COVID-19 WORKPLACE TOOLKIT

Guidance for workplaces to reopen or expand current services.
This guidance helps ensure the safety of employees and customers.
COVID-19 Workplace Checklist

Managing COVID-19 in the Workplace

For essential businesses and organizations that continue or “reopen” during the COVID-19 pandemic, Van Buren/Cass District Health Department recommendations

What do I do when my employee shows up to work ill?

What should I do if visitors or customers have symptoms of illness, such as coughing or sneezing?

One of our employees just tested positive for COVID-19. What should I do?

One of our employee’s family members has a “suspected” (but unconfirmed) case of COVID-19. What should we do?

One of our employees has a “suspected” (but unconfirmed) case of COVID-19. Should I send everyone home?

One of my employees has self-reported that they came into contact with someone believed to be positive for COVID-19. What should I do?

One of our employees just found out that they were exposed to COVID-19 after interacting with a member of the public (or vendor, or contractor). What steps do I take?

When can my employee come back to work if they have been ill or had an exposure?

Official Sources of Information

COVID-19 Staff Screening Checklist for Businesses

HANDOUT: What’s the Difference?

HANDOUT: MDHHS- When is it safe to leave home?

HANDOUT: MDHHS- COVID-19 Testing Process

FREQUENTLY ASKED QUESTIONS: Face Coverings

HANDOUT: How to Protect Yourself and Others

SIGN: Employer Poster-Feeling Sick?

SIGN: Face Masks Must Be Worn

SIGN: Wash Your Hands

SIGN: Please keep your social distance

HANDOUT: “MI SAFE START” PowerPoint Slides, 4/27/20 Press Conference
COVID-19 Workplace Checklist

Van Buren and Cass County businesses and entities may need this guidance to reopen or expand current services. Under the recent guidance, Van Buren/Cass District Health Department strongly encourages these businesses and entities to take the following actions to ensure the safety of employees and customers. This guidance covers universal screening, social distancing practices, and what to do if an employee tests positive. This is basic guidance. The Governor’s Office along with the Michigan Economic Recovery Council (MERC) may provide additional, more detailed and industry-specific guidance on reopening.

☐ Develop Facility Entry and Health Screening Protocols

Advise high-risk staff, including people with underlying health conditions, of their right to continue to quarantine and to apply for Unemployment Insurance Benefits instead of returning to work.

Ask all staff these questions when they report for work for each shift:

1. Have you had a fever, cough, trouble breathing, acute loss of taste or smell, diarrhea, nausea and/or vomiting, painful blisters on toes (COVID toes), or an overall negative well-being in the last two weeks?
2. Have you or someone residing in your home had close contact in the last 14 days with a person who has a confirmed case of COVID-19?
3. Have you or someone residing in your home had close contact with a person while they were ill and their healthcare provider is working to determine if they have COVID-19?
4. Have you traveled to a different geographical area (areas like Detroit, New York, Chicago) within the last 14 days?

If an employee answers YES to any of the screening questions:

Send the employee home immediately. The employee should self-isolate/self-quarantine at home until the following is completed:

- Call a medical provider to be evaluated. If diagnosed as a probable COVID-19 or test positive they should call their local health department and make them aware of their diagnosis or testing status.
- If symptoms are present, a minimum of 7 days since symptoms first appear AND 3 days without fever and improvement in respiratory symptoms.
- 14 days after the employee had close contact with an individual diagnosed with COVID-19.

Screening Guidance

Create and implement an active screening plan that will work best for your facility. Determine where and how this screening will take place. An optional form template has been provided to record answers. You are not required to record employee temperature results but we recommend it as it helps identify early onset.

- If a touchless/contactless thermometer is available, a temperature check is strongly recommended at the worksite. We understand it may be difficult to get a thermometer at this time. Employees can also take their temperature at home and report it to their employer. A fever is considered a temperature of 100.4°F or above.

Items to consider:

- Stagger shift-starting times so employees do not arrive at the same time.
- Have one person asking staff these screening questions directly.
Staff could also do a “self-check-in” by entering their information on a computer, tablet, or sheet of paper. Be sure to instruct employees on properly disinfecting equipment or writing utensils.

- Provide alcohol-based hand sanitizer at the screening station and disinfectant wipes/cleaner, if possible.
- If your facility is already following other appropriate or more-stringent infection control procedures (like CDC guidelines), please continue to use those procedures.

**Require all employees to wear a non-medical face covering when in the workplace.** Please provide guidance on how to wash, put on, and take off a non-medical face covering.

Note that the 14 day quarantine period does not apply to hospitals, healthcare facilities, EMS, other organizations that employ healthcare workers in the inpatient or outpatient setting, all providers and support staff involved in patient care, and public health staffing actively involved in the COVID-19 response (local or state).

☐ **Determine Personal Protective Equipment (PPE) Requirements for your Facility**

Require facial coverings for all employees.

- Appropriate facial coverings include homemade fabric face masks, bandanas, a scarf, or a surgical mask (if available).

**Ensure PPE is worn or provided** to employees before entering designated screening point.

**Train employees** on PPE storage and taking on/off of face coverings.

☐ **Develop and implement a Social Distancing Plan**

**Determine how you will maintain 6 feet of distance between people.**

- This 6-foot distance applies to employees working in shared spaces, and to customers waiting for services inside or outside the business.

**Options include:**

- Using signs, contact barriers, entrance limits, marking distances on lines, tables, floors, etc.
- Specialized hours.

**It is strongly recommended that you limit capacity inside facilities to provide for social distancing between customers and employees.**

☐ **Develop and Implement Cleaning Protocols**

**Clean and disinfect high touch surfaces.** This includes cafeterias, door handles, restrooms, shared spaces, keyboards, among other frequently touched surfaces.

**Make cleaning supplies available to employees.** Ensure supplies are frequently replenished. Have cleaning supplies be easily accessible, such as around entrances, workstations, and around the facility.
Develop case monitoring protocols

- Conduct contact trace investigations for lab confirmed or probable cases.
- Notify the Van Buren/Cass District Health Department and/or proper public health authority.
- Contact employees with a suspected contact.

Plan for Positives

- Establish a response plan for employees going home sick and/or confirmed cases.
  - Sending symptomatic employees home and temporarily closing appropriate locations in building for deep cleaning
- Provide documentation of positive or probable cases to appropriate parties. This could include labor unions, health services, health insurance. Record confirmed cases using OSHA guidance.

Determine Travel Restrictions

- Reduce risk from employees, customers, and vendors by restricting air travel to only essential travel
- Permit business critical air travel only after receiving appropriate approval.

Post Requirements

- Post signs at entrances, restrooms, and other high traffic areas on what you are requiring and expecting employees or customers to do.
Managing COVID-19 in the Workplace

For essential businesses and organizations that reopen or expand current services during the COVID-19 pandemic, Van Buren/Cass District Health Department recommends to:

- Screen everyone. Check employees for fever and symptoms of COVID-19 if they are entering facilities or buildings. Require any employee with cold symptoms or underlying health conditions to stay home or work remotely.

- Maintain and enforce 6 feet of distance between people. Create visual cues as needed.

- Emphasize frequent and proper hand washing. Make sure sinks are well supplied with hand soap.

- Work remotely whenever possible.

- Require all employees and customers wear a face covering.

- Do not share space or equipment. If this is not possible, have employees wash their hands before and after using shared equipment. Clean and sanitize equipment between uses.

What do I do when my employee shows up to work ill?

- If an employee comes to work ill, or becomes ill while at work, they should be directed to go home immediately—even if their symptoms are mild. Direct them to contact their provider or call a testing site to get tested, if possible.

- If they are having trouble breathing or cannot keep fluids down, have them contact their doctor right away.

- COVID-19 symptoms are very similar to the symptoms seen in a typical cold or flu. However, it is best to be cautious. Take care not to over-react in order to prevent panic among your team. Consider alternative work options like remote working if your employee is well enough to do so.

What should I do if visitors or customers have symptoms of illness, such as coughing or sneezing?

- You and your employees should follow social distancing guidance and maintain at least a 6-foot distance from anyone, especially those who are having symptoms.

- If your employee must be closer to the customer, advise them to minimize time spent with symptomatic customers to less than 10 minutes, if possible.

- Be sure to provide the public with tissues and trash receptacles.

- Have a no-touch hand sanitizer dispenser near customer entrances, if possible.

One of our employees just tested positive for COVID-19. What should I do?

- Instruct the employee to stay home and self-isolate. They should not return to work for at least 7 days after symptoms first started, 72 hours after fever has resolved without the use of fever-reducing medicines, and symptoms have improved—whichever is longer.

- Offer remote work assignments if the employee is well enough to work.

- You should contact the local health department to ensure they know the person is positive or a probable positive. There can be delays in reporting to local health departments and they will work with you to identify who else in your business might be at risk.
• **Thoroughly clean and disinfect equipment and other elements of the work environment** of the employee along with frequently touched surfaces and objects such as doorknobs/push bars, elevator buttons, restroom doors, etc. Use EPA-approved disinfectants and use according to label instructions.

• **If the employee had been working while ill, identify co-workers and/or individuals that the employee may have had close contact with and advise them to self-quarantine at home for 14 days.** A close contact is defined as those individuals who had been within 6 feet of the affected employee for greater than 10 minutes while the employee had symptoms. The local health department can help walk through the process of contact tracing.

**IMPORTANT:** You must protect the confidentiality of your employee. Legally, you cannot identify the employee by name. DO NOT disclose to other staff or third persons the name or other personal or health information of the employee who tested positive for COVID-19 except to the local health department under Michigan Public Health Code Act 368 of 1978. This is also addressed in section §164.512(b) of the HIPAA regulations. The relevant sections of the Michigan Public Health Code and Administrative Rules are:

Sec. 333.5111 (1) b - Requirements for reporting communicable and serious communicable diseases
   
   R 325.173 - Administrative rules detailing the reporting of communicable and serious communicable

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One of our employee’s family members has a “suspected” (but unconfirmed) case of COVID-19. What should we do?

• Employees who have been close contacts to a suspect or known case of COVID-19 should be in **self-quarantine** at home for 14 days.

• If they develop symptoms while in quarantine, then they should follow the return to work guidelines noted above (7 days after symptoms started and 3 days after fevers have resolved and symptoms improved, whichever is longer).

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One of our employees has a “suspected” (but unconfirmed) case of COVID-19. Should I send everyone home?

• You would follow all the same steps outlined above for an employee who tested positive for COVID-19. Identify co-workers and individuals that the employee may have come into close contact with while ill and advise them to **self-quarantine** at home for 14 days.

A close contact is defined as those individuals who had been within 6 feet of the affected employee for greater than 10 minutes while the employee had symptoms.

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One of my employees has self-reported that they came into contact with someone believed to be positive for COVID-19. What should I do?

• Review the nature of the exposure. If the contact occurred within 6 feet of the ill individual for more than 10 minutes, then the employee should self-quarantine at home for 14 days from the date of the contact. Offer remote work if feasible.
One of our employees just found out that they were exposed to COVID-19 after interacting with a member of the public (or vendor, or contractor). What steps do I take?

- Review the nature of the exposure. If the contact occurred within 6 feet of the ill individual for more than 10 minutes, then the employee should **self-quarantine** at home for 14 days from the date of the contact. Offer remote work, if feasible.
- Check to see if other employees may also have had similar exposure to the ill individual. If so, they should self-quarantine at home for 14 days, as well.

When can my employee come back to work if they have been ill or had an exposure?

- **Employees who have been ill with symptoms of an upper respiratory illness** can return to work 7 days after symptoms started and 72 hours after fevers have resolved without the use of fever reducing medications and symptoms improved—whichever is longer.

  *Defined as new onset of fever (subjective or temperature of ≥100.4°F or 37.8°C) OR symptoms of possible COVID-19 (cough OR shortness of breath OR sore throat)*

- **Employees who have been close contacts to a suspect or known case of COVID-19 should self-quarantine at home for 14 days.** If they develop symptoms while in quarantine, they should follow the return-to-work guidelines noted above (7 days after symptoms started and 3 days after fevers have resolved and symptoms improved—whichever is longer).

For the most up-to-date guidance for COVID-19, including detailed instructions on self-isolation and self-quarantine, visit the following sources of official information:

- Van Buren/Cass District Health Department: [vbcassdhd.org/covid-19](http://vbcassdhd.org/covid-19)
- Michigan: [michigan.gov/coronavirus](http://michigan.gov/coronavirus)
- National: [cdc.gov/COVID19](http://cdc.gov/COVID19)
This checklist provides basic information only. It is not intended to take the place of medical advice, diagnosis or treatment.

WHAT TO DO

Create and implement an active screening plan to be administered at the start of every workday or shift, including:

- Location and staffing of the screening table
- Signage to support the active screening process
- Rules to allow or prohibit entry
- Script for screening
- Alcohol-based hand sanitizer available at the screening table
- Notify staff explaining the changes
- Develop sick policies, like work from home options

SCREENING QUESTIONS TO CONSIDER

Greet everyone entering the building with a calm, friendly, reassuring manner.

“As you know, COVID-19 continues to evolve quickly. We are screening all employees for potential risks of COVID-19 to ensure the health and safety of everyone.”

1. Do you have any of the following symptoms:
   - fever/feverish, chills, dry cough, difficulty breathing, acute loss of taste or smell, digestive symptoms such as diarrhea, vomiting, abdominal pain, or painful blisters on toes (COVID toes)?
   - O Yes  O No

2. Have you had close contact with a confirmed/probable COVID-19 case?
   - O Yes  O No

3. Take and record individual’s temperature. Is their temperature ≥ 100.4°F?
   - O Yes  O No

   record temp. on this line

• If the individual answers NO to all questions, they have passed the screening and can begin working.
• If the individual answers YES to any screening questions, or refuses to answer, they failed the screening.
Keep the employee away from others and contact a supervisor for assistance.

MESSAGES TO PREVENT THE SPREAD OF VIRUSES AND TO STAY HEALTHY

Practice these healthy habits to prevent the spread of viruses:

- Wash your hands with soap and warm water for 20 seconds. If unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your nose and mouth with a tissue when you cough or sneeze, or cough/sneeze into your upper sleeve.
- Immediately throw away used tissues in the trash, then wash hands.
- Clean and disinfect frequently touched surfaces, such as doorknobs, handles, light switches, tables, toilets, faucets, sinks and cell phones.
- Avoid touching common surfaces in public places — elevator buttons, door handles, handrails, etc. Use elbows or knuckles to push buttons when you do not have a tissue or sleeve to cover hand or finger.
- Make sure others in your household, or anyone you are regularly in close contact with, follow these precautions.

For more information, visit CDC’s Resources for Businesses and Employers.
For questions, call VBCDHD at 269.621.3143 or visit www.vbcassdhd.org/covid-19