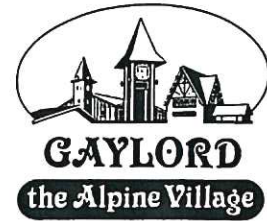


City of Gaylord COVID-19 Exposure Control Plan

May 22, 2020

Revised: May 27, 2021



The City of Gaylord, acting under the requirements of the Executive Orders of the Governor of Michigan and Michigan Department of Health and Human Services (MDHHS) as well as the Emergency Rules ordered by Michigan Occupational Safety and Health Administration (MIOSHA), 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

Attachments:

- Employee Exposure or Illness due to COVID-19
- Health Department Letter to Employers (Dated May 6, 2021) with Updated Quarantine Requirements for Fully Vaccinated Individuals
- Required Daily Entry Screening and COVID-19 Questionnaire
- MIOSHA Emergency Rules Coronavirus Disease 2019 (Dated May 21, 2021)

Section 1. Exposure Determination:

City facilities (including City Hall, the DPW garage, and WWTP) do not expressly require close contact to individuals who may be infected with COVID-19. However, there is a potential risk of exposure between coworkers or from a community member who comes in to one of the facilities. In order to keep the City in the low risk category as described in the pyramid below, we have to make sure we limit our close contact with others as much as possible. Because at times contact with people who might have COVID-19 but not know it may not be avoidable, we must take precautions which assume we are in a medium risk category as described in the pyramid below. There are several steps we can take to reduce our risk of exposure from an individual who has COVID-19 but does not know it, and these steps are listed throughout this document in the subsequent sections.

Note: Due to the nature of City Police Officer's work, their exposure can range from medium to very high. Exposure control protocols for Police Officers in the line of duty are reviewed by the Chief of Police, City Manager, and Human Resources Manager.



Because our greatest risks for exposure at work is among coworkers or visitors, the steps we all must take in our workplaces include:

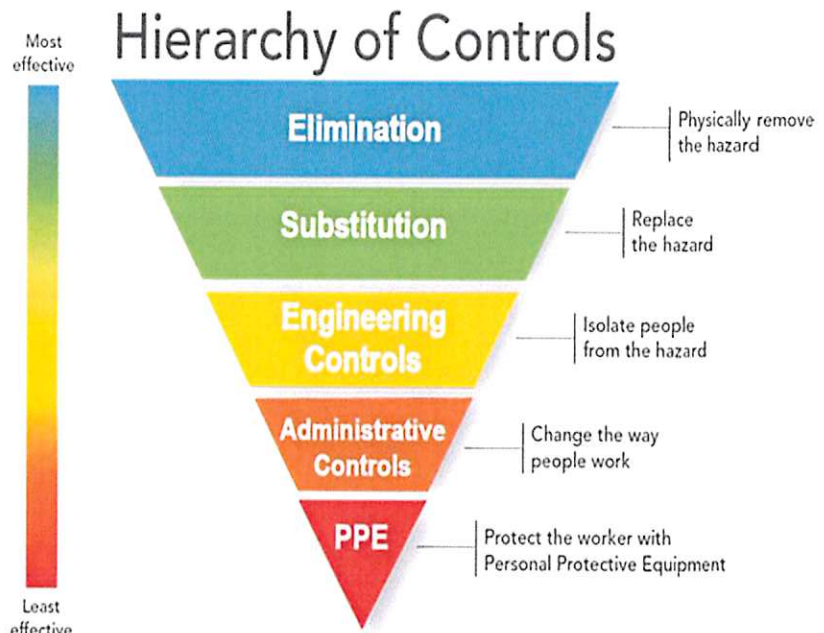
- Any employee, except fully vaccinated persons, must wear face coverings when employees cannot consistently maintain 6 feet of separation from other individuals indoors in the workplace. Signs are posted in the work area to ensure employees that are not fully vaccinated understand the expectation for them to wear a face covering.
- 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. Control Measures Taken to Prevent Employee Exposure:

a. Engineering Controls:

The City of Gaylord has installed the following Engineering Controls:

- A drop box in the front foyer of City Hall for payments and voter ballots or applications to avoid unessential customer traffic and exposure.
- Plexiglass screens at the front counter.
- Rope barriers to limit and direct customers to and from our counter, as well as to protect employees and promote social distancing among customers.



b. Administrative Controls:

- Employees are encouraged to stay home if they feel sick.
- Face to face meetings and trainings have been reduced and phone calls or virtual meetings are conducted in place of face to face gatherings whenever possible and feasible to do so.
- 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 are worn in all indoor public spaces by those who are not fully vaccinated.
- Gloves are provided for employees to use at their discretion.

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 who are not fully vaccinated 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.
- Hand sanitizer is made available at the entryways of City Hall for people to use when coming in.

d. Personal Protective Equipment

- Masks are provided by the City and are worn in all indoor public spaces by not fully vaccinated employees, and they are also made available to employees who ARE fully vaccinated but still prefer to wear a face covering. Employees are provided with gloves to use at their own discretion.
- Masks are placed at the entryways of City Hall for community members to use when coming in.

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 (MDHHS



guidance for quarantine for fully vaccinated individuals is followed in these situations, but any employee who is sick is encouraged to stay home). 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 COVID-19. To continue to encourage employee training and hygiene etiquette, educational posters are posted in common areas and made visible to all employees. The training posters will provide employees with the following information:

- Handwashing Instruction:
 - Use soap and water
 - Wash for 20 seconds
 - Scrub all hand surfaces
- Hand Sanitizer
 - Use when soap and water are unavailable
 - Sanitizer should be 60% alcohol or greater
- Coughing and Sneezing
 - Cover your mouth and nose with tissue
 - If you don't have a tissue use your upper sleeve do not use your hands
 - Remember to wash your hands after

Employees have also been provided with information about the Coronavirus itself, such as the current data on 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 MIOSHA's Updated Emergency Rules Dated Effective May 21, 2021 (attached):

- City Hall Administrative Staff Worksite Supervisor –Erika Peters
- Department of Public Works Worksite Supervisor –Allan Zielinski
- 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 the most current information available.

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** along with the following CDC information about the Coronavirus: *When You've Been Fully Vaccinated (attached)*



COVID-19

When You've Been Fully Vaccinated

How to Protect Yourself and Others

Updated May 16, 2021

[Print](#)

Choosing Safer Activities

- If you are [fully vaccinated](#), you can resume activities that you did prior to the pandemic.
- Fully vaccinated people can resume activities without wearing a mask or physically distancing, except where required by federal, state, local, tribal, or territorial laws, rules, and regulations, including local business and workplace guidance.
- If you haven't been vaccinated yet, [find a vaccine](#).

Safer Activities



[COVID-19 vaccines](#) are effective at protecting you from getting sick. Based on [what we know](#) about COVID-19 vaccines, people who have been fully vaccinated can start to do some things that they had stopped doing because of the pandemic.

These recommendations can help you make decisions about daily activities after you are fully vaccinated. They are *not* intended for [healthcare settings](#).

Have You Been Fully Vaccinated?

In general, people are considered fully vaccinated: [±]

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

If you don't meet these requirements, regardless of your age, you are NOT fully vaccinated. Keep taking all [precautions](#) until you are fully vaccinated.

If you have a condition or are taking medications that weaken your immune system, you may NOT be fully protected even if you are fully vaccinated. Talk to your healthcare provider. Even after vaccination, you may need to continue taking all [precautions](#).

What You Can Start to Do



If you've been fully vaccinated:

- You can resume activities that you did prior to the pandemic.
- You can resume activities without wearing a mask or staying 6 feet apart, except where required by federal, state, local, tribal, or territorial laws, rules, and regulations, including local business and workplace guidance.
- If you [travel in the United States](#), you do not need to get tested before or after travel or self-quarantine after travel.
- You need to pay close attention to [the situation at your international destination](#) before traveling outside the United States.
 - You do NOT need to get tested **before** leaving the United States unless your destination requires it.
 - You still need to [show a negative test result](#) or documentation of recovery from COVID-19 **before** boarding an international flight to the United States.
 - You should still get tested 3-5 days after international travel.
 - You do NOT need to self-quarantine **after** arriving in the United States.
- If you've been around someone who has COVID-19, you do not need to stay away from others or get tested unless you have symptoms.
 - However, if you live or work in a correctional or detention facility or a homeless shelter and are around someone who has COVID-19, you should still get tested, even if you don't have symptoms.

What You Should Keep Doing



For now, if you've been fully vaccinated:

- You will still need to follow guidance at your workplace and local businesses.
- If you [travel](#), you should still take steps to [protect yourself and others](#). You will still be [required to wear a mask](#) on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States, and in U.S. transportation hubs such as airports and stations. Fully vaccinated [international travelers](#) arriving in the United States are still [required to get tested](#) 3 days before travel by air into the United States (or show documentation of recovery from COVID-19 in the past 3 months) and should still get tested 3-5 days after their trip.
- You should still watch out for [symptoms of COVID-19](#), especially if you've been around someone who is sick. If you have symptoms of COVID-19, you should get [tested](#) and [stay home](#) and away from others.
- People who have a condition or are taking medications that weaken the immune system, should talk to their healthcare provider to discuss their activities. They may need to keep taking all [precautions](#) to prevent COVID-19.

What We Know

COVID-19 vaccines are effective at preventing COVID-19 disease, especially severe illness and death.

- COVID-19 vaccines are effective at preventing COVID-19 disease, especially severe illness and death.
- COVID-19 vaccines reduce the risk of people spreading COVID-19.

What We're Still Learning

- How effective the vaccines are against variants of the virus that causes COVID-19. Early data show the vaccines may work against some variants but could be less effective against others.
- How well the vaccines protect people with weakened immune systems, including people who take immunosuppressive medications.
- How long COVID-19 vaccines can protect people.

As we know more, CDC will continue to update our recommendations for both vaccinated and unvaccinated people.

Want to learn more about these recommendations? Read our expanded [Interim Public Health Recommendations for Fully Vaccinated People](#).

± This guidance applies to COVID-19 vaccines currently authorized for emergency use by the U.S. Food and Drug Administration: Pfizer-BioNTech, Moderna, and Johnson & Johnson (J&J)/Janssen COVID-19 vaccines. This guidance can also be applied to COVID-19 vaccines that have been authorized for emergency use by the World Health Organization (e.g. AstraZeneca/Oxford).

Related Pages

- › [Interim Public Health Recommendations for Fully Vaccinated People](#)
- › [Science Brief: Background Rationale and Evidence for Public Health Recommendations](#)
- › [Infection Control after Vaccination for Healthcare Workers](#)

Last Updated May 16, 2021



COVID-19

IF YOU ARE FULLY VACCINATED

Find [new guidance for fully vaccinated people](#). If you are not vaccinated, [find a vaccine](#).

When You Can be Around Others After You Had or Likely Had COVID-19

Updated Mar. 12, 2021

[Print](#)

If you [have or think you might have COVID-19](#), it is important to stay home and away from other people. Staying away from others helps stop the spread of COVID-19. If you have [an emergency warning sign](#) (including trouble breathing), get emergency medical care immediately.

I think or know I had COVID-19, and I had symptoms

You can be around others after:

- 10 days since symptoms first appeared and
- 24 hours with no fever without the use of fever-reducing medications and
- Other symptoms of COVID-19 are improving*

**Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation*

Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.

Note that these recommendations do not apply to persons with severe COVID-19 or with severely weakened immune systems (immunocompromised). These persons should follow the guidance below for "I was severely ill with COVID-19 or have a severely weakened immune system (immunocompromised) due to a health condition or medication. When can I be around others?"

I tested positive for COVID-19 but had no symptoms

If you continue to have no symptoms, you can be with others after 10 days have passed since you had a positive viral test for COVID-19. Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.

If you develop symptoms after testing positive, follow the guidance above for "I think or know I had COVID-19, and I had symptoms."

I was severely ill with COVID-19 or have a severely weakened immune system (immunocompromised) due to a health condition or medication. When can I be around others?

People who are severely ill with COVID-19 might need to stay home longer than 10 days and up to 20 days after symptoms first appeared. [Persons who are severely immunocompromised](#) may require testing to determine when they can be around others. Talk to your healthcare provider for more information. If testing is available in your community, it may be recommended by your healthcare provider. Your healthcare provider will let you know if you can resume being around other people based on the results of your testing.

Your doctor may work with [an infectious disease expert or your local health department](#) to determine whether testing will be necessary before you can be around others.

For Anyone Who Has Been Around a Person with COVID-19

Anyone who has had close contact with someone with COVID-19 should stay home for 14 days after their last exposure to that person.

- The best way to protect yourself and others is [to stay home for 14 days if you think you've been exposed](#) to someone who has COVID-19. Check [your local health department's website](#) for information about options in your area to possibly shorten this quarantine period.

However, anyone who has had close contact with someone with COVID-19 and who meets the following criteria does NOT need to stay home.

- Someone who has been [fully vaccinated](#) and shows no symptoms of COVID-19

Or:

- Someone who has COVID-19 illness within the previous 3 months and
- Has recovered and
- Remains without COVID-19 symptoms (for example, cough, shortness of breath)

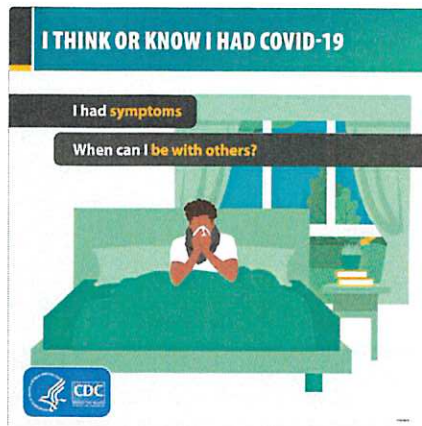
Confirmed and suspected cases of reinfection of the virus that causes COVID-19

[Cases of reinfection](#) of COVID-19 have been reported but are rare. In general, reinfection means a person was infected (got sick) once, recovered, and then later became infected again. Based on what we know from similar viruses, some reinfections are expected.

For Healthcare Professionals

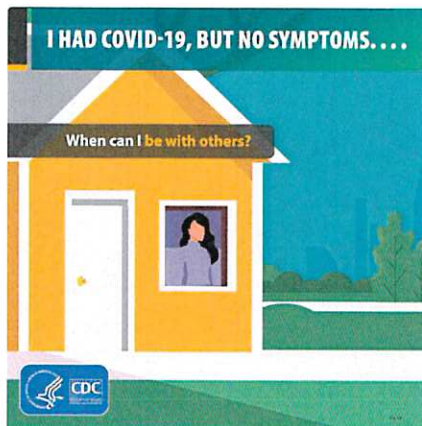
If you are a healthcare professional who thinks or knows you had COVID-19, you should follow the same recommendations listed above for when you can resume being around others outside the workplace. When you can return to work depends on different factors and situations. For information on when you can return to work, see the following:

[Criteria for Return to Work for Healthcare Personnel with SARS-CoV-2 Infection \(Interim Guidance\)](#)



I Think or Know I had COVID-19, and I had Symptoms. When can I be Around Others?

If you have or think you might have COVID-19, it is important to stay home and away from others. When you can be around others depends on different factors for different situations.



I Think or Know I had COVID-19, and I had Symptoms. When can I be Around Others?

If you have or think you might have COVID-19, it is important to stay home and away from others. When you can be around others depends on different factors for different situations.

More Information

[What to Do If You Are Sick](#)

[Caring for Someone at Home](#)

[Quarantine and Isolation](#)

[Symptom-Based Strategy to Discontinue Isolation for Persons with COVID-19](#)

Last Updated Mar. 12, 2021



COVID-19

IF YOU ARE FULLY VACCINATED

Find [new guidance for fully vaccinated people](#). If you are not vaccinated, [find a vaccine](#).

What to Do If You Are Sick

Updated Mar. 17, 2021

[Print](#)

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 are sick:

- Keep track of your symptoms.
- If you have an [emergency warning sign](#) (including trouble breathing), call 911.



Self-checker

A tool to help you make decisions and seek appropriate medical care

[Get Started](#)

[About the Tool](#)

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 mask.

Tell your [close contacts](#) that they may have been exposed to COVID-19. An infected person can spread COVID-19 starting 48 hours (or 2 days) before the person has any symptoms or tests positive. By letting your close contacts know they may have been exposed to COVID-19, you are helping to protect everyone.

- Additional guidance is available for those living in [close quarters](#) and [shared housing](#).
- See [COVID-19 and Animals](#) if you have questions about pets.
- If you are diagnosed with COVID-19, someone from the health department may call you. [Answer the call](#) to slow the spread.



Monitor your symptoms

- [Symptoms](#) of COVID-19 include 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
- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

*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.



Get [Tested](#)

- If you have [symptoms of COVID-19](#), get [tested](#). While waiting for [test results](#)  [\[224 KB, 2 pages\]](#), you stay away from others, including staying apart from those living in your household.
- You can visit your [state](#), [tribal](#), [local](#)  , and [territorial health department's website](#) to look for the latest local information on testing sites.



If you are sick, wear a mask over your nose and mouth

- You should wear a [mask](#) 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 mask if you are alone. If you can't put on a mask (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.
- Masks 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 mask without help.

Note: During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders.



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.
 - Use a product from [EPA's List N: Disinfectants for Coronavirus \(COVID-19\)](#) .
 - [Complete Disinfection Guidance](#)



When you can be around others after being sick with COVID-19

Deciding when you can 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.

I wear a mask because...

CDC staff give their reasons for wearing a mask.

Wear a mask because...



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](#) [452 KB, 1 page]
- [Spanish](#)
- [Chinese](#)
- [Vietnamese](#)
- [Korean](#)

More Information

[Travelers](#)

[Households](#)

[People Who Need Extra Precautions](#)

[People Who Are Sick](#)

[Caregivers](#)

[Schools](#)

[Businesses](#)

[Laboratories](#)

[Healthcare Professionals](#)

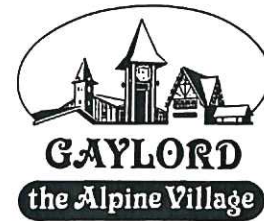
[ASL Video Series: Use the Coronavirus Self Checker](#)

[Health Departments](#)

Last Updated Mar. 17, 2021

CITY OF GAYLORD

305 E. Main Street ♦ Gaylord ♦ Michigan ♦ 49735
Telephone: 989-732-4060 ♦ www.CityOfGaylord.com



To: All Employees

From: City Manager Kimberly Awrey

Human Resources Manager

Erika Peters

Date: May 27, 2021

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. The City of Gaylord also adheres to the Michigan Department of Health and Human Services (MDHHS) orders and MIOSHA order for employees who are **fully vaccinated**. Therefore, some of the exposure and masking requires will only apply to employees who are not fully vaccinated (fully vaccinated, meaning as defined by the MDHHS).

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 for an unvaccinated employee** (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:** Employees should be wearing masks when in any indoor public space and when outdoors and unable to consistently maintain a distance of six feet or more from individuals who are not members of their household, per Governor Whitmer's Executive Order.
- **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.

In the case of a determined high risk exposure, or an **unvaccinated** employee who is ill and **has symptoms** of COVID-19, or any 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. Refer to the CDC document (attached) titled "When You Can be Around Others After You Had or Likely Had COVID-19."

General guidance for those who think or know they had COVID-19, and had symptoms, dictates that you can be around others after:

- 10 days since symptoms first appeared
- AND
- 24 hours with no fever without the use of fever-reducing medications
- AND
- Other symptoms of COVID-19 are improving

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. They generally dictate:

- You can be with others after 10 days have passed since you had a positive viral test for COVID-19.
- Further guidance is provided for those with more severe cases of COVID-19, and CDC guidance will be reviewed for situation specific information.

PER CURRENT MDHHS GUIDANCE AS OF APRIL 9, 2021

Vaccinated persons with an exposure to someone with suspected or confirmed COVID-19 are not required to quarantine if they meet all of the criteria as set forth in the updated quarantine guidance issued by the Health Department (attached).

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.



May 6, 2021

Dear Community Partner/Employer/Business Owner,

On April 9, MDHHS revised its quarantine guidance for close contacts. You can determine when your employees are safely able to return to work by the following guidance:

When to end quarantine:

While the standard 14 day quarantine period remains best practice, quarantine can be reduced to 10 days if the following two conditions exist:

- The individual does not develop any symptoms or clinical evidence of COVID-19 infection during daily symptom monitoring for the 10 days after the last exposure; and
- Daily symptom monitoring continues through day 14 after the last exposure
- For explanations of several scenarios with illustrations of how to calculate the days, see <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

Updated quarantine recommendations for vaccinated persons:

- Vaccinated persons with an exposure to someone with suspected or confirmed COVID-19 are not required to quarantine if they meet all of the following criteria:
 - Are fully vaccinated (i.e. ≥ 2 weeks following receipt of the second dose in a 2-dose series, or ≥ 2 weeks following receipt of one dose of a single-dose vaccine)
 - Have remained asymptomatic since the current COVID-19 exposure.
 - As an exception to the above guidance no longer requiring quarantine for fully vaccinated persons, vaccinated inpatients and residents in healthcare settings should continue to quarantine following an exposure to someone with suspected or confirmed COVID-19.
 - Vaccinated individuals with breakthrough disease may have milder symptoms but would still be contagious. They should still self-monitor for 14 days following exposure and if ANY (even mild) symptoms should get tested and isolate pending results.
 - Vaccinated persons should continue to follow current guidance to protect themselves and others, including wearing a mask, staying at least 6 feet away from others, avoiding crowds, avoiding poorly ventilated spaces, covering coughs and sneezes, washing hands often, following CDC travel guidance, and following any applicable workplace or school guidance.

When to end isolation:

- An employee who tests positive for COVID-19 or displays the principal symptoms of COVID-19 shall not report to work until all of the following conditions are met:
 - If the employee has a fever, 24 hours have passed since the fever has stopped without the use of fever reducing medications.
 - Symptoms are improving
 - 10 days have passed since the following:
 - If symptomatic, the date the employee's symptoms first appeared.
 - OR**
 - If asymptomatic, the date the employee received the test that yielded a positive result for COVID-19.
 - If symptoms develop after test date, then follow the guidance above for "If symptomatic..."

It is very important to remember that the best way to reduce risk of further spread is to continue with a 10-day quarantine. Employers shall not discharge, discipline, or otherwise retaliate against an employee who complies with the above COVID-19 exposure guidance, displays symptoms of COVID-19 and does not report to work but later tests positive, opposes violations to the Public Act No. 238, or reports health violations related to COVID-19.

Employers must comply with guidance detailed in the [Michigan Public Acts of 2020, Act No. 238](#). We apologize for any inconvenience this may cause you. Contact us by calling 1-800-432-4121 with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Joshua Meyerson".

Dr. Joshua Meyerson, MD, MPH
Medical Director

A handwritten signature in black ink, appearing to read "Lisa Peacock".

Lisa Peacock, MSN, RN, WHNP-BC
Health Officer

COVID-19 Daily Entry Screening

Please complete this form each day you are present at work. 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 _____

<p>Are you experiencing the following symptoms:</p> <ul style="list-style-type: none"> • Fever • Uncontrolled cough • Shortness of breath • Sore throat • Vomiting, diarrhea, abdominal pain • New loss of taste or smell • Muscle Pain • Headache <p>❖ People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. This list does not include all of the possible symptoms of COVID-19. If you feel that you are getting sick or are sick, please use your best judgement before coming in to work, even if your symptoms aren't on this list.</p>	<p>Have you had any close contact in the last 14 days with someone with a diagnosis of COVID-19? <i>"Close contact" means someone identified as "close contact" by the local health department, a household member, or someone within 6 feet for 15 minutes or longer.</i></p>	<p>Have you engaged in any activity or travel within the last 14 days which that puts you at higher risk to contract COVID-19?</p>	<p>Have you been directed or told by the local health department or your healthcare provider to self-isolate or self-quarantine?</p>
<p>Select Answer: YES or NO</p>	<p>Select Answer: YES or NO</p>	<p>Select Answer: YES or NO</p>	<p>Select Answer: YES or NO</p>
<p>Please notate in the space below any additional information or comments:</p>	<p>Please notate in the space below any additional information or comments:</p>	<p>Please notate in the space below any additional information or comments:</p>	<p>Please notate in the space below any additional information or comments:</p>

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 _____

DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
MICHIGAN OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION
GENERAL RULES
EMERGENCY RULES
CORONAVIRUS DISEASE 2019 (COVID-19)

Filed with the secretary of state on

These rules take effect upon filing with the secretary of state and shall remain in effect until October 14, 2021.

(By authority conferred on the director of the department of labor and economic opportunity by sections 19, 21, and 24 of the Michigan occupational safety and health act, 1974 PA 154, MCL 408.1019, 408.1021, and 408.1024, and Executive Reorganization Order Nos. 1996-1, 1996-2, 2003-1, 2008-4, 2011-4, and 2019-3, MCL 330.3101, 445.2001, 445.2011, 445.2025, 445.2030, and 125.1998)

FINDING OF EMERGENCY

These rules are promulgated by the Director of the Michigan Department of Labor and Economic Opportunity to establish requirements for employers to control, prevent, and mitigate the spread of coronavirus disease 2019 (COVID-19) among employees. Based on the best available scientific evidence and public health guidance published by the U.S. Centers for Disease Control (CDC) and other public health authorities, COVID-19 is an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). SARS-CoV-2 is easily transmitted through the air from person-to-person through respiratory aerosols. In addition to its contagious nature, COVID-19 is dangerous and deadly. As of May 11, 2021, the State of Michigan had a total of 867,341 confirmed cases and 18,338 deaths.

Work, by its nature, removes people from the confines and relative safety of their homes to interact with others who may be carrying the virus including coworkers, customers, patients, or the public at large. Employees who come into contact with others at work are at elevated risk of infection.

Since March 2020, employers have reported 61 worker deaths from COVID-19 in Michigan and 173 in-patient hospitalizations for COVID-19 potentially linked to workplace exposure to SARS-CoV-2. MIOSHA has received over 15,000 complaints from employees alleging uncontrolled COVID-19 hazards in the workplace and 580 referrals from local government, including local health departments, indicating that businesses were not taking all the necessary measures to protect their employees from SARS-CoV-2 infection.

May 21, 2021

To date, the Food and Drug Administration has granted emergency use authorization to three vaccines to prevent COVID-19, providing a path to end the pandemic. The State of Michigan is part of the largest mass vaccination effort in modern history and is presently working toward vaccinating at least 70% of its residents 16 and older as quickly as possible.

The Legislature has declared that “all employees shall be provided safe and healthful work environments free of recognized hazards.” MCL 408.1009. Employers must provide employees with “a place of employment that is free from recognized hazards that are causing, or are likely to cause, death or serious physical harm to the employee.” MCL 408.1011(a). Nonetheless, Michigan’s experience with COVID-19 demonstrates that the disease can spread rapidly without protective measures and standards in place. Workplaces, where employees, customers, and members of the public congregate, pose a particular threat for COVID-19’s spread. To mitigate and limit COVID-19’s spread in workplaces and to protect employees across Michigan, it is necessary to impose these rules and standards.

Businesses must do their part to protect 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. Pursuant to section 21(2) of the Michigan occupational safety and health act, 1974 PA 154, MCL 408.1021, I find that these emergency rules are necessary to protect employees during the ongoing COVID-19 pandemic.

Based on the best available scientific evidence and public health guidance available regarding the spread of COVID-19 in the workplace, I find that these emergency rules are necessary to protect employees. If the non-emergency rulemaking process specified in the administrative procedures act of 1969 (APA), 1969 PA 306, MCL 24.201 to 24.328, for the promulgation of rules was followed, employees across Michigan may be unnecessarily exposed to SARS-CoV-2 during the rule promulgation process. Further, existing MIOSHA rules do not directly address COVID-19’s spread in the workplace and employees are likely to experience an increased probability of infection at work until the protective measures in this rule are in place. Accordingly, following the non-emergency rulemaking process would undermine the effectiveness of Michigan’s emergency response to COVID-19, and expose Michigan workers to a higher risk of contracting the disease in their places of employment.

The Director, therefore, for the preservation of the public health, safety, and welfare, finds that a clear and convincing need exists for the promulgation of emergency rules as provided in section 48 of the APA, MCL 24.248, without following the notice and participation procedures required by sections 41 and 42 of the APA, MCL 24.241 and 24.242.

Rule 1. Scope and application.

These rules apply to all employers covered in the Michigan occupational safety and health act, 1974 PA 154, MCL 408.1001 to 408.1094, for SARS-CoV-2 coronavirus and COVID-19.

Rule 1a. Application of other rules.

These emergency rules supersede the entirety of the emergency rules filed on October 14, 2020, and the extension of these emergency rules filed on April 13, 2021.

Rule 1b. Suspension of previous rule.

In the event these emergency rules issued on May 24, 2021 are deemed invalid by a court of competent jurisdiction, the previously filed rules will remain effective for the duration of the extension.

Rule 2. Definitions.

As used in these rules:

(a) "Close contact" means close contact as defined by the latest United States Centers for Disease Control and Prevention (CDC) guidelines at the time of contact.

(b) "COVID-19" means a viral respiratory illness characterized by symptoms defined by the CDC.

(c) "Known cases of COVID-19" means persons who have been confirmed through diagnostic testing to have COVID-19.

(d) "SARS-CoV-2" means the novel coronavirus identified as SARS-CoV-2 or a virus mutating from SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2), the virus which is the causative agent of COVID-19.

(e) "Suspected cases of COVID-19" means persons who have symptoms of COVID-19 but have not been confirmed through diagnostic testing or unvaccinated persons who have had close contact with a person who has been confirmed through diagnostic testing to have COVID-19.

(f) "Fully vaccinated persons" means persons for whom at least 2 weeks have passed after receiving the final dose of an FDA-approved or authorized COVID-19 vaccine.

Rule 3. COVID-19 preparedness and response plan for all employers.

(1) The employer shall develop and implement a written COVID-19 preparedness and response plan consistent with these rules and current guidance for COVID-19 from the CDC and the Occupational Health and Safety Administration (OSHA).

(2) The preparedness and response plan shall include the measures the employer will implement to prevent employee exposure, including any applicable:

- (a) Engineering controls.
- (b) Administrative controls.
- (c) Basic infection prevention measures.
- (d) Personal protective equipment.
- (e) Health surveillance.
- (f) Training.

(3) The employer shall make the preparedness and response plan readily available to employees and their representatives, whether via website, internal network, or by hard copy.

Rule 4. Basic infection prevention measures for all employers.

(1) The employer shall promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, the employer shall provide antiseptic hand sanitizers or alcohol-based hand towelettes containing at least 60 percent alcohol.

(2) The employer shall require workers who are experiencing symptoms of COVID-19 to not report to work or work in an isolated location.

(3) The employer shall increase facility cleaning and disinfection to limit exposure to SARS-CoV-2, in accordance with the latest CDC guidance.

(4) The employer shall use Environmental Protection Agency (EPA)-approved disinfectants that are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses.

Rule 5. Health surveillance for all employers.

(1) The employer shall 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.

(2) The employer shall direct employees to promptly report any signs and symptoms of COVID-19 to the employer before or during the work shift.

(3) The employer shall physically isolate any employees known or suspected to have COVID-19 from the remainder of the workforce, using measures such as, but not limited to:

- (a) Not allowing known or suspected cases to report to work.
- (b) Sending known or suspected cases away from the workplace.
- (c) Assigning known or suspected cases to work alone at a remote location (for example, their home), as their health allows.

(4) When an employer learns of an employee, visitor, or customer with a known case of COVID-19, the employer shall, within 24 hours, notify any co-workers, contractors, or suppliers who may have come into contact with the person with a known case of COVID-19.

(5) The employer shall allow employees with a known or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC.

Rule 6. Workplace controls for all employers.

(1) The employer shall designate 1 or more worksite COVID-19 safety coordinators to implement, monitor, and report on the COVID-19 control strategies developed under these rules.

(2) The employer shall ensure that any employees, except fully vaccinated persons, remain at least 6 feet from one another to the maximum extent feasible while on worksite premises.

(3) The employer shall provide non-medical grade face coverings to their employees at no cost to the employee. Employers are not required to provide non-medical grade face coverings to fully vaccinated persons.

(4) The employer shall require any employee, except fully vaccinated persons, to wear face coverings when employees cannot consistently maintain 6 feet of separation from other individuals indoors in the workplace. However, fully vaccinated persons must continue to wear face coverings when in the healthcare setting where patients may be present and when using airplane or public transportation if required by the latest CDC guidance.

(5) Compliance with subrules (2) and (4) of this rule may be accomplished in a manner deemed effective for the place of employment. This may include:

(a) Keeping records of whether employees are fully vaccinated persons, and exempting them from subrules (2) and (4) of this rule accordingly.

(b) Posting signs in the work area reminding employees that are not fully vaccinated to wear face coverings and maintain appropriate distancing.

(c) Allowing or requiring remote work.

(d) Requiring face coverings and social distancing for all employees regardless of vaccination status.

Rule 7. Training requirements for all employers.

(1) The employer shall provide training to employees on SARS-CoV-2 and COVID-19.

(2) The employer shall provide any communication and training on COVID-19 infection control practices in the primary languages common in the employee population.

(3) The training shall cover all of the following:

(a) Workplace infection-control practices, including information on vaccinations available for COVID-19.

(b) The proper use of personal protective equipment.

(c) 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.

(d) How to report unsafe working conditions.

(4) The employer shall provide updated training if it changes its preparedness and response plan, or new information becomes available about the transmission of SARS-CoV-2 or diagnosis of COVID-19.

Rule 8. Recordkeeping requirements for all employers.

(1) Employers must maintain a record of the following requirements:

(a) Training. The employer shall maintain a record of all COVID-19 employee training.

(b) Health screening protocols. The employer shall maintain a record of health screening for each non-vaccinated employee or contractor entering the workplace.


(c) If proceeding under Rule 6(5)(a), vaccination information sufficient for implementation

(d) Records of required notifications. The employer shall maintain a record of each notification required by Rule 5 of these rules.

(2) Employers must maintain records for 6 months from time of generation.


DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY

05/21/2021
Date


Susan Corbin
Acting Director

Pursuant to Section 48(1) of the administrative procedures act of 1969, 1969 PA 306, MCL 24.248(1), I hereby concur in the finding of the Department of Labor and Economic Opportunity that circumstances creating an emergency have occurred and the public interest requires the promulgation of the above rules.

5/23/2021
Date


Honorable Gretchen Whitmer
Governor