Coronavirus Disease (COVID-19) Workplace Checklist

Washtenaw County businesses and entities that remain open must follow the guidelines set forth in the Washtenaw County Health Officer's May 14, 2020 Order and the Governor's Executive Orders 2020-71 and 2020-77 to ensure the safety of workers and customers.

☐ Post the Washtenaw County Order

Hang the Washtenaw County May 14, 2020 Public Health Order at all facility entrances so it is visible to employees and customers.

☐ 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, and specialized hours. You may also need to limit capacity inside facilities to provide for social distancing between customers and employees. Supply all employees with masks and encourage employees to wear masks.

☐ Screen staff reporting to work sites

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

1. Do you have symptoms of 100.4 degrees F or higher (as measured by a touchless thermometer if available, but a verbal confirmation of lack of fever is sufficient if a touchless thermometer is not available), cough (excluding chronic cough due to known medical reason other than COVID-19), shortness of breath, sore throat, or diarrhea (excluding diarrhea due to know medical reason other than COVID-19)?
2. Have you travelled internationally or outside of Michigan in the last 14 days (excluding commuting from a home location outside of Michigan)?
3. Have you had close contact in the last 14 days with an individual diagnosed with COVID-19?

If an employee answers YES to question 1:

The presence of any symptoms is a concern. The employee is not permitted at work and should self-isolate at home for 10 full days after symptoms started. They must also have at least 72 hours with no fever (three full days of no fever without use of medicine that reduces fever) and other symptoms have improved (for example, cough and shortness of breath have improved) before returning to work.

If an employee answers YES to question 2:

If the employee is not a supply chain or critical infrastructure worker, the employee is not permitted on the work site and should self-quarantine at home for 14 days following international or domestic travel.

If the employee is a supply chain or critical infrastructure worker, the employee may continue to work if they do not have symptoms. If the employee develops symptoms, they should be sent home immediately and should self-isolate at home for a minimum of 10 days after symptoms started. They must also have 3 days without fever and have improvement in respiratory symptoms before returning to work.

If an employee answers YES to question 3:

The employee is not permitted on the work site and should self-quarantine at home for 14 days following close contact with the COVID-19 positive person.

Exemptions include healthcare institutions, public health functions, pharmacies, and other entities that are involved in the mitigation of risk during this pandemic.

Screening Guidance:

Employees should be screened for symptoms of fever, cough (excluding chronic cough due to medical reason other than COVID-19), shortness of breath, sore throat, or diarrhea (excluding diarrhea due to known medical reason other than COVID-19). These symptoms can be accompanied by chills, shivering, muscle aches, headaches, or new smell or taste disorders. Or, in some cases, these additional symptoms can be the only symptoms that are present.

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. Remember though that not all individuals infected with COVID-19 develop a fever, so it is still important to screen for other symptoms.

Use an active screening plan that will work best for your facility. Evaluate how the screening is taking place. You can use this form to record answers. You are not required to record answers to the 3 screening questions, or record employee temperature results. We recommend it, but you are not required to do so.

Items to consider: Stagger shift starting times so employees do not arrive at the same time. Have one person asking staff the screening questions directly. Or, staff could 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, if possible. Be sure to maintain employee confidentiality with any information that is provided in the screening.

If your facility is already following other appropriate or more-stringent infection control procedures (like CDC guidelines), please continue to use those procedures.

14-Day Quarantine Exemptions for Workers with Travel History:

To ensure continuity of operations of essential functions, critical infrastructure workers may continue to work following travel, as long as they do not have symptoms.

Critical Infrastructure Workers

The 14-day quarantine period for workers who have travelled does not apply to critical infrastructure workers as outlined by the Centers for Disease Control and Prevention (CDC):

- Health care workers
- Childcare workers
- Federal, state, and 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

The state of Michigan has additional guidance on critical infrastructure workers.

For questions, visit washtenaw.org/COVID19 or contact with Washtenaw County Health Department at L-wchdcontact@washtenaw.org or 734-544-6700.

May 15, 2020

Washtenaw County Health Department

PUBLIC HEALTH EMERGENCY ORDER IN RESPONSE TO THE COVID-19 PANDEMIC
PROCEDURES FOR BUSINESSES/OPERATIONS/ENTITIES
OPEN AND/OR OPERATING UNDER APPLICABLE EXECUTIVE ORDERS

The Washtenaw County Local Health Officer issues this Order pursuant to the Michigan Public Health Code, MCL 333.2453 as it has been determined that it is necessary to protect the public health from further spread of COVID-19 within Washtenaw County. With this order, the Health Department's prior orders regarding pandemic procedures for businesses/entities are rescinded. As evidence for the need for further measures, the State of Michigan is under a "shelter in place" order as of March 24, 2020 which is now extended until May 28, 2020 pursuant to Executive Order 2020-77. As part of 2020-77, certain businesses, operations and entities may open and/or operate because they provide essential services to sustaining or protecting life. 2020-77 also allows for some operating restrictions to be lifted on other businesses and operations.[1] Additionally, Executive Order 2020-71 applies specific safety measures to food-selling establishments and pharmacies. Being that COVID-19 is being spread by person to person contact, those businesses, operations and entities that are open and/or in operation still pose a risk to furthering community spread. Washtenaw County continues to have a high number of positive cases of COVID-19. Consequently, in addition to the measures ordered by the Governor, the Health Department has determined that certain procedures must be implemented at those businesses, operations and entities in order to limit exposure within the community and protect the individuals designated as essential or necessary. As such, the Washtenaw County Local Health Officer hereby orders the following to take effect on **May 16, 2020 at 12:00 a.m. and remain in effect through May 27, 2020 at 11:59 p.m.:**

Businesses, operations and entities in Washtenaw County that are open and/or operating under Governor Whitmer's Executive Order 2020-77 must also:

1. Develop and implement a daily screening program, as described herein, for all staff upon or just prior to reporting to work sites. At a minimum, the screening procedures must include the following:

    A. Ask if the employee has symptoms of fever of 100.4 degrees F or higher (as measured by a touchless thermometer if available, but a verbal confirmation of lack of fever is sufficient if a touchless thermometer is not available); cough (excluding chronic cough due to a known medical reason other than COVID-19); shortness of breath; sore throat; or diarrhea (excluding diarrhea due to a known medical reason other than COVID-19). The presence of any symptoms is a concern;
    B. Ask if the employee travelled internationally or outside of Michigan in the last 14 days, excluding commuting from a home location outside of Michigan. For purposes of this order, commuting is defined as traveling between one's home and work;
    C. Ask if the employee had any close contact in the last 14 days with someone with a diagnosis of COVID-19.

2. An affirmative response to screening question 1 (A) above requires the individual to be excluded for at least 72 hours with no fever (three full days of no fever without use of medicine that reduces fever) and other symptoms have improved (for example, cough and shortness of breath have improved) and at least ten days passed since symptoms began.

3. An affirmative response to screening question 1 (B) above requires the individual to be excluded for 14 days following travel unless that travel was due to commuting from a home location outside of Michigan. Exceptions include necessary workers engaged in travel related to supply chain and critical infrastructure.

4. An affirmative response to screening question 1 (C) above requires the individual to be excluded for 14 days following the last exposure to the individual diagnosed with COVID-19. Exemptions include healthcare institutions, public health functions, pharmacies and other entities that are involved in the mitigation of risk during this pandemic.

5. Nothing in this order limits the operations of first responders, health care institutions, public health functions, pharmacies, and other entities that are involved in the mitigation of risk during this pandemic.

6. Publish this order at all facility entrances so that it is visible to all employees and customers.

Such measures will be enforced, and any violations are subject to citation and penalties as outlined in the Michigan Public Health Code.

May 14, 2020

Jimena Loveluck, MSW
Washtenaw County Health Officer

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[1] Any new categories of businesses permitted by the Governor to open/operate while this order is in effect must also abide by this Public Health Emergency Order and follow the measures herein.

Coronavirus Disease (COVID-19)
Workplace Health Screening

Washtenaw County
Health Department

Company Name: _____

Employee Name: _____   Date: _____

Time In: _____

In the past 24 hours, have you experienced:

Fever of 100.4° F or higher, or a subjective fever (felt feverish)	☐ Yes	☐ No
Cough (excluding chronic cough due to a known medical reason other than COVID-19)	☐ Yes	☐ No
Shortness of breath	☐ Yes	☐ No
Sore throat	☐ Yes	☐ No
Diarrhea (excluding diarrhea due to a known medical reason other than COVID-19)	☐ Yes	☐ No

Current temperature: _____

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. You should isolate at home for minimum of 10 days since symptoms first appear. You must also have 3 days without fevers and improvement in respiratory symptoms before returning to work.

In the past 14 days, have you travelled internationally or outside of Michigan (excluding commuting from a home location outside of Michigan)?   ☐ Yes   ☐ No

If you answer "yes," and you are <u>not</u> a critical infrastructure worker, you are not permitted on the work site. You should self-quarantine at home for 14 days following international or domestic travel.

If you answer "yes," and you <u>are</u> a critical infrastructure worker, you may continue to work if you do not have symptoms. You should wear a face mask at all times while in the workplace for 14 days after travel.

In the past 14 days, have you had close contact with someone diagnosed with COVID-19?   ☐ Yes   ☐ No

If you answer "yes," please do not go into work. You should self-quarantine at home for 14 days following close contact with the COVID-19 positive person.

Exemptions include healthcare institutions, public health functions, pharmacies, and other entities that are involved in the mitigation of risk during this pandemic.

For questions, visit washtenaw.org/COVID19 or contact with Washtenaw County Health Department at L-wchdcontact@washtenaw.org or 734-544-6700.

COVID-19
Frequently Asked Questions for Workplaces

Washtenaw County
Health Department

This document was updated May 18, 2020. Please [visit our website](#) for the most current information.

Washtenaw County businesses and entities remaining open must follow the guidelines set forth in the Washtenaw County Health Officer's [May 14, 2020 Public Health Order](#) and the Governor's Executive Orders [2020-71](#) and [2020-77](#) to ensure the safety of employees and customers.

Washtenaw County Health Department recommends:

- Screen workers. Check employees for fever or other symptoms if they will enter facilities or buildings. Use a touchless thermometer, if available.
- Any employee with symptoms must stay home or work remotely.
- Maintain 6 feet of distance between people.
- Emphasize frequent and proper hand washing. Make sure sinks are well supplied with warm running water, soap and paper towels.
- Supply masks to all employees. Encourage employees to wear masks, particularly if they will be in close contact with other employees or the public. Cloth masks are acceptable, as surgical masks should be reserved for those in health care.
- 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.
- Work remotely whenever possible, particularly if individuals have underlying health conditions.

Social distancing

How do I determine a good social distance from another person?

Social distancing means keeping at least 6 feet apart from another person.

What does 6 feet look like?

Six feet is equivalent to two Golden Retrievers standing nose to tail, the average width of a sedan, the length of a sofa or mattress, or two arm lengths extended.

Screening

Do I have to take the temperature of all my employees?

No. We do recommend the use of a touchless thermometer, if available, to screen employees for fever. A fever is considered 100.4°F or above. The person taking the temperature should wear a mask, if the employee is not taking their own temperature.

If thermometers are not available, employees can take their own temperature at home or can report if they feel feverish ("subjective fever"). Note that not everyone who is infected with COVID-19 develops a fever.

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 10 days after symptoms first started **and** 72 hours (3 full days) after fever has resolved without the use of fever-reducing medicines **and** symptoms have vastly improved, whichever is longer. You could offer telework assignments if the employee is well enough to work.

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 parties the name or other personal or health information of the employee who tested positive for COVID-19.

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 individuals that the employee may have come into close contact with. A close contact is defined as a person who had been within 6 feet of the affected employee for greater than 10 minutes while the employee had symptoms. The exposed co-workers identified as close contacts should self-quarantine at home for 14 days following close contact with the COVID-19 positive person. (Exemptions include healthcare institutions, public health functions, pharmacies, and other entities that are involved in the mitigation of risk during this pandemic.)

If an employee develops symptoms, they should follow the return to work guidelines (10 days after symptoms started and 3 days after fever has resolved and symptoms improved, whichever is longer).

One of our employees has a "suspected" (but unconfirmed) case of COVID-19. What should I do?

Encourage the employee to be tested for COVID-19. Until results are available, you would also follow all the same steps outlined previously for an employee who tested positive for COVID-19. The employee should stay home for 10 days after symptoms started and 3 days after fever has resolved and symptoms improved, whichever is longer.

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.

Identify co-workers and individuals that the employee may have come into close contact with while ill. 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 exposed co-workers identified as close contacts should self-quarantine at home for 14 days following close contact with the COVID-19 positive person. (Exemptions include healthcare institutions, public health functions, pharmacies, and other entities that are involved in the mitigation of risk during this pandemic.)

If an employee develops symptoms, they should follow the return to work guidelines (10 days after symptoms started and 3 days after fever has resolved and symptoms improved, whichever is longer).

An employee's family member has a suspected/confirmed case of COVID-19. What should I do?

The employee should self-quarantine at home for 14 days following close contact with the COVID-19 positive person. (Exemptions include healthcare institutions, public health functions, pharmacies, and other entities that are involved in the mitigation of risk during this pandemic.)

If an employee develops symptoms, they should follow the return to work guidelines (10 days after symptoms started and 3 days after fever has resolved and symptoms improved, whichever is longer).

An employee has reported that they came into contact with someone believed to be positive for COVID-19. What should I do?

This depends on the exposure and the employee's work. It's also important to remember we have "community spread" of COVID-19, which means there is an ongoing risk of exposure in the community.

Review the nature of the exposure. If the contact occurred within 6 feet of the ill individual for more than 10 minutes, the employee is considered a close contact. The employee should self-quarantine at home for 14 days following close contact with the COVID-19 positive person. (Exemptions include healthcare institutions, public health functions, pharmacies, and other entities that are involved in the mitigation of risk during this pandemic.)

If the employee develops symptoms, they should follow the return to work guidelines (10 days after symptoms started and 3 days after fever has resolved and symptoms improved, whichever is longer).

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

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

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 individuals that the employee may have come into close contact with. A close contact is defined as a person who had been within 6 feet of the affected employee for greater than 10 minutes while the employee had symptoms. The exposed co-workers identified as close contacts should self-quarantine at home for 14 days following close contact with the COVID-19 positive person. (Exemptions include healthcare institutions, public health functions, pharmacies, and other entities that are involved in the mitigation of risk during this pandemic.)

If an employee develops symptoms, they should follow the return to work guidelines (10 days after symptoms started and 3 days after fever has resolved and symptoms improved, whichever is longer).

When can my employee come back to work if they had symptoms of illness?

Employees who have been ill with COVID-19 symptoms including fever, cough (excluding chronic cough due to medical reason other than COVID-19), shortness of breath, sore throat, or diarrhea (excluding diarrhea due to known medical reason other than COVID-19), can return to work 10 days after symptoms started **and** at least 72 hours (3 full days) after fever has resolved without the use of fever reducing medications and symptoms have greatly improved, whichever is longer.

Note that these COVID-19 symptoms can often be accompanied by chills, shivering, muscle aches, headaches, or new smell or taste disorders. Or in some cases, these additional symptoms can be the only symptoms that are present. Any symptom that is unusual for the person is reason for concern.

How do I count the 10 days of isolation or 14 days of quarantine?

For **isolation (sick individual),** the day the individual first showed symptoms of illness is "Day 0." Count 10 days past that date for the return-to-work date. Be sure that the employee also has 72 hours (3 full days) of no fever and a vast improvement in symptoms.

- **Example:** Employee developed fever 4/14/20 (Day 0). Fever went away on its own 4/16/20. Employee has no other symptoms. Employee can return to work 4/25/20 (Day 11, which is 10 full days after illness began and at least 3 days after fever stopped).

For **quarantine (exposed to a COVID-19 positive person or traveled),** the day the individual returned from travel or the last day the person was exposed to the positive individual is "Day 0." Count 14 days past that date for the return-to-work-date.

- **Example:** Employee returned from Florida on 4/14/20 (Day 0). Employee can return to work 4/29/20 (Day 15, which is 14 full days after exposure).
- **Note:** If the employee develops symptoms while in quarantine, they must then revert to the 10 days past symptoms and 3 days without symptoms to return to work. See isolation example.

Are all employees required to be tested for COVID-19?

No. Essential workers are now part of a prioritization group for testing, but there is no requirement for testing these employees. This prioritization allows essential workers to be tested if supplies and testing capacity are available. Some local clinics and testing sites are starting to test asymptomatic workers, but testing availability is still somewhat limited. If workers would like to be tested, they should call testing locations first to see if people without symptoms will be tested.

If an employee doesn't have symptoms but is tested for COVID-19, what do the test results mean?

- **Positive test:** The individual should self-isolate for 10 days from date of test. If no symptoms develop, they can return to work after those 10 days. If an employee develops symptoms, they should follow the return to work guidelines (10 days after symptoms started and 3 days after fever has resolved and symptoms improved, whichever is longer).
- **Negative test:** No action is needed. Just remember this is a point in time for the test. The individual could have been recently exposed and tested negative or could become exposed after testing.

Why is the quarantine time period different for critical infrastructure workers vs. other workers?

Critical infrastructure workers, due to the nature of their work, are needed to ensure continuity of operations of essential functions, like health care and our food supply. We all depend on these workers. Because of this, critical infrastructure workers may continue to work following travel.

However, businesses do not have to adopt the updated quarantine guidance and can continue to practice the 14-day quarantine period for critical infrastructure or supply chain employees who have traveled.

What is the difference between a "critical infrastructure worker" and one who is not?

Critical infrastructure workers are those where in-person presence is necessary to sustain or protect life. They fall into categories described in the following guidance:

- U.S. Department of Homeland Security designation of critical infrastructure work
- State of Michigan guidance on the categories of employees defined as critical infrastructure workers
- The Governor's Executive Order 2020-77 includes descriptions of critical infrastructure job categories

Examples of critical infrastructure workers include health care workers, food service workers, grocery store workers, and manufacturing workers in a facility that is making critical equipment, to name a few.

Workers who are **not** critical infrastructure workers are those who are necessary to conduct minimum basic operations. The in-person presence of the worker is strictly necessary to allow the business or operation to maintain the value of inventory and equipment, care for animals, ensure security, process transactions (including payroll and employee benefits), or facilitate the ability of other workers to work remotely.

Examples of workers who are not critical infrastructure workers include a security guard at a facility that is closed, or a bookkeeper who needs to be in the office to complete payroll. Also, workers who are allowed to resume operations like landscapers, workers at golf courses, construction workers, and manufacturing workers not making critical equipment are not critical infrastructure workers.

What about antibody testing or serology testing for COVID-19?

From what we understand at this point, antibody testing, also called serology testing, is not widely available, and is not recommended to make health-based decisions on an individual basis. It also remains unclear if antibody testing is accurate. Some tests are being sold commercially, and some providers are starting to use them to see if people have been exposed to the virus.

Additional studies are needed to understand what antibody level, if any, would mean an individual is "immune" to COVID-19 disease - and for how long that immunity may last. If someone has antibodies, we don't know if that means the person won't get sick if exposed to someone infected with COVID-19. We also don't know if it means they will - or won't - be able to transmit the virus to someone else. Until we better understand the virus, we can't rely on antibody testing to make individual return-to-work decisions or use as a diagnostic tool.

There are local laboratories and clinics that offer COVID-19 antibody testing, but we encourage caution.

Information is changing rapidly, so we recommend checking with your health care provider for their perspective and guidance on use of antibody tests.

Personal protective equipment (PPE)

What type of PPE should I wear?

Healthcare workers should wear N95 masks. For appropriate use, N95 masks must be fit tested annually to ensure protection. Surgical masks can be worn by those not in direct care of a patient or providing treatment that cause aerosolization. Healthcare workers may also need to wear gloves, surgical masks along with a face shield (if N95 not available), gowns, and goggles.

Cloth masks, scarfs, bandanas, or handkerchiefs can be worn by employees, volunteers, and the public.

Some people are choosing to wear disposable gloves as they perform everyday tasks. However, gloves don't make sense for most people to wear. Using your ungloved hands - and then washing them often - is the best bet for the typical tasks of everyday life. Wearing gloves might also create a false sense of security, lead to less attention to hand washing, or contribute to cross-contamination removing gloves or reusing gloves.

Do customers need to wear masks?

Any individual who is able to medically tolerate a face covering **must** wear a covering over his or her nose and mouth when in any enclosed public space. In addition, any individual who is able to medically tolerate a face covering **must** wear a covering over his or her nose and mouth when entering a food-selling establishment or pharmacy. Face coverings can include a homemade cloth mask, scarf, bandana, or handkerchief.

Do my employees have to wear masks at work?

Masks can help prevent asymptomatic people from infecting others. Employers **must** supply masks to all employees. Cloth masks are acceptable, as surgical masks should be reserved for those in health care. Based on current executive orders, there are some situations which require or specifically recommend masks:

- Any individual (employees and customers) able to medically tolerate a face covering **must** wear a covering over his or her nose and mouth, such as a homemade mask, scarf, bandana, or handkerchief, when in any enclosed public space.
- Employees who are not able to consistently maintain six feet of separation from other individuals in the workplace **must** wear a mask. (In addition, employees who are not able to consistently maintain three feet of separation from other individuals in the workplace **should consider** wearing face shields.)
- Employees providing a check out service in a food establishment or pharmacy **must** wear a mask.
- Employees who have traveled but who are still allowed to work (supply chain and critical infrastructure employees) **should** wear a mask for 14 days following travel.

We **strongly recommend** that all employees wear masks while at work, if they are medically able to tolerate wearing one. Please encourage employees to wear masks, particularly if they will be in contact with other employees or the public, or if they work in areas where 6-foot social distancing is difficult to be maintained. Employers can also establish guidelines that require their employees to wear masks.

How often should I change my surgical or N95 masks?

Surgical masks should be thrown away after each shift. N95 masks should be used according to the healthcare facility's policy and manufacturer's instructions. If at any time your mask becomes soiled or crushed, it should be removed, discarded, and a new mask used. Hand hygiene must be followed when putting on (donning) and taking off (doffing) a mask.

How should I wear and care for a cloth face covering?

A cloth face covering like a mask, scarf, bandana, or handkerchief should cover both your mouth and nose and allow for breathing without restriction. The face covering should also include multiple layers of fabric/cloth. Masks should be secured with ties or ear loops. Hand hygiene must be followed when putting on (donning) and taking off (doffing) a mask. Cloth face coverings should be washed after each use. Depending on type of cloth mask, you may get over 30 washings. Be careful when drying the fabric. The shape of cloth face coverings should never change or shrink.

Hand hygiene & respiratory etiquette

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

Customers are required to wear a face covering, such as a homemade mask, scarf, bandana, or handkerchief, when in any enclosed public space, if they can medically tolerate one.

Employees should follow strict 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.

Is hand sanitizer equal to washing your hands?

There are important differences between washing hands with soap and water and using hand sanitizer. Washing hands with warm running water and soap is preferred whenever available. Alcohol-based hand sanitizers don't kill ALL types of germs, such as a stomach bug called norovirus, some parasites, hepatitis A, and Clostridium difficile, which causes severe diarrhea. Hand sanitizers also may not remove harmful chemicals such as pesticides and heavy metals like lead. Handwashing reduces the amounts of all types of germs, pesticides, and metals on hands.

Fortunately, alcohol-based hand sanitizer that contains at least 60% alcohol can kill the virus that causes COVID-19. Hand sanitizer should be used when running water hand washing is not available or practical. For example, hand sanitizer could be used after checking out at a grocery store cash register or moving between workstations in a factory.

What's the correct way to wash your hands?

When washing your hands, wet your hands with clean running water and apply soap. Lather your hands by rubbing them together with the soap. Scrub all surfaces of your hands, including the palms, backs, fingers, between your fingers, and under your nails. Keep scrubbing for 20 seconds. Need a timer? Hum the "Happy Birthday" song twice. Rinse your hands under clean, running water. Dry your hands using a clean towel or air dry them. Handwashing materials and posters are [available online](#).

What's the correct way to use hand sanitizer?

Use an alcohol-based hand sanitizer that contains at least 60% alcohol. Supervise young children when they use hand sanitizer to prevent swallowing alcohol, especially in schools and childcare facilities. Apply enough product on hands to cover all surfaces. Rub hands together, until hands feel dry. This should take around 20 seconds. Do not rinse or wipe off the hand sanitizer before it's dry.

Cleaning & disinfection

What should I use to clean and disinfect frequently touched surfaces?

Wear reusable or disposable gloves for routine cleaning and disinfection of high touch surfaces like tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc. Clean surfaces using soap and water, then use disinfectant. Cleaning with soap and water reduces number of germs, dirt, and impurities on the surface. Disinfecting kills germs on surfaces. Be sure to wash hands thoroughly with soap and warm running water after removing gloves.

For disinfection, most common EPA-registered household disinfectants should be effective. A list of products that are specifically [EPA-approved](#) for use against the virus that causes COVID-19 is available. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method, and contact time, etc.).

Consider using wipeable covers for electronics. If no manufacturer guidance is available, consider the use of alcohol-based wipes or spray containing at least 70% alcohol to disinfect touch screens. Dry these surfaces thoroughly to avoid pooling of liquids.

Any product to be used for cleaning or disinfecting should have [Safety Data Sheets](#) (formerly known as Material Safety Data Sheets or MSDS), provided with the product or available online. The information must be shared with employees. Appropriate training must be given to employees on safe handling and use of the product, potential health effects of product use, and personal protective equipment.

If I can't locate specific EPA-approved cleaners, or wipes, etc., what can I use to clean surfaces?

A simple diluted bleach water solution is effective against the COVID-19 virus. Check the label to see if your bleach is intended for disinfection. Some bleaches, such as those designed for safe use on colored clothing, may not be suitable for disinfection. Follow the manufacturer's instructions for application and proper ventilation. **Never mix household bleach with ammonia or any other cleaner.** To make a bleach solution, mix 5 tablespoons (1/3rd cup) bleach per gallon of water OR 4 teaspoons bleach per quart of water. Wipe the solution on the surface to be disinfected. Leave solution on the surface for at least 1 minute. Bleach solutions should be made fresh every 24 hours.

Policies

Should [high-risk employees](#) (over age 65, compromised immune system, etc.) stay home?

It depends on their risk exposure at work. There should be strong consideration for staying at home (or limiting direct contact with other people) if they have high risk conditions. Offer flexible leave policies to these employees. If an employee chooses to stay home due to an immunocompromised condition, there are certain unemployment benefits that may be available. Consider temporarily assigning employees at high risk for complications from coronavirus to duties that don't involve close contact with the public or other employees.

What can I do to help keep staff and customers safe?

Ensure that employees and customers limit close contact (stay 6 feet apart). Create a physical barrier between customers and staff that ensures 6 feet of distance at routine points of contact (e.g. purchase point). In areas of high-volume traffic, utilize spacing tools for checks and lines. For example, put tape on the floor to keep people adequately spaced, or place arrows in the aisle to direct the flow of movement in one direction. Provide services by appointment. Provide order, electronic payment and curbside pickup or delivery options. Limit the number of people in the establishment at one time. Deliver services remotely (e.g. phone, video, or web). Reconfigure retail space to enable people to be located at least 6 feet part (e.g. reduce the amount of inventory on the floor, use smaller displays, strategically place inventory).

Provide soap and water in the workplace. Place hand sanitizers at entrance to encourage hand hygiene among customers entering the retail establishment. Provide masks and/or cloth face shields to employees. Require staff (and customers when possible) to wear a non-medical cloth mask covering their face and mouth. Conduct daily checks for symptoms of illness and ensure employees stay home when they are sick with fever, coughing, sneezing or unusual symptoms.

Discourage workers from sharing phones, desks, keyboards, cash registers or other work tools and equipment, when possible. If necessary, clean and disinfect equipment before and after use. Establish staggered lunch and break times for staff. Promote community health by placing posters that encourage hand hygiene to help stop the spread at the entrance of business and in other workplace areas where they are likely to be seen. Use frequent communication with staff to encourage the use of all protective measures.

Resources

COVID-19 guidance and requirements are being continually developed. For local information, contact the [Washtenaw County Health Department](#) at [L-wchdcontact@washtenaw.org](#) or 734-544-6700.

- See the [Michigan COVID-19 Business Response Center](#) for industry-specific plans and guidance.
- For the most up-to-date guidance on COVID-19, visit the following sources of official information:
  - Washtenaw County: [washtenaw.org/COVID19](#)
  - Michigan: [michigan.gov/coronavirus](#)
  - National: [cdc.gov/COVID19](#)

# Directions for Isolation, Quarantine, Monitoring, and Social Distancing

Following these directions are the best way to keep your friends and family safe from COVID-19. Please do your part to keep everyone in our community healthy.

Who should be taking which steps?

- **Social distancing:** EVERYONE
- **Self-monitoring:** Anyone who wants to make sure they aren't getting sick
- **Self-quarantine:** Anyone who has had close contact or lives with someone who is sick
- **Self-isolation:** Anyone who is sick

Social Distancing

- Keep 6 feet of space between people as much as possible.
- Avoid places at their busiest times.
- Use online, drive-through, or curbside services when possible.
- Avoid getting together in social groups.
- If possible, businesses should have employee tele-commute, provide online options, and limit in-person meetings.
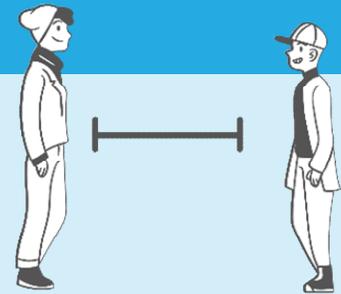
Self-Monitoring

- Practice social distancing.
- Take and record temperature daily.
- Report any temperature of 100.4°F or above to your doctor.
- Report any onset of respiratory illness to your doctor. These include:
    1. Cough
    2. Shortness of breath or difficulty breathing
    3. Chest pain
    4. Additionally, you could experience sore throat, fatigue, muscle aches, chills, headache, abdominal pain, nausea, vomiting or diarrhea
- If you need medical care, call ahead to your doctor.
- Household members should practice social distancing.
- If you develop symptoms of illness you will move into Self-Isolation.

Washtenaw County
Health Department

- **Under no circumstance should you go to work, school or public places.** You should only consider leaving your home if you need medical attention.
    - Avoid using public transportation to get to your medical provider or emergency department. Do not use busses, Uber, Lyft, taxi cabs or rail lines.
    - Wear a mask over your nose and mouth if you must leave your house to seek medical care.
- Take and record temperature daily.
- Report any temperature of 100.4°F or above to your doctor.
- Report any onset of respiratory illness to your doctor. These include:
    1. Cough
    2. Shortness of breath or difficulty breathing
    3. Chest pain
    4. Additionally, you could experience sore throat, muscle aches, chills, headache, abdominal pain, nausea, vomiting or diarrhea
- If you need medical care, call ahead to your doctor.
- Minimize contact with others in your home when possible.
- Do not share items with your household members or pets such as dishes, drinking cups, silverware, towels or bedding. After using these items, they should be washed with soap and hot water.
- Cover your coughs and sneezes with a disposable tissue or the upper part of your sleeve. Dispose of tissues in a lined trash can. Wash your hand immediately afterward.
- Wash your hands frequently with soap and water for at least 20 seconds. This includes after using the restroom, coughing or sneezing, or when they are visibly dirty. If you do not have access to soap and water, use a hand sanitizer with 60% - 95% alcohol
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Clean your frequently used surfaces with a solution of 1/3 cup bleach to a gallon of water or disinfectant sprays or wipes daily. This includes "high-touch" surfaces such as phones, tablets, keyboards, doorknobs, bathroom fixtures, toilets, counters, tabletops and bedside tables. Wear rubber gloves if necessary and make sure the area is properly ventilated. Do not mix bleach with other cleaning products.
- Household members should practice self-monitoring.
- If you develop symptoms of illness you will move into Self-Isolation.

- **Under no circumstance should you go to work, school or public places.** You should only consider leaving your home if you need medical attention.
    - Avoid using public transportation to get to your medical provider or emergency department. Do not use busses, Uber, Lyft, taxi cabs or rail lines.
    - Wear a mask over your nose and mouth if you must leave your house to seek medical care.
- Avoid handling pets or other animals while you are sick.
- Cover your coughs and sneezes with a disposable tissue or the upper part of your sleeve. Dispose of tissues in a lined trash can. Wash your hands immediately afterward.
- Wash your hands frequently with soap and water for at least 20 seconds. This includes after using the restroom, coughing or sneezing, or when they are visibly dirty. If you do not have access to soap and water, use a hand sanitizer with 60% - 95% alcohol.
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- Clean any item or surface that may have blood, mucus, vomit, urine, stool or other body fluids on them.
- Make sure your home has good airflow, open windows if weather permits or use the air conditioner.

If you live with others:
- Separate yourself from other household members and pets whenever possible.
- You should stay in a specific room and away from other household members.
- Use a separate bathroom if possible.
    - If you must share a bathroom wipe down all surfaces after the patient uses it.
    - If you share a shower, do not share razors, washcloths or body sponges/poufs.
    - Keep toothbrushes separate.
    - If you must enter a shared space put a mask over your nose and mouth before leaving your room.
- Do not share items with your household members or pets such as dishes, drinking cups, silverware, towels or bedding. After using these items, they should be washed with soap and hot water.
- Household members should practice Self-Quarantine.
- Dirty laundry should be handled with gloves and kept away from the body. Do not shake out laundry. Wash and dry with normal detergent at highest temps per labels.
- Someone who is asymptomatic should take care of and walk pets.

If you live alone, do not open your door to anyone.
- If someone is dropping off groceries or other items for you, have them leave it at your doorstep and wait until they leave to open the door.
- Do not cook food for anyone other than yourself.
- Pets can be let outside to relieve themselves, if you must walk them wear a mask or fabric over your face and stay close to your home to avoid contact with others.

When seeking care at a healthcare facility:
- Call ahead to get direction from your health care provider. They may ask you to meet them outside or usher you into a different entrance than the general public uses.
- Avoid using public transportation to get to your medical provider or emergency department. Do not use busses, Uber, Lyft, taxi cabs or rail lines.
    - If you are unable to drive yourself and do not have a ride, call 9-1-1 for transport by ambulance.
    - If someone is giving you a ride, wear a mask or fabric that covers your mouth and nose while you are in the vehicle with them.
- If you are driving yourself, apply a mask or fabric that covers your mouth and nose before exiting your vehicle.