

Guidance for workplaces to “reopen” or expand on current services. This guidance ensures the safety of the employees and customers are being met.

COVID-19 Workplace Toolkit

Updated April 28, 2020



HEALTH
Department

Allegan County Health Department



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COVID-19 Workplace Checklist

Allegan County businesses and entities may need this guidance to “reopen” or expanding current services. Under the [recent guidance](#), Allegan County 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 tested 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.

☐ Provide COVID-19 Training to staff

A developed PowerPoint presentation is forthcoming. Topics in presentation to staff should include health practices, workplace safety controls in place, how to contact the local health department.

Review “Managing COVID-19 in the Workplace” for frequently asked questions and plan for quick response.

☐ Develop Facility Entry and Health Screening Protocols

Advise vulnerable workers and 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. Do you have symptoms of fever, chills, headache, cough, shortness of breath, sore throat, loss of smell or taste, runny nose or congestion, muscle aches, fatigue, abdomen pain, nausea, vomiting or diarrhea?
2. Have you had close contact in the last 14 days with an individual diagnosed with COVID-19?
3. Have you traveled on an airplane internationally or domestically in 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. Must also have 3 days without fevers and improvement in respiratory symptoms.
- 14 days if the employee had close contact with an individual diagnosed with COVID-19.
- 14 days following international or domestic travel via airplane.

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. You can use [this form](#) 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, 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 [this guidance](#) on how to wash, don, and doff 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 cloth masks, bandannas, 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 donning/doffing 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 Allegan County 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.

This could include:

- 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.



COVID-19 Workplace Health Screening

Company Name: _____

Employee: _____ Date: _____

Time In: _____

In the last 24 hours, have you experienced:

Subjective fever (felt feverish):	☐ Yes	☐ No
Chills:	☐ Yes	☐ No
Headache:	☐ Yes	☐ No
New or worsening cough:	☐ Yes	☐ No
Shortness of breath:	☐ Yes	☐ No
Sore throat:	☐ Yes	☐ No
Loss of smell or taste:	☐ Yes	☐ No
Runny nose or congestion:	☐ Yes	☐ No
Muscle aches:	☐ Yes	☐ No
Abdominal pain:	☐ Yes	☐ No
Fatigue:	☐ Yes	☐ No
Nausea:	☐ Yes	☐ No
Vomiting:	☐ Yes	☐ No
Diarrhea:	☐ 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 7 days since symptoms first appear or per guidance of your local health department.
 - 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.
- You must also have 3 days without fevers and improvement in respiratory symptoms.

In the past 14 days, have you:

Had close contact with an individual diagnosed with COVID-19? ☐ Yes ☐ No

Traveled via airplane internationally or domestically? ☐ Yes ☐ No

If you answer **“yes”** to either of these questions, please do not go into work. Self-quarantine at home for 14 days. Contact your medical provider if you have symptoms or have had close contact with an individual for evaluation. If you are given a probable diagnosis or test positive call your local health department to ensure they are aware.

For questions, visit www.allegancounty.org/health. Contact the Allegan County Health Department at (269) 696-4546 or COVID-19@allegancounty.org.

April 27, 2020

Enfermedad del Coronavirus (COVID-19)

Evaluación de Salud Laboral



Nombre de la Empresa: _____

Nombre del Empleado: _____ Fecha: _____

Tiempo de Entrada: _____

En las últimas 24 horas, ha experimentado:

Fiebre subjetiva (se siente febril):	☐ Si	☐ No
Fríos	☐ Si	☐ No
Dolor de cabeza	☐ Si	☐ No
Tos nueva o empeoramiento:	☐ Si	☐ No
Dificultad para respirar:	☐ Si	☐ No
Dolor de garganta:	☐ Si	☐ No
Pérdida del olfato o del gusto	☐ Si	☐ No
Secreción nasal o congestión	☐ Si	☐ No
Dolores musculares	☐ Si	☐ No
Dolor abdominal	☐ Si	☐ No
Fatiga	☐ Si	☐ No
Náusea	☐ Si	☐ No
Vómitos	☐ Si	☐ No
Diarrea:	☐ Si	☐ No
Temperatura actual:		

Si responde "sí" a cualquiera de los síntomas mencionados anteriormente, o su temperatura es **de 100.4°F o superior**, por favor no vaya al trabajo. Practique autoaislamiento o quédese en casa y comuníquese con el consultorio de su médico de atención primaria para obtener orientación.

- Debe aislarse en casa durante un mínimo de 7 días desde la primera aparición de los síntomas.
 - o Si se diagnostica como un probable COVID-19 o un resultado positivo, deben llamar a su departamento de salud local y hacerles saber su diagnóstico o estado de prueba.
- También debe tener 3 días sin fiebre y mejoría en los síntomas respiratorios

En los últimos 14 días, usted ha:

¿Tenido contacto cercano con una persona diagnosticada con COVID-19? ☐ Si ☐ No

¿Viajado a través de un avión a nivel internacional o nacional? ☐ Si ☐ No

Si responde "sí" a cualquiera de estas preguntas, por favor no vaya al trabajo. Haga auto cuarentena en casa durante 14 días.

Para preguntas, visite www.allegancounty.org/health. Contacte el Departamento de Salud del Condado de Allegan en COVID-19@allegancounty.org o al 269-686-4546.

Abril 27, 2020



Managing COVID-19 in the Workplace

For essential businesses and organizations that continue or “reopen” during the COVID-19 pandemic, Allegan County Health Department recommends to:

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

[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.

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

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.

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).

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.

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 $\geq 100.4^{\circ}\text{F}$ 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:

- Allegan County: www.allegancounty.org/health
- Michigan: michigan.gov/coronavirus
- National: cdc.gov/COVID19

For additional questions, contact the Allegan County Health Department at 269-686-4546.



UNDERSTANDING COVID-19 PRECAUTIONS:

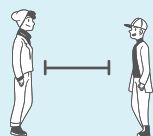
Social Distancing, Self-monitoring, Quarantine, Isolation, and Actions everyone should take

What do these terms mean? What actions do I take if asked?



ACTIONS FOR EVERYONE

- **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 soap and water nearby, use a hand sanitizer with 60-95% alcohol.
- **Avoid touching your eyes, nose, and mouth with unwashed hands.**
- **Cover your coughs and sneezes** with a disposable tissue or upper part of your sleeve. Dispose of tissues in a lined trash can. wash your hands immediately afterward.
- **Clean your frequently touched or used surfaces daily** with a solution of 1/4 cup bleach and a gallon of water. Disinfectant sprays or wipes can also be used. These surfaces includes 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.
- **Monitor yourself daily for symptoms of COVID-19.**
- **Stay home when feeling sick.**
- **Wear a face covering whenever in enclosed public spaces.** This can be a homemade cloth mask, bandana, or scarf.
- **If you need medical care, call your doctor.**



SOCIAL DISTANCING

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

Individuals can:

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

Businesses & organizations can:

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



SELF-MONITORING

Who should do it?

People without symptoms.

Actions to take

- Practice social distancing.
- Record your temperature and watch for symptoms, daily.
- If symptoms develop, **CALL** your doctor to explain symptoms and possible exposure before going in.
- If symptoms develop, you may move into self-isolation.



SELF-QUARANTINE

Who should do it?

People without symptoms, but who have a higher potential of becoming sick because of where they traveled or having had contact with someone being tested for COVID-19.

Actions to take

- Stay home and self-monitor for 14 days.
- Under no circumstances should you go to work or leave your home during this time.
- Household members should practice social distancing.
- Report your daily temperature and symptoms to the Health Department during your quarantine.



SELF-ISOLATION

Who should do it?

People sick with symptoms of COVID-19, test positive for COVID-19, or diagnosed as a probable for COVID-19. Not sick enough to be hospitalized.

Actions to take

- **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.
 - 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.
- **Avoid touching your eyes, nose and mouth** with unwashed hands.
- **Clean your frequently touched or used surfaces daily** with a solution of 1/4 cup bleach and a gallon of water. Disinfectant sprays or wipes can also be used. These surfaces includes 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.
- **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. Separate toothbrushes.
 - If you share a shower, do not share razors, washcloths or body sponges/poufs.
 - 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.

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.

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.
 - 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 that covers your mouth and nose while you are in the vehicle with them.
- If you are driving yourself, apply a mask that covers your mouth and nose before exiting your vehicle.

When is it safe to leave home

if you have symptoms of COVID-19 or live with someone who does?

STAY HOME.
STAY SAFE. SAVE LIVES.
MICHIGAN.GOV/CORONAVIRUS

Employers can't retaliate against workers for taking time away from work under these circumstances.

File a complaint with MIOSHA . Learn more at Michigan.gov/MIOSHAc COMPLAINT.

For Me

I have been diagnosed with COVID-19.

I have developed one or more symptoms of COVID-19.

Stay home for 7 days after you were tested or developed symptoms.

After staying home for 7 days, have you been **symptom-free for 3 days**?

YES

You may leave if you are symptom-free.

NO

Stay home until 3 days have passed after all symptoms have stopped.

Close Contacts

I live with someone diagnosed with COVID-19.

I live with someone who has developed one or more symptoms of COVID-19.

Stay home for 14 days after your **last contact** with the sick person.
Monitor yourself for symptoms.

You may leave if you are symptom-free.

How do I monitor myself?



Pay attention for COVID-19 symptoms:

- **Fever**
- **Cough**
- **Shortness of breath**

If you are concerned about your health or develop symptoms, contact your health care provider or urgent care.



Should I wear a mask?

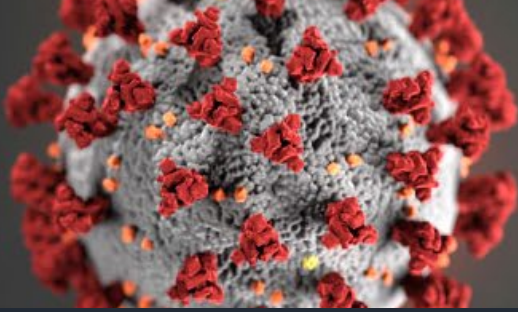
If you or your close contact is symptomatic and you must leave home, you should cover your nose and mouth with a homemade mask, scarf, bandana or handkerchief.

*Process for general public, does not specifically apply to workers at a health-care facility, first responders (e.g., police officers, fire fighters, paramedics), and prison employees.

COVID-19 TESTING PROCESS*



*Testing process for general public, does not specifically apply to health care workers.



Face Coverings: Frequently Asked Questions

Michigan.gov/Coronavirus

Face Coverings: Frequently Asked Questions

The Michigan Department of Health and Human Services recommends that Michiganders wear a face covering when outside of their home to help stop the spread of coronavirus disease 2019 (COVID-19).

Wearing a face covering is an additional precaution we can take that may help stop the spread of COVID-19. The best way to keep from getting sick is to stay home as much as possible, practice social distancing – keep at least 6 feet of distance from others, and good hand hygiene.

What is a face covering?

- A face covering is any well-secured cloth (like a bandana or scarf) that covers your mouth and nose.
- A face covering is different from a surgical or N95 mask which must be reserved for healthcare workers.

Who should and should not wear a face covering?

Cloth face coverings **should not** be placed on:

- young children under age 2,
- anyone who has trouble breathing, is unconscious, incapacitated, and
- anyone otherwise unable to remove the mask without assistance.

Cloth face coverings **should** be worn by:

- All others when they need to be outside their home and within 6 feet of others.
- People who are sick should wear a face covering while at home if they cannot maintain at least 6 feet of distance from others.
- People who are sick and who need to leave home, such as to get urgent medical care, should always wear a face covering.

Do I need to wear a face covering all the time when outside my house?

- **If you are sick**, yes. Remember you must stay home if you are sick and only leave for essential medical care. Arrange for essential items, like groceries, to be delivered to you through a delivery service or through friends or family.
- **If you are not sick**, you should wear a face covering whenever you need to leave home and might be closer than 6 feet from others. Examples include using public transportation, riding in a taxi or car service, walking on a busy street, going to pharmacies and grocery stores, and going to the doctor or a hospital.
- **Essential workers** should also wear a face covering at work when they cannot maintain at least 6 feet of distance between themselves and others.

Do I need to wear a face covering when I am exercising?

No — as long as you maintain at least 6 feet from others.

People should only do exercises that allow them keep physical distance from others. Walking, running, and biking outside are good examples of activities that do not require shared equipment or close contact with others.

I was confirmed to have COVID-19 and am better now. Do I still need to wear a face covering?

Yes – everyone that is able should wear a face covering when outside of their home and it is not possible to maintain at least 6 feet of distance between others. Social distancing is still necessary, even when using a face covering.

We don't yet know how long the virus remains in a person's body, or whether it is possible to get sick again. Using facemasks in public and practicing social distancing is still important for people who were sick and recovered.

Remember if you had or may have had COVID-19, you should not leave the house except for essential medical care or to get essential needs until all the following are true:

- It has been at least 7 days since your symptoms started or since you tested positive for COVID-19 **and**
- You have been fever-free for the last 3 days without taking fever-reducing drugs such as Tylenol or ibuprofen **and**
- Your overall illness has improved (for example, when your cough or shortness of breath have improved).

Why is this being recommended now?

As we learn more about COVID-19, sometimes recommendations change. There is increasing evidence that people without symptoms may be able to spread the virus, and that droplets produced when breathing, speaking, or singing may spread COVID-19 from person to person.

This evidence informed the decision to recommend face coverings. The use of face coverings is one more simple tool that may help reduce the spread of the virus – especially from people who are infected and don't know it yet.

How often do I need to wash my face covering?

If you are using a cloth face covering, we recommend washing once a day by hand or machine using detergent. The face covering should be fully dry before using. You should have a couple of face coverings so you can rotate for washing.

Are there precautions I should take with my face covering?

- In taking on and off a face covering, you will likely touch your face. As such, please wash your hands with soap and warm water for at least 20 seconds. If soap and warm water are not

available, use an alcohol-based sanitizer that contains at least 60% alcohol every time before and after removing or putting on your mask.

- Do not put a used face covering in places where others can touch them or where germs trapped in your face covering can touch other surfaces, such as counter tops or your kitchen table.
- Do not throw your face covering loose in a bag or backpack. We recommend keeping a paper bag with you to store your face covering if you will be taking it off outside your house.

Is it possible to make your own face covering?

Yes! A face covering can be a scarf, bandana or other cloth. [Watch this video from the U.S. Surgeon General](#) to see ideas about creating a face covering with household items.

What is the best fabric for a mask?

Use tightly woven cotton, such as quilting fabric or cotton sheets.

Are medical grade masks such as N95 or surgical masks better than home made masks?

Medical grade masks need to be saved for use by health care providers only. Use of homemade masks for people with lower risk exposure is a good way to decrease the chance of exposure to COVID-19.

GERMS

are all around you.



Stay healthy.
Wash your hands.



Feeling Sick?

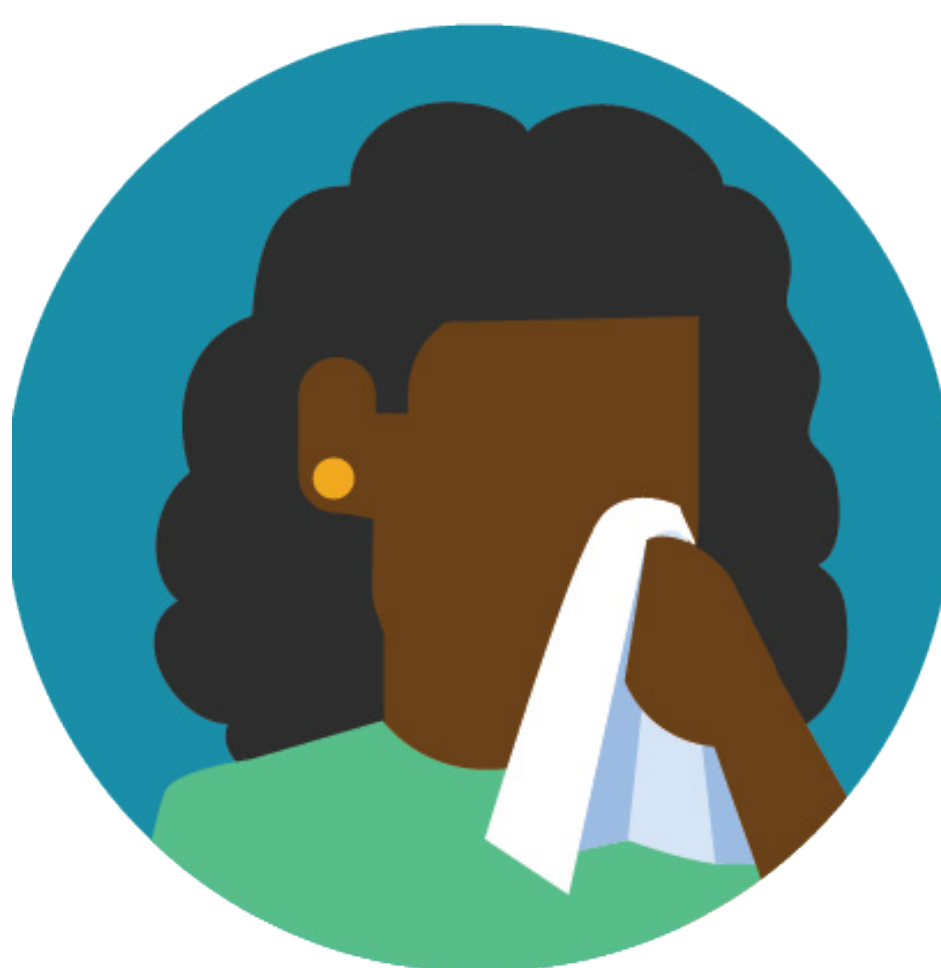
Stay home when you are sick!

If you feel unwell or have the following symptoms
please leave the building and contact your health care provider.
Then follow-up with your supervisor.

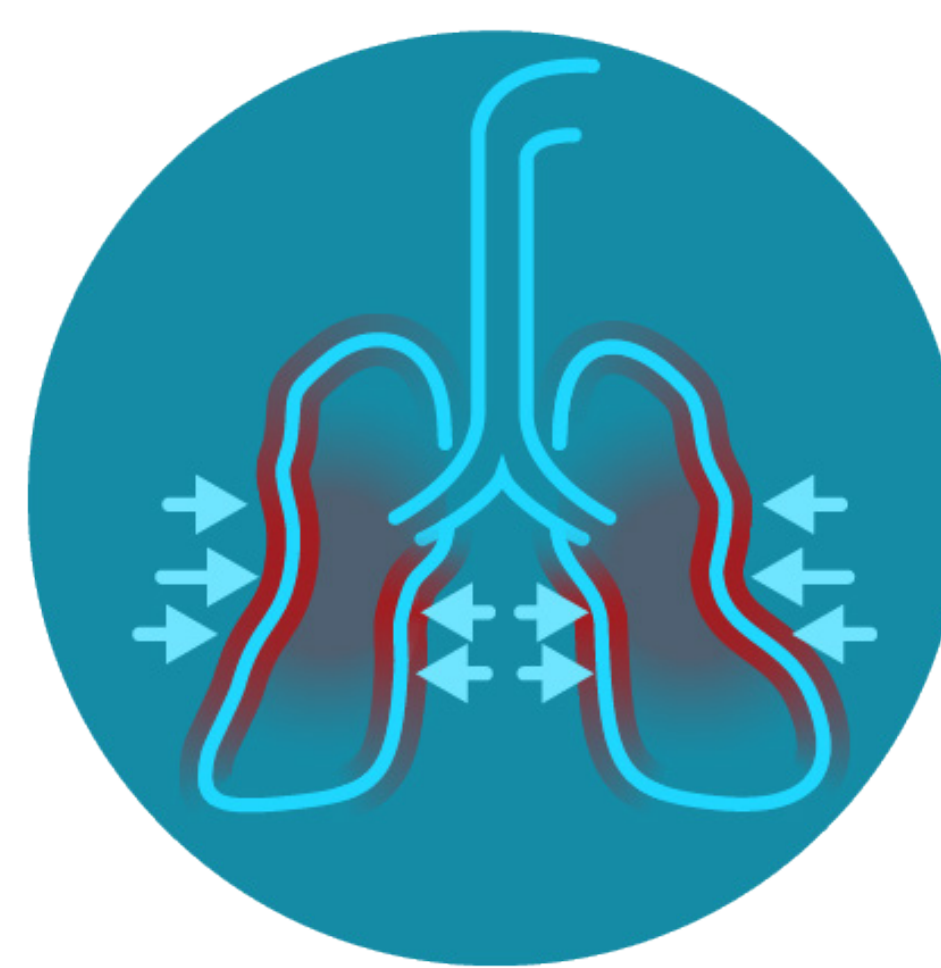
DO NOT ENTER if you have:



FEVER



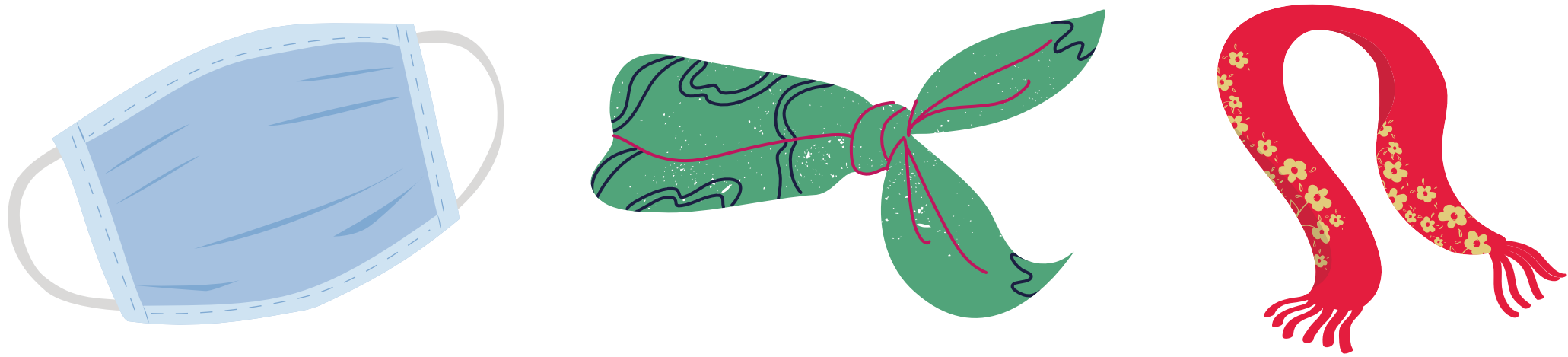
COUGH



**SHORTNESS OF
BREATH**



cdc.gov/CORONAVIRUS



Per Governor Whitmer's Executive Order 2020-59,

**YOU MUST WEAR A
FACE MASK TO ENTER
THE BUILDING**

A face mask includes a homemade cloth mask, scarf, or bandana. Your mask must cover your nose and mouth.

How to Protect Yourself and Others

Know how it spreads



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

Everyone should

Clean your hands often



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

Avoid close contact



- **Avoid close contact** with people who are sick.
- **Stay at home as much as possible.**
- **Put distance between yourself and other people.**
 - » Remember that some people without symptoms may be able to spread virus.
 - » This is especially important for **people who are at higher risk of getting very sick.** www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html



cdc.gov/coronavirus

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



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

Cover coughs and sneezes



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

Clean and disinfect



- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



When in public, wear a cloth face covering over your nose and mouth.

Clean and disinfect frequently touched objects and surfaces.



Wash your hands often with soap and water for at least 20 seconds.

Stay home when you are sick, except to get medical care.



cdc.gov/coronavirus



Hands
that look
clean can still
have icky
germs!

Wash YOUR HANDS!



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention