safety & Health Training

This means that currently our jobs do not **require** contact with people known or suspected of being infected with coronavirus, there is not frequent close contact with the general public, and contact with coworkers is minimized.

The primary sources of exposure that may occur at our workplaces, based on the risk determination, are from coworkers or potential visitors if any are permitted.

Because our risk for exposure is greatest among coworkers, the steps we all must take in our workplaces include:

- Avoiding shared lunch and break spaces

- Social distancing –Stay 6 feet apart. Masks are provided to employees if they must be within 6 feet.

- Hygiene -hand washing and sanitizing, covering our mouths with a tissue or sleeve if we cough or sneeze, and frequently sanitizing personal and shared surfaces (phones, desks, office equipment, etc.).

- Keep shared equipment or tools to a minimum, and if necessary, make sure proper sanitation occurs before and after uses.

Section 2. Measures Taken to Prevent Employee Exposure:

a. **Engineering Controls**:

The City of Gaylord has installed a drop box in the front foyer of City Hall for utility payments to avoid unessential customer traffic and exposure.

Hierarchy of Controls

Most effective

Elimination — Physically remove the hazard

Substitution — Replace the hazard

Engineering Controls — Isolate people from the hazard

Administrative Controls — Change the way people work

PPE — Protect the worker with Personal Protective Equipment

Least effective

b. **Administrative Controls**:

- Employees are encouraged to stay home if they feel sick.

- Face to face meetings have been replaced with phone calls or virtual meetings whenever possible.

- Employees who have equipment to work from home have done so when our community was determined as being a hot spot for the virus.

- Employee's shifts and schedules were staggered to limit staff as much as possible when our community was determined as being a hot spot for the virus.

- Employees have been provided with COVID-19 policies with instructions on what to do if they are sick or had exposure to the virus (**attached titled: Employee Exposure or Illness Due to Coronavirus).**

- Masks and gloves are provided at work stations for employees to voluntarily use.

c. **Hand Hygiene and Environmental Surface Disinfection**

- Hand hygiene which includes hand washing and sanitizing is encouraged. Hand soap and sanitizer are made available to all employees.
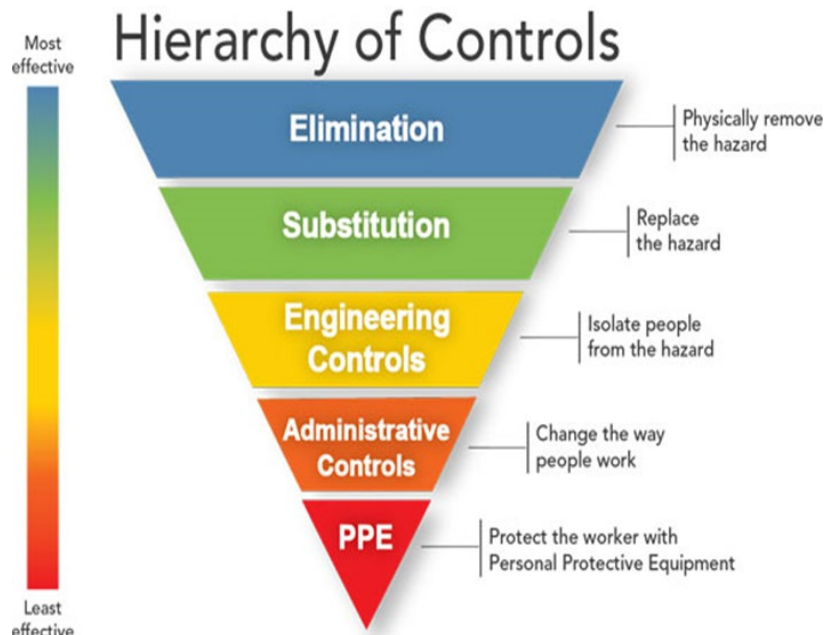
- Employees are encouraged to wipe down their workstations daily, including high touch surfaces which include: tables, doorknobs, light switches, countertops, handles, desks, phones, keyboard, toilets, faucets, sinks, etc.

- Cleaning staff thoroughly cleans City Hall including the Police Department weekly.

- Employees are provided with cleaning supplies such as disinfectant wipes and sprays to clean personal or high touch surfaces throughout the day.

- If an employee was suspected or confirmed to have COVID-19, staff at the location would be sent home immediately and City cleaning staff would perform enhanced cleaning and disinfection of the potentially exposed or infected areas.

- DPW and WWTP staff who may use the same equipment or vehicles wipe down shared vehicles or equipment with disinfectant wipes.

d. Personal Protective Equipment

- Employees are provided with masks and may also use a cloth mask if they choose to, and are encouraged to use masks if they are unable to maintain 6 feet of social distance.

- Employees are provided with gloves.

e. Health Surveillance

- Employees are instructed to fill out the "Required Daily Entry Screening and COVID-19 Questionnaire" each morning before beginning their shifts (attached).

- Employees have access to touchless thermometers to take their own temperatures with.

- Any employee who responds to the Questionnaire indicating exposure or symptoms, or is showing signs or symptoms, or has a fever, will be sent home immediately and the facility will undergo a deep cleaning.

- Any employee who is home due to illness or to care for a loved one who is ill is asked to keep in touch with their supervisor or human resources as they monitor their symptoms and health.

f. Training

Employees have been made aware by their supervisors and CDC guidance of the importance of hygiene etiquette in slowing the spread of the Coronavirus. To continue to encourage employee training and hygiene etiquette, educational posters will be posted in common areas and made visible to all employees. The training posters will provide employees with the following information:

- Handwashing Instruction:
  o Use soap and water
  o Wash for 20 seconds
  o Scrub all hand surfaces

- Hand Sanitizer
  o Use when soap and water are unavailable
  o Sanitizer should be 60% alcohol or greater

- Coughing and Sneezing
  o Cover your mouth and nose with tissue
  o If you don't have a tissue use your upper sleeve do not use your hands
  o Remember to wash your hands after

Employees will also be provided with information about the Coronavirus itself, such as the background of the virus, signs and symptoms of the virus, when to seek emergency care, and how the virus is spread.

COVID-19 Background

From the CDC Website:

COVID-19 is caused by a new coronavirus. Coronaviruses are a large family of viruses that are common in people and many different species of animals, including camels, cattle, cats, and bats. Rarely, animal coronaviruses can infect people and then spread between people such as with MERS-CoV, SARS-CoV, and now with this new virus, named SARS-CoV-2.

The SARS-CoV-2 virus is a betacoronavirus, like MERS-CoV and SARS-CoV. All three of these viruses have their origins in bats. The sequences from U.S. patients are similar to the one that China initially posted, suggesting a likely single, recent emergence of this virus from an animal reservoir.

Early on, many of the patients at the epicenter of the outbreak in Wuhan, Hubei Province, China had some link to a large seafood and live animal market, suggesting animal-to-person spread. Later, a growing number of patients reportedly did not have exposure to animal markets, indicating person-to-person spread. Person-to-person spread was subsequently reported outside Hubei and in countries outside China, including in the United States. Most international destinations now have ongoing community spread with the virus that causes COVID-19, as does the United States. Community spread means some people have been infected and it is not known how or where they became exposed. Learn more about the spread of this coronavirus that is causing COVID-19.

COVID-19 Signs and Symptoms:
From the CDC Website:

The symptoms of COVID-19 can range from mild to severe in anyone. The CDC states that those who are at the greatest risk are older adults and people with severe underlying medical conditions.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear **2-14 days after exposure to the virus.** People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

When to Seek Emergency Medical Attention
Look for **emergency warning signs*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

How COVID-19 is Spread:
- Person to Person
  - Exposure to respiratory droplets from someone who is infected
  - People without symptoms are able to spread the virus
- Contaminated surfaces and then touching eyes, nose, or mouth

Employees must also be aware of what to do if they become sick or have an exposure. The City has created and distributed a resource to answer these questions and that information is attached (title: **Employee Exposure or Illness Due to Coronavirus).**

City employees should also know that if they have any workplace concerns regarding safety or exposure, they can bring those concerns to their Supervisor or Erika Peters the Human Resources Manager and their concerns will be addressed.

The City has also designated worksite supervisors, per Executive Order 2020-91, to implement, monitor, and report on the COVID-19 control strategies mandated under section 1. (a.) of Executive Order 2020-91 (attached), and furthermore laid out in this Exposure Plan. Worksite supervisors will be as follows:
- City Hall Administrative Staff Worksite Supervisor –Erika Peters
- Department of Public Works Worksite Supervisor –Ed Tholl
- Wastewater Treatment Plant Worksite Supervisor –Aaron Knopp
- Police Department Staff –Chief Frank Claeys

Section 3. Current CDC Guidance.

Employees can access current CDC guidance about the Coronavirus at

https://www.cdc.gov/

Employees should also know that the City is continuously reviewing such guidance and is updating policies based upon suggestions made.

The next two pages include current CDC information about the Coronavirus, including, "*How to Protect Yourself & Others,*" and "*What to Do If You Are Sick.*"

The City of Gaylord's Employee Guidelines for what they should do if they are sick or exposed to the virus follow (**Employee Exposure or Illness Due to Coronavirus).**

CDC Centers for Disease
Control and Prevention

Coronavirus Disease 2019 (COVID-19)

How to Protect Yourself & Others

Older adults and people who have severe underlying medical conditions like heart or lung disease or diabetes seem to be at higher risk for developing serious complications from COVID-19 illness. More information on Are you at higher risk for serious illness.

Know how it spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to spread mainly from person-to-person.
  - Between people who are in close contact with one another (within about 6 feet).
  - Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  - Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone Should

Wash your hands often

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid close contact

- Avoid close contact with people who are sick, even inside your home. If possible, maintain 6 feet between the person who is sick and other household members.
- Put distance between yourself and other people outside of your home.
  - Remember that some people without symptoms may be able to spread virus.
  - Stay at least 6 feet (about 2 arms' length) from other people.
  - Do not gather in groups.
  - Stay out of crowded places and avoid mass gatherings.
  - Keeping distance from others is especially important for people who are at higher risk of getting very sick.

Cover your mouth and nose with a cloth face cover when around others

others

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities.
  - Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes

- If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect

- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection.
- Then, use a household disinfectant. Most common EPA-registered household disinfectants ⤢ will work.

Monitor Your Health

- Be alert for symptoms. Watch for fever, cough, shortness of breath, or other symptoms of COVID-19.
  - Especially important if you are running essential errands, going into the office or workplace, and in settings where it may be difficult to keep a physical distance of 6 feet.
- Take your temperature if symptoms develop.
  - Don't take your temperature within 30 minutes of exercising or after taking medications that could lower your temperature, like acetaminophen.
- Follow CDC guidance if symptoms develop.

Handwashing Resources

Handwashing tips

Hand Hygiene in Healthcare Settings

More information

Symptoms

What to do if you are sick

If someone in your house gets sick

Frequently asked questions

Travelers

Individuals, schools, events, businesses and more

Healthcare Professionals

6 Steps to Prevent COVID-19

6 Steps to Prevent COVID-19 (ASL Version)

Social Distancing (ASL Video)

ASL Video Series: What You Need to Know About Handwashing

Page last reviewed: April 24, 2020

CDC Centers for Disease
Control and Prevention

Coronavirus Disease 2019 (COVID-19)

What to Do If You Are Sick
Updated May 8, 2020

If you have a fever, cough or other symptoms, you might have COVID-19. Most people have mild illness and are able to recover at home. If you think you may have been exposed to COVID-19, contact your healthcare provider.

- Keep track of your symptoms.
- If you have an emergency warning sign (including trouble breathing), get emergency medical care immediately.

Self-Checker
A guide to help you make decisions and seek appropriate medical care

Steps to help prevent the spread of COVID-19 if you are sick

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to care for yourself and to help protect other people in your home and community.

Stay home except to get medical care

- **Stay home.** Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
- **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.
- Avoid public transportation, ride-sharing, or taxis.

Separate yourself from other people

As much as possible, stay in a specific room and away from other people and pets in your home. If possible, you should use a separate bathroom. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.

- Additional guidance is available for those living in close quarters and shared housing.
- See COVID-19 and Animals if you have questions about pets.

Monitor your symptoms

- Symptoms of COVID-19 fever, cough, or other symptoms.
- Follow care instructions from your healthcare provider and local health department. Your local health authorities may give instructions on checking your symptoms and reporting information.

When to Seek Emergency Medical Attention

Look for **emergency warning signs*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

Call ahead before visiting your doctor

- Call ahead. Many medical visits for routine care are being postponed or done by phone or telemedicine.
- If you have a medical appointment that cannot be postponed, call your doctor's office, and tell them you have or may have COVID-19. This will help the office protect themselves and other patients.

If you are sick wear a cloth covering over your nose and mouth

- You should wear a cloth face covering, over your nose and mouth if you must be around other people or animals, including pets (even at home)

- You don't need to wear the cloth face covering if you are alone. If you can't put on a cloth face covering (because of trouble breathing, for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.

- Cloth face coverings should not be placed on young children under age 2 years, anyone who has trouble breathing, or anyone who is not able to remove the covering without help.

Note: During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.

Cover your coughs and sneezes

- Cover your mouth and nose with a tissue when you cough or sneeze.
- Throw away used tissues in a lined trash can.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.

Clean your hands often

- Wash your hands often with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.

- Use hand sanitizer if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- Soap and water are the best option, especially if hands are visibly dirty.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Handwashing Tips

Avoid sharing personal household items

- Do not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
- Wash these items thoroughly after using them with soap and water or put in the dishwasher.

Clean all "high-touch" surfaces everyday

- Clean and disinfect high-touch surfaces in your "sick room" and bathroom; wear disposable gloves. Let someone else clean and disinfect surfaces in common areas, but you should clean your bedroom and bathroom, if possible.
- If a caregiver or other person needs to clean and disinfect a sick person's bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and disposable gloves prior to cleaning. They should wait as long as possible after the person who is sick has used the bathroom before coming in to clean and use the bathroom.

High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.

- Clean and disinfect areas that may have blood, stool, or body fluids on them.
- Use household cleaners and disinfectants. Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.

    - Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
    - Most EPA-registered household disinfectants should be effective. A full list of disinfectants can be found here ☐ .
    - Complete Disinfection Guidance

When it's Safe to be Around Others After Being Sick with COVID-19

Deciding when it is safe to be around others is different for different situations. Find out when you can safely end home isolation.

For any additional questions about your care, contact your healthcare provider or state or local health department.

For healthcare professionals

There is no specific antiviral treatment recommended for COVID-19. People with COVID-19 should receive supportive care to help relieve symptoms. For severe cases, treatment should include care to support vital organ functions.

- Evaluating and Testing Patients for COVID-19
- Infection Prevention and Control in Healthcare Settings
- Discontinuing Isolation Guidance

Print Resources

Caring for yourself at home: 10 things to manage your health

What you can do if you have possible or confirmed COVID-19:

- English 📄 [1 page]
- Spanish 📄
- Chinese 📄
- Vietnamese 📄
- Korean 📄

More information

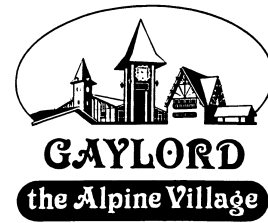|	
Travelers	Businesses
Households	Healthcare Professionals
People Who Need Extra Precautions	Health Departments
People Who Are Sick	Laboratories
Caregivers	ASL Video Series: Use the Coronavirus Self Checker
Schools	

Page last reviewed: May 8, 2020

CITY OF GAYLORD
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Telephone: 989-732-4060 ◆ www.CityOfGaylord.com

To: All Employees
From: City Manager Joe Duff
         Human Resources Manager
         Erika Peters
Date: April 9, 2020
Re: Employee Exposure or Illness Due to Coronavirus (COVID-19)

The City of Gaylord plans to follow CDC guidelines in regards to what to do when you are sick with COVID-19 or if you had a potential exposure to COVID-19. This includes guidelines about what to do if a Critical Infrastructure Employee has a potential exposure but has no symptoms, as well as how to discontinue home isolation and return to work if an employee does show symptoms or tests positive for the virus.

Employees who had a potential exposure to COVID-19 will be subject to CDC guidelines. To ensure continuity of infrastructure, workers may be permitted to continue work following potential exposure to COVID-19, provided they remain **asymptomatic** and additional precautions are implemented.

The City of Gaylord still plans to proceed with caution in regard to staff and community safety and will assess each exposure on a case by case basis. If The City determines an exposure was at such a high risk it poses an exceptional threat to the employee's own health and fellow coworker's health, the employee may be asked to remain home to self-monitor or self-quarantine. However, in the event of a **potential exposure** (as defined by the CDC) The City will follow the CDC guidance on how to proceed. Attached you will find the definition of what a potential exposure is in the CDC documentation. The guidelines to follow should a potential exposure occur will be as follows:

- Pre-Screen: When the employee presents to work their Supervisor should assess symptoms prior to the employee starting work.

- Regular Monitoring: As long as the employee does not have a temperature or symptoms, they should self-monitor and provide updates to their Supervisor and HR.

- Wear a Mask: The employee should wear a face mask if directed to by their Supervisor while in the workplace for 14 days after last exposure. Cloth face coverings will be permitted following approval from the employee's Supervisor.

- Social Distance: The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.

- Disinfect and Clean work spaces: Clean and disinfect all areas such as offices, bathrooms, common areas, and shared equipment.

For more information about these safety practices, please refer to the attached CDC guidance "Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19."

In the case of a determined high risk exposure, or an employee who is ill and **has symptoms** of COVID-19, or an employee with **confirmed** COVID-19, the employee will be asked to stay at home and follow the CDC guidelines (attached). The employee will be permitted to return to work following the CDC guidelines for discontinuing home isolation.

For individuals who **will not** have a COVID-19 test, they may return to work after these three things have happened:

- You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fever)

  AND

- Other symptoms have improved (for example, when your cough or shortness of breath have improved)

  AND

- At least 7 days have passed since your symptoms first appeared. *However, The City of Gaylord, in taking every precaution to ensure the safety of community and staff, asks that our employees remain home for 10 days since symptoms first appeared, unless otherwise instructed by their Supervisor or Erika.*

The CDC provides additional guidelines for individuals who **will be tested and test positive** for COVID-19. These guidelines can be found in the attachment from the CDC. Employees who receive a positive test may only return once the CDC guidelines have been met, unless otherwise instructed by their physician, Supervisor, or Erika.

Employees who are sick with COVID-19 are expected to provide updates to both their Supervisor and Erika about their condition and progression of symptoms.

If you have any questions please let Erika know.

Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19

To ensure continuity of operations of essential functions, CDC advises that critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.

A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

Critical Infrastructure workers who have had an exposure but remain asymptomatic should adhere to the following practices prior to and during their work shift:

- Pre-Screen: Employers should measure the employee's temperature and assess symptoms prior to them starting 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 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 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 6 feet and practice social distancing as work duties permit in the workplace.

- Disinfect and Clean work spaces: Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

If the employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.

Employers should implement the recommendations in the 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. Additional information about identifying critical infrastructure during COVID-19 can be found on the DHS CISA website or the CDC's specific First Responder Guidance page.

INTERIM GUIDANCE

This interim guidance pertains to critical infrastructure workers, including personnel in 16 different sectors of work including:

- Federal, state, & local law enforcement

- 911 call center employees

- Fusion Center employees

- Hazardous material responders from government and the private sector

- Janitorial staff and other custodial staff

- Workers – including contracted vendors – in food and agriculture, critical manufacturing, informational technology, transportation, energy and government facilities

ADDITIONAL CONSIDERATIONS

- Employees should not share headsets or other objects that are near mouth or nose.

- Employers should increase the frequency of cleaning commonly touched surfaces.

- Employees and employers should consider pilot testing the use of face masks to ensure they do not interfere with work assignments.

- Employers should work with facility maintenance staff to increase air exchanges in room.

- Employees should physically distance when they take breaks together. Stagger breaks and don't congregate in the break room, and don't share food or utensils.

Social distancing, self-monitoring, quarantine, isolation for COVID-19

HEALTH DEPARTMENT *of Northwest Michigan*

What do these terms mean? And what do I do if I'm asked to do them?
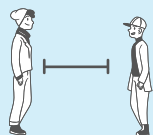
Social distancing

We should ALL be practicing social distancing. It help protect everyone in our community, especially those who are most vulnerable, from illness. What does this look like?

Individuals can:

- Keep six feet between people as much as possible.
- Get curbside pick up for groceries or restaurant orders instead of going inside.
- Use online or drive-through services at the bank.
- Avoid public places at their busiest times.
- Avoid getting together in large social groups.

Businesses & organizations can:

- Have employees tele-work.
- Limit in-person meetings and travel.
- Modify operations to provide more online options and restrict people from gathering.

You may be asked to do any of the following:

	Who should do it?	What is it?
Self-monitoring	People without symptoms, but who had a low-risk exposure like being in an airport or restaurant at the same time as someone with a confirmed case of COVID-19.	• Practice social distancing. • Check & record your temperature 2x a day and watch for symptoms. • If symptoms develop, CALL your doctor to explain symptoms and possible exposure before going in.
Self-quarantine	People without symptoms, but who have a higher potential of becoming sick because of where they traveled or having had contact with someone being tested for COVID-19.	• Stay home 24/7 and self-monitor for 14 days. • Family and roommates should practice social distancing. • If you become symptomatic, family and roommates should also go into self-quarantine.
Monitored quarantine	Travelers from countries noted by the CDC (https://wwwnc.cdc.gov/travel) and close contacts of people who have tested positive for COVID-19.	• Same steps as self-quarantine • Plus report your twice daily temperatures and symptoms to the Health Department during your 14 days of quarantine.
Self-isolation	People sick with symptoms of COVID-19 but not sick enough to be hospitalized.	• Stay in a separate room from the rest of their household members. • Use a separate bathroom if possible. • Family and roommates should avoid contact with sick person and practice self-quarantine. • Wear a mask if you go into shared spaces.

Steps to help prevent the spread of COVID-19 if you are sick

FOLLOW THE STEPS BELOW: If you are sick with COVID-19 or think you might have it, follow the steps below to help protect other people in your home and community.

Stay home except to get medical care

- **Stay home:** People who are mildly ill with COVID-19 are able to recover at home. Do not leave, except to get medical care. Do not visit public areas.

- **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you feel worse or you think it is an emergency.

- **Avoid public transportation:** Avoid using public transportation, ride-sharing, or taxis.

Separate yourself from other people in your home, this is known as home isolation

- **Stay away from others:** As much as possible, you should stay in a specific "sick room" and away from other people in your home. Use a separate bathroom, if available.

- **Limit contact with pets & animals:** You should restrict contact with pets and other animals, just like you would around other people.

  - Although there have not been reports of pets or other animals becoming sick with COVID-19, it is still recommended that people with the virus limit contact with animals until more information is known.
  - When possible, have another member of your household care for your animals while you are sick with COVID-19. If you must care for your pet or be around animals while you are sick, wash your hands before and after you interact with them. See COVID-19 and Animals for more information.

Call ahead before visiting your doctor

- **Call ahead:** If you have a medical appointment, call your doctor's office or emergency department, and tell them you have or may have COVID-19. This will help the office protect themselves and other patients.

Wear a facemask if you are sick

- **If you are sick:** You should wear a facemask when you are around other people and before you enter a healthcare provider's office.

- **If you are caring for others:** If the person who is sick is not able to wear a facemask (for example, because it causes trouble breathing), then people who live in the home should stay in a different room. When caregivers enter the room of the sick person, they should wear a facemask. Visitors, other than caregivers, are not recommended.

Cover your coughs and sneezes

- **Cover:** Cover your mouth and nose with a tissue when you cough or sneeze.

- **Dispose:** Throw used tissues in a lined trash can.

- **Wash hands:** Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.

Clean your hands often

- **Wash hands:** Wash your hands often with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.

- **Hand sanitizer:** If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.

- **Soap and water:** Soap and water are the best option, especially if hands are visibly dirty.

- **Avoid touching:** Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid sharing personal household items

- **Do not share:** Do not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.

cdc.gov/COVID19

- **Wash thoroughly after use:** After using these items, wash them thoroughly with soap and water or put in the dishwasher.

Clean all "high-touch" surfaces everyday

Clean high-touch surfaces in your isolation area ("sick room" and bathroom) every day; let a caregiver clean and disinfect high-touch surfaces in other areas of the home.

- **Clean and disinfect:** Routinely clean high-touch surfaces in your "sick room" and bathroom. Let someone else clean and disinfect surfaces in common areas, but not your bedroom and bathroom.
  - If a caregiver or other person needs to clean and disinfect a sick person's bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and wait as long as possible after the sick person has used the bathroom.
- High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.
- **Clean and disinfect areas that may have blood, stool, or body fluids on them.**
- **Household cleaners and disinfectants:** Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
  - Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
  - Most EPA-registered household disinfectants should be effective. A full list of disinfectants can be found hereexternal icon.

Monitor your symptoms

- **Seek medical attention, but call first:** Seek medical care right away if your illness is worsening (for example, if you have difficulty breathing).
  - **Call your doctor before going in:** Before going to the doctor's office or emergency room, call ahead and tell them your symptoms. They will tell you what to do.
- **Wear a facemask:** If possible, put on a facemask before you enter the building. If you can't put on a facemask, try to keep a safe distance from other people (at least 6 feet away). This will help protect the people in the office or waiting room.
- **Follow care instructions from your healthcare provider and local health department:** Your local health authorities will give instructions on checking your symptoms and reporting information.

If you develop **emergency warning signs** for COVID-19 get **medical attention immediately.**

Emergency warning signs include*:

- Difficulty breathing or shortness of breath
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

Call 911 if you have a medical emergency: If you have a medical emergency and need to call 911, notify the operator that you have or think you might have, COVID-19. If possible, put on a facemask before medical help arrives.

How to discontinue home isolation

- People **with COVID-19 who have stayed home (home isolated)** can stop home isolation under the following conditions:
  - *If you will not have a test* to determine if you are still contagious, you can leave home after these three things have happened:
    - You have had no fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers)
      AND
    - other symptoms have improved (for example, when your cough or shortness of breath have improved)
      AND
    - at least 7 days have passed since your symptoms first appeared
  - *If you will be tested* to determine if you are still contagious, you can leave home after these three things have happened:
    - You no longer have a fever (without the use medicine that reduces fevers)
      AND
    - other symptoms have improved (for example, when your cough or shortness of breath have improved)
      AND
    - you received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines.

In all cases, follow the guidance of your healthcare provider and local health department. The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Local decisions depend on local circumstances.

More information is available here.

Additional information for healthcare providers: Interim Healthcare Infection Prevention and Control Recommendations for Persons Under Investigation for 2019 Novel Coronavirus.

Required Daily Entry Screening and COVID-19 Questionnaire Pursuant to the Governor's Executive Order 2020-91

Please complete this form each day you are present at work per the Governor's Executive Order. A detailed description from the Health Department is available to answer any questions. Please ask your Supervisor or Erika for more information.

EMPLOYEE
NAME_____

DATE
WORKED_____

Are you experiencing the following symptoms: fever, new or worsening cough, shortness of breath, sore throat, diarrhea?	Have you had any close contact in the last 14 days with someone with a diagnosis of COVID-19? *"Close contact" means someone identified as "close contact" by the local health department, a household member, or someone within 6 feet for 10 minutes or longer.*	Have you engaged in any activity or travel within the last 14 days which fails to comply with current business travel restrictions?	Have you been directed or told by the local health department or your healthcare provider to self-isolate or self-quarantine?
Select Answer: **YES or NO**	Select Answer: **YES or NO**	Select Answer: **YES or NO**	Select Answer: **YES or NO**
Please notate in the space below any additional information or comments:	Please notate in the space below any additional information or comments:	Please notate in the space below any additional information or comments:	Please notate in the space below any additional information or comments:

If you answer "yes" to any of the symptoms listed above, or your temperature is 100.4°F or higher, please do not go into work. Self- isolate at home and contact your primary care physician's office for direction. Be sure to contact your supervisor as well.

If you answered "yes" and have traveled or been directed to self-quarantine by the health department, notify your supervisor and Erika and self-quarantine at home as directed.

SUPERVISOR SIGNATURE_____

STATE OF MICHIGAN

OFFICE OF THE GOVERNOR

LANSING

GRETCHEN WHITMER
GOVERNOR

GARLIN GILCHRIST II
LT. GOVERNOR

EXECUTIVE ORDER

No. 2020-91

Safeguards to protect Michigan's workers from COVID-19

The novel coronavirus (COVID-19) is a respiratory disease that can result in serious illness or death. It is caused by a new strain of coronavirus not previously identified in humans and easily spread from person to person. There is currently no approved vaccine or antiviral treatment for this disease.

On March 10, 2020, the Department of Health and Human Services identified the first two presumptive-positive cases of COVID-19 in Michigan. On that same day, I issued Executive Order 2020-4. This order declared a state of emergency across the state of Michigan under section 1 of article 5 of the Michigan Constitution of 1963, the Emergency Management Act, 1976 PA 390, as amended, MCL 30.401 et seq., and the Emergency Powers of the Governor Act of 1945, 1945 PA 302, as amended, MCL 10.31 et seq.

Since then, the virus spread across Michigan, bringing deaths in the thousands, confirmed cases in the tens of thousands, and deep disruption to this state's economy, homes, and educational, civic, social, and religious institutions. On April 1, 2020, in response to the widespread and severe health, economic, and social harms posed by the COVID-19 pandemic, I issued Executive Order 2020-33. This order expanded on Executive Order 2020-4 and declared both a state of emergency and a state of disaster across the State of Michigan under section 1 of article 5 of the Michigan Constitution of 1963, the Emergency Management Act, and the Emergency Powers of the Governor Act of 1945. And on April 30, 2020, finding that COVID-19 had created emergency and disaster conditions across the State of Michigan, I issued Executive Order 2020-67 to continue the emergency declaration under the Emergency Powers of the Governor Act, as well as Executive Order 2020-68 to issue new emergency and disaster declarations under the Emergency Management Act.

The Emergency Management Act vests the governor with broad powers and duties to "cop[e] with dangers to this state or the people of this state presented by a disaster or emergency," which the governor may implement through "executive orders, proclamations, and directives having the force and effect of law." MCL 30.403(1)-(2). Similarly, the Emergency Powers of the Governor Act of 1945 provides that, after declaring a state of emergency, "the governor may promulgate reasonable orders, rules, and regulations as he or she considers necessary to protect life and property or to bring the emergency situation within the affected area under control." MCL 10.31(1).

To suppress the spread of COVID-19, to prevent the state's health care system from being overwhelmed, to allow time for the production of critical test kits, ventilators, and personal protective equipment, to establish the public health infrastructure necessary to contain the spread of infection, and to avoid needless deaths, it is reasonable and necessary to direct residents to remain at home or in their place of residence to the maximum extent feasible. To that end, on March 23, 2020, I issued Executive Order 2020-21, ordering all people in Michigan to stay home and stay safe. In Executive Orders 2020-42, 2020-59, 2020-70, and 2020-77, I extended that initial order, modifying its scope as needed and appropriate to match the ever-changing circumstances presented by this pandemic.

The measures put in place by these executive orders have been effective: the number of new confirmed cases each day has started to drop. Although the virus remains aggressive and persistent—on May 17, 2020, Michigan reported 51,142 confirmed cases and 4,891 deaths—the strain on our health care system has begun to relent, even as our testing capacity has increased. We have now begun the process of gradually resuming in-person work and activities that were temporarily suspended under my prior orders. In so doing, however, we must move with care, patience, and vigilance, recognizing the grave harm that this virus continues to inflict on our state and how quickly our progress in suppressing it can be undone.

In particular, businesses must do their part to protect their employees, their patrons, and their communities. Many businesses have already done so by implementing robust safeguards to prevent viral transmission. But we can and must do more: no one should feel unsafe at work. With this order, I am creating an enforceable set of workplace standards that apply to all businesses across the state. These standards will have the force and effect of agency rules and will be vigorously enforced by the agencies that oversee compliance with other health-and-safety rules. Any failure to abide by the rules will also constitute a failure to provide a workplace that is free from recognized hazards within the meaning of the Michigan Occupational Safety and Health Act, MCL 408.1011.

Acting under the Michigan Constitution of 1963 and Michigan law, I order the following:

1. All businesses or operations that are permitted to require their employees to leave the homes or residences for work under Executive Order 2020-92, and any order that follows it, must, at a minimum:

   (a) Develop a COVID-19 preparedness and response plan, consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration and available [here](). By June 1, 2020, or within two weeks of resuming in-person activities, whichever is later, a business's or operation's plan must be made readily available to employees, labor unions, and customers, whether via website, internal network, or by hard copy.

   (b) Designate one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed under subsection (a). The supervisor must remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.

(c) Provide COVID-19 training to employees that covers, at a minimum:

    (1) Workplace infection-control practices.

    (2) The proper use of personal protective equipment.

    (3) Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.

    (4) How to report unsafe working conditions.

(d) Conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.

(e) Keep everyone on the worksite premises at least six feet from one another to the maximum extent possible, including through the use of ground markings, signs, and physical barriers, as appropriate to the worksite.

(f) Provide non-medical grade face coverings to their employees, with supplies of N95 masks and surgical masks reserved, for now, for health care professionals, first responders (e.g., police officers, fire fighters, paramedics), and other critical workers.

(g) Require face coverings to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace, and consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.

(h) Increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (e.g., door handles), paying special attention to parts, products, and shared equipment (e.g., tools, machinery, vehicles).

(i) Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.

(j) Make cleaning supplies available to employees upon entry and at the worksite and provide time for employees to wash hands frequently or to use hand sanitizer.

(k) When an employee is identified with a confirmed case of COVID-19, within 24 hours, notify both:

    (1) The local public health department, and

    (2) Any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.

(l) Follow Executive Order 2020-36, and any executive orders that follow it, that prohibit discharging, disciplining, or otherwise retaliating against employees who stay home or who leave work when they are at particular risk of infecting others with COVID-19.

(m) Establish a response plan for dealing with a confirmed infection in the workplace, including protocols for sending employees home and for temporary closures of all or part of the worksite to allow for deep cleaning.

(n) Restrict business-related travel for employees to essential travel only.

(o) Encourage employees to use personal protective equipment and hand sanitizer on public transportation.

(p) Promote remote work to the fullest extent possible.

(q) Adopt any additional infection-control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community.

2. Businesses or operations whose work is primarily and traditionally performed outdoors must:

(a) Prohibit gatherings of any size in which people cannot maintain six feet of distance from one another.

(b) Limit in-person interaction with clients and patrons to the maximum extent possible, and bar any such interaction in which people cannot maintain six feet of distance from one another.

(c) Provide and require the use of personal protective equipment such as gloves, goggles, face shields, and face coverings, as appropriate for the activity being performed.

(d) Adopt protocols to limit the sharing of tools and equipment to the maximum extent possible and to ensure frequent and thorough cleaning and disinfection of tools, equipment, and frequently touched surfaces.

3. Businesses or operations in the construction industry must:

(a) Conduct a daily entry screening protocol for employees, contractors, suppliers, and any other individuals entering a worksite, including a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with, if possible, a temperature screening.

(b) Create dedicated entry point(s) at every worksite, if possible, for daily screening as provided in sub-provision (b) of this section, or in the alternative issue stickers or other indicators to employees to show that they received a screening before entering the worksite that day.

(c) Provide instructions for the distribution of personal protective equipment and designate on-site locations for soiled face coverings.

(d) Require the use of work gloves where appropriate to prevent skin contact with contaminated surfaces.

(e) Identify choke points and high-risk areas where employees must stand near one another (such as hallways, hoists and elevators, break areas, water stations, and buses) and control their access and use (including through physical barriers) so that social distancing is maintained.

(f) Ensure there are sufficient hand-washing or hand-sanitizing stations at the worksite to enable easy access by employees.

(g) Notify contractors (if a subcontractor) or owners (if a contractor) of any confirmed COVID-19 cases among employees at the worksite.

(h) Restrict unnecessary movement between project sites.

(i) Create protocols for minimizing personal contact upon delivery of materials to the worksite.

4. Manufacturing facilities must:

(a) Conduct a daily entry screening protocol for employees, contractors, suppliers, and any other individuals entering the facility, including a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with temperature screening as soon as no-touch thermometers can be obtained.

(b) Create dedicated entry point(s) at every facility for daily screening as provided in sub-provision (a) of this section, and ensure physical barriers are in place to prevent anyone from bypassing the screening.

(c) Suspend all non-essential in-person visits, including tours.

(d) Train employees on, at a minimum:

(1) Routes by which the virus causing COVID-19 is transmitted from person to person.

(2) Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.

(3) The use of personal protective equipment, including the proper steps for putting it on and taking it off.

(e) Reduce congestion in common spaces wherever practicable by, for example, closing salad bars and buffets within cafeterias and kitchens, requiring individuals to sit at least six feet from one another, placing markings on the floor to allow social distancing while standing in line, offering boxed food via delivery or pick-up points, and reducing cash payments.

(f) Implement rotational shift schedules where possible (e.g., increasing the number of shifts, alternating days or weeks) to reduce the number of employees in the facility at the same time.

(g) Stagger meal and break times, as well as start times at each entrance, where possible.

(h) Install temporary physical barriers, where practicable, between work stations and cafeteria tables.

(i) Create protocols for minimizing personal contact upon delivery of materials to the facility.

(j) Adopt protocols to limit the sharing of tools and equipment to the maximum extent possible.

(k) Ensure there are sufficient hand-washing or hand-sanitizing stations at the worksite to enable easy access by employees, and discontinue use of hand dryers.

(l) Notify plant leaders and potentially exposed individuals upon identification of a positive case of COVID-19 in the facility, as well as maintain a central log for symptomatic employees or employees who received a positive test for COVID-19.

(m)Send potentially exposed individuals home upon identification of a positive case of COVID-19 in the facility.

(n) Require employees to self-report to plant leaders as soon as possible after developing symptoms of COVID-19.

(o) Shut areas of the manufacturing facility for cleaning and disinfection, as necessary, if an employee goes home because he or she is displaying symptoms of COVID-19.

5. Research laboratories, but not laboratories that perform diagnostic testing, must:

(a) Assign dedicated entry point(s) and/or times into lab buildings.

(b) Conduct a daily entry screening protocol for employees, contractors, suppliers, and any other individuals entering a worksite, including a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with, if possible, a temperature screening.

(c) Create protocols and/or checklists as necessary to conform to the facility's COVID-19 preparedness and response plan under section 1(a).

(d) Suspend all non-essential in-person visitors (including visiting scholars and undergraduate students) until further notice.

(e) Establish and implement a plan for distributing face coverings.

(f) Limit the number of people per square feet of floor space permitted in a particular laboratory at one time.

(g) Close open workspaces, cafeterias, and conference rooms.

(h) As necessary, use tape on the floor to demarcate socially distanced workspaces and to create one-way traffic flow.

(i) Require all office and dry lab work to be conducted remotely.

(j) Minimize the use of shared lab equipment and shared lab tools and create protocols for disinfecting lab equipment and lab tools.

(k) Provide disinfecting supplies and require employees to wipe down their work stations at least twice daily.

(l) Implement an audit and compliance procedure to ensure that cleaning criteria are followed.

(m) Establish a clear reporting process for any symptomatic individual or any individual with a confirmed case of COVID-19, including the notification of lab leaders and the maintenance of a central log.

(n) Clean and disinfect the work site when an employee is sent home with symptoms or with a confirmed case of COVID-19.

(o) Send any potentially exposed co-workers home if there is a positive case in the facility.

(p) Restrict all non-essential travel, including in-person conference events.

6. Retail stores that are open for in-store sales must:

(a) Create communications material for customers (e.g., signs or pamphlets) to inform them of changes to store practices and to explain the precautions the store is taking to prevent infection.

(b) Establish lines to regulate entry in accordance with subsection (c) of this section, with markings for patrons to enable them to stand at least six feet apart from one another while waiting. Stores should also explore alternatives to lines, including by allowing customers to wait in their cars for a text message or phone

call, to enable social distancing and to accommodate seniors and those with disabilities.

(c) Adhere to the following restrictions:

(1) For stores of less than 50,000 square feet of customer floor space, must limit the number of people in the store (including employees) to 25% of the total occupancy limits established by the State Fire Marshal or a local fire marshal. Stores of more than 50,000 square feet must:

(A) Limit the number of customers in the store at one time (excluding employees) to 4 people per 1,000 square feet of customer floor space.

(B) Create at least two hours per week of dedicated shopping time for vulnerable populations, which for purposes of this order are people over 60, pregnant women, and those with chronic conditions like heart disease, diabetes, and lung disease.

(2) The director of the Department of Health and Human Services is authorized to issue an emergency order varying the capacity limits described in this subsection as necessary to protect the public health.

(d) Post signs at store entrance(s) instructing customers of their legal obligation to wear a face covering when inside the store.

(e) Post signs at store entrance(s) informing customers not to enter if they are or have recently been sick.

(f) Design spaces and store activities in a manner that encourages employees and customers to maintain six feet of distance from one another.

(g) Install physical barriers at checkout or other service points that require interaction, including plexiglass barriers, tape markers, or tables, as appropriate.

(h) Establish an enhanced cleaning and sanitizing protocol for high-touch areas like restrooms, credit-card machines, keypads, counters, shopping carts, and other surfaces.

(i) Train employees on:

(1) Appropriate cleaning procedures, including training for cashiers on cleaning between customers.

(2) How to manage symptomatic customers upon entry or in the store.

(j) Notify employees if the employer learns that an individual (including a customer or supplier) with a confirmed case of COVID-19 has visited the store.

(k) Limit staffing to the minimum number necessary to operate.

7. Offices must:

   (a) Assign dedicated entry point(s) for all employees to reduce congestion at the main entrance.

   (b) Provide visual indicators of appropriate spacing for employees outside the building in case of congestion.

   (c) Take steps to reduce entry congestion and to ensure the effectiveness of screening (e.g., by staggering start times, adopting a rotational schedule in only half of employees are in the office at a particular time).

   (d) Require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways.

   (e) Increase distancing between employees by spreading out workspaces, staggering workspace usage, restricting non-essential common space (e.g., cafeterias), providing visual cues to guide movement and activity (e.g., restricting elevator capacity with markings, locking conference rooms).

   (f) Turn off water fountains.

   (g) Prohibit social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office.

   (h) Provide disinfecting supplies and require employees wipe down their work stations at least twice daily.

   (i) Post signs about the importance of personal hygiene.

   (j) Disinfect high-touch surfaces in offices (e.g., whiteboard markers, restrooms, handles) and minimize shared items when possible (e.g., pens, remotes, whiteboards).

   (k) Institute cleaning and communications protocols when employees are sent home with symptoms.

   (l) Notify employees if the employer learns that an individual (including a customer, supplier, or visitor) with a confirmed case of COVID-19 has visited the office.

   (m) Suspend all nonessential visitors.

   (n) Restrict all non-essential travel, including in-person conference events.

8. Restaurants and bars must:

   (a) Limit capacity to 50% of normal seating.

(b) Require six feet of separation between parties or groups at different tables or bar tops (e.g., spread tables out, use every other table, remove or put up chairs or barstools that are not in use).

(c) Create communications material for customers (e.g., signs, pamphlets) to inform them of changes to restaurant or bar practices and to explain the precautions that are being taken to prevent infection.

(d) Close waiting areas and ask customers to wait in cars for a call when their table is ready.

(e) Close self-serve food or drink options, such as buffets, salad bars, and drink stations.

(f) Provide physical guides, such as tape on floors or sidewalks and signage on walls to ensure that customers remain at least six feet apart in any lines.

(g) Post sign(s) at store entrance(s) informing customers not to enter if they are or have recently been sick.

(h) Post sign(s) instructing customers to wear face coverings until they get to their table.

(i) Require hosts and servers to wear face coverings in the dining area.

(j) Require employees to wear face coverings and gloves in the kitchen area when handling food, consistent with guidelines from the Food and Drug Administration ("FDA").

(k) Limit shared items for customers (e.g., condiments, menus) and clean high-contact areas after each customer (e.g., tables, chairs, menus, payment tools, condiments).

(l) Train employees on:

(1) Appropriate use of personal protective equipment in conjunction with food safety guidelines.

(2) Food safety health protocols (e.g., cleaning between customers, especially shared condiments).

(3) How to manage symptomatic customers upon entry or in the restaurant.

(m) Notify employees if the employer learns that an individual (including an employee, customer, or supplier) with a confirmed case of COVID-19 has visited the store.

(n) Close restaurant immediately if an employee shows multiple symptoms of COVID-19 (fever, atypical shortness of breath, atypical cough) and perform a deep clean, consistent with guidance from FDA and the Center for Disease Control. Such cleaning may occur overnight.

(o) Require a doctor's written release to return to work if an employee has a confirmed case of COVID-19.

(p) Install physical barriers, such as sneeze guards and partitions at cash registers, bars, host stands, and other areas where maintaining physical distance of six feet is difficult.

(q) To the maximum extent possible, limit the number of employees in shared spaces, including kitchens, break rooms, and offices, to maintain at least a six-foot distance between employees.

9. Employers must maintain a record of the requirements set forth in Sections 1(c), (d), and (k).

10. The rules described in sections 1 through 9 have the force and effect of regulations adopted by the departments and agencies with responsibility for overseeing compliance with workplace health-and-safety standards and are fully enforceable by such agencies. Any challenge to penalties imposed by a department or agency for violating any of the rules described in sections 1 through 9 of this order will proceed through the same administrative review process as any challenge to a penalty imposed by the department or agency for a violation of its rules.

11. Any business or operation that violates the rules in sections 1 through 9 has failed to provide a place of employment that is free from recognized hazards that are causing, or are likely to cause, death or serious physical harm to an employee, within the meaning of the Michigan Occupational Safety and Health Act, MCL 408.1011.

12. Nothing in this order shall be taken to limit or affect any rights or remedies otherwise available under law.

Given under my hand and the Great Seal of the State of Michigan.

[signature]

Date: May 18, 2020

Time: 1:15 pm

_____
GRETCHEN WHITMER
GOVERNOR

By the Governor:

_____
SECRETARY OF STATE