

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





Jackson County Health Department

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Creating Healthy Communities

To: All Business Leaders

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Re: Workplace Screening Kit

Date: May 6, 2020

Governor Whitmer's "Stay Home, Stay Safe," Executive Order has been through many revisions during the span of this COVID-19 Outbreak. As a result, many nonessential businesses have had to shut their doors and other businesses have adopted new methods of work practices. Additional executive orders will reduce operational restrictions, but may include other limitations to ensure safety as Michigan progresses through the steps of a phased re-opening. Limitations may be expressed such as no golf carts for golf courses, the wearing of facemasks, or plexiglass shields between customers and workers.

As business/ worksites begin to open up they should consider the following items:

- Developing a COVID-19 preparedness and response plan, consistent with OSHA recommendations.
- Restricting the number of workers present on premises to no more than is strictly necessary to perform the in-person work permitted.
- Promoting remote work to the fullest extent possible.
- Keep workers and patrons who are on premises at least six feet from one another to the maximum extent possible by utilizing tape and distance markings on floors or counters.
- Adopting protocols to clean and disinfect in order to reduce exposure to the COVID-19 virus as well as in the event of a positive COVID-19 case in the workplace.
- Adopting policies to prevent workers from entering the premises if they display COVID-19 symptoms or have had contact with a person with a confirmed diagnosis of COVID-19.
- Providing personal protective equipment such as gloves, goggles, face shields, and face masks as appropriate for the work activity performed or carried out.

Working together to create and promote a healthy community through disease prevention and control, health education, environmental protection and emergency preparedness.

- Adopting protocols to limit the sharing of tools and equipment to the maximum extent possible and to ensure frequent and thorough cleaning of tools, equipment, and frequently touched surfaces.
- Social distancing practices and mitigation measures recommended by the CDC such as plexiglass barriers or other types of wall like structures to separate people, staggered work schedules, particularly where office space is shared, or work remotely from home.
- Decreasing or stopping all work travel unless absolutely necessary.

The attached checklist and screening questions can be used to assist you in developing a safer workplace as we all consider new norms in our various worksite situations.

We encourage you to review these items with your staff and remind them of their responsibility to protect their co-workers as well as family members.

If you have any questions regarding COVID-19, please feel free to call the Jackson County Health Department at (517) 788-4420, option 9 or visit our website at www.mijackson.org/hd.

Additional links you may find helpful are the following

Occupational Safety and Health Act (OSHA) -<https://www.osha.gov/Publications/OSHA3990.pdf>

Michigan COVID-19 Business Response Center: <https://www.blmcovid19.com/businessbestpractices/>

Thank you for all your efforts to protect your workers and your community. We will get through this together.

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Jackson County Health Department
COVID-19 Business Toolkit
Reopening and Response Plan



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COVID-19 Workplace Checklist

Jackson County businesses and entities may need this guidance to “reopen” or expanding current services. Under the [recent guidance](#), Jackson County Health Department strongly encourages 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. Other [Executive Orders](#) can be located [here](#) with additional opening information for specific work groups.

☐ Provide COVID-19 Training to staff

Topics in presentation to staff should include health screenings/practices, workplace safety controls in place, who to ask for issues related to COVID-19 or other work related items, what to do if you become sick on the job or start experiencing symptoms at home, expectations of the employee and of the employer.

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 and are experiencing symptoms?

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 10 days since symptoms first appeared and 3 days without fevers and improvement in respiratory symptoms must have occurred before returning to work (or as directed by a medical professional).
- 14 days if the employee had close contact with an individual diagnosed with COVID-19 but the employee has not developed symptoms.
- 14 days following international or domestic travel via airplane if symptoms are present.

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 the screening form in this toolkit to record answers. You are not required to record employee temperature results but it may help 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. The County of Jackson will be utilizing a method of self-

report by employees and not documenting the fever so there will be no HIPAA record. 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 wearing a facemask and gloves 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.

Note: Per HIPAA Guidelines, any records for an employee that is recorded or written down in a log become personal health information and should be treated accordingly. Privacy of personal health information should be maintained and the information should remain in a secure location at all times. If medical information is recorded, then send to your Human Resources Department.

Require all employees to wear a non-medical face covering when in the workplace. Gloves should also be worn if items will be shared or handed to customers. Please provide guidance on how to wash, don, and doff a non-medical face covering. Information is included in the appendix on facemask. Purchasing PPE is available through the Michigan Chamber of Commerce at this site. <https://www.michamber.com/personal-protection-equipment>

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. Gloves should be worn as appropriate, particularly when handling items.

- 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.

PPE Vendors are available through Michigan Chamber of Commerce website located at

<https://www.michamber.com/personal-protection-equipment>

☐ 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 such as plexiglass, entrance limits, marking distances on lines, tables, floors, etc.
- Staggered work schedules. Separate office space or cubicle walls between desks

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 break rooms, lunch rooms, 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 or tracking protocols

Notify the Jackson County Health Department if you have a suspect case for further instruction.

Do Not Contact employees with a suspected contact. The Jackson County Health Department will be responsible for contact tracing.

☐ 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

☐ 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.

For questions, visit www.mijackson.org/hd. Contact the Jackson County Health Department at (517) 788-4420.

COVID-19 Workplace Health Screening

Company Name: _____

Employee / Visitor: _____ Date: _____

Time In: _____

In the last 24 hours, have you experienced:

| | | |
|-----------------------------------|------------------------------|-----------------------------|
| Subjective fever (felt feverish): | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Chills: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Headache: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| New or worsening cough: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Shortness of breath: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Sore throat: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Loss of smell or taste: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Runny nose or congestion: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Muscle aches: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Abdominal pain: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Fatigue: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Nausea: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Vomiting: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Diarrhea: | <input type="checkbox"/> Yes | <input type="checkbox"/> 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.

- Contact your Primary Care Provider or a local test center (HFAH or CFH) to be tested and do not return to work until they receive direction or approval from a medical provider

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 and have symptoms? ☐ 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.mijackson.org/hd. Contact the Jackson County Health Department at (517)788-4420, Opt. 9.

Managing COVID-19 in the Workplace

For essential businesses and organizations that continue or “reopen” during the COVID-19 pandemic, Jackson 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/mask.
- 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. The use of barriers such as plexiglass or shields should be utilized to protect your employees when providing face to face interactions.

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

If your employee must be close to customers they must wear a facemask and shield. The use of gloves are also recommended when exchange of items occurs.

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

Have no-touch hand sanitizer dispensers 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 until directed to do so by a medical professional.

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 contact the health department for further instruction. Employer should contact the health department and provide a list of employees who work closely with the employee who tested positive, along with their contact information. 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?

If an employee is worried about a suspected case of COVID in a family member, encourage them to have their family member follow-up with a physician or testing site for COVID testing. As an employer, you are encouraged to call the health department to report suspect cases and for further guidance.

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

No, do not send everyone home. The employee should be encouraged to follow-up with their physician or testing site for testing. Employees in close contact should be encouraged to monitor their symptoms. Employers can call the health department to report suspect cases and for further guidance.

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 contact their local health department to review their level of risk. This may result in the need to self-quarantine at home for 14 days from the date of the contact if the person they came in contact with tests positive for COVID-19. Call the health department if you want additional guidance.

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 contact their local health department for further instruction. It may be advised, based upon risk level, that they 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 also contact the local health department to review risk level and determine if self-quarantine at home for 14 days is required.

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

The person will be advised when it is safe to return by their medical provider. Neither a return to work letter nor proof of a negative test result should be required by the employer.



Employees who have been close contacts to a suspect or known case of COVID-19 should self-quarantine at home for 14 days if advised by their local health department or medical provider. If they develop symptoms while in quarantine, they should contact their primary care physician or local COVID screening site to be scheduled for testing.

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:

- Jackson County www.mijackson.org/hd
- Michigan: michigan.gov/coronavirus
- National: cdc.gov/COVID19

The list of Hotline Numbers available to call for more information are:

- Jackson County Health Department Hotline (517) 788-4420, opt 9
- Center for Family Health Hotline number (for testing and information) is (517) 748-5363
- Henry Ford MyCare Advice Line (for testing and information) (313) 874-7500
- Michigan Department of Health & Human Services (888) 535-6163
- (CDC) Centers for Disease Control (800) 232- 4632

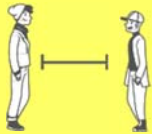
UNDERSTANDING COVID-19 PRECAUTIONS: Social Distancing, Self-monitoring, Quarantine, Isolation, and Actions everyone should take

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, 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.**
- **Avoid 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 work from home.
- Limit in-person meetings and travel. Modify operations to provide more online options and restrict people from gathering.
- Use physical barriers such as plexiglass or tape marking



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 if advised.



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. Someone 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, 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, wash them 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.

Appendix

Resources

APPENDIX A

CRITICAL INFRASTRUCTURE WORKERS

Consistent with the March 19, 2020 CISA guidance document, critical infrastructure workers include some workers in each of the following sectors:

- a. Health care and public health.
- b. Law enforcement, public safety, and first responders.
- c. Food and agriculture.
- d. Energy.
- e. Water and wastewater.
- f. Transportation and logistics.
- g. Public works.
- h. Communications and information technology, including news media.
- i. Other community-based government operations and essential functions.
- j. Critical manufacturing.
- k. Hazardous materials.
- l. Financial services.
- m. Chemical supply chains and safety.
- n. Defense industrial base.

For purposes of Executive Order 2020-42 and Executive Order 2020-59, critical infrastructure workers also include⁴:

- a. Child care workers (including workers at disaster relief child care centers), but only to the extent necessary to serve the children or dependents of workers required to perform in-person work as permitted under this order. This category includes individuals (whether licensed or not) who have arranged to care for the children or dependents of such workers.

⁴ Under Executive Orders 2020-42 and 2020-59, necessary government activities may continue, which includes activities performed by critical infrastructure workers as well as the following government activities including, but not limited to, public transit, trash pick-up and disposal (including recycling and composting), activities necessary to manage and oversee elections, operations necessary to enable transactions that support the work of a business's or operation's critical infrastructure workers, and the maintenance of safe and sanitary public parks so as to allow for outdoor activity permitted under Executive Order 2020-42. In-person government activities are subject to the same social distancing and mitigation measures proscribed under the executive order for businesses.

- b. Workers at suppliers, distribution centers, or service providers, as described below.

1. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate another business's or operation's critical infrastructure work may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
2. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate the necessary work of suppliers, distribution centers, or service providers described in subprovision (1) of this subsection may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
3. Consistent with the scope of work permitted under subprovision (2) of this subsection, any suppliers, distribution centers, or service providers further down the supply chain whose continued operation is necessary to enable, support, or facilitate the necessary work of other suppliers, distribution centers, or service providers may likewise designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
4. Suppliers, distribution centers, and service providers that abuse their designation authority under this subsection shall be subject to sanctions to the fullest extent of the law.

c. Workers in the insurance industry, but only to the extent that their work cannot be done by telephone or remotely.

d. Workers and volunteers for businesses or operations (including both religious and secular nonprofit organizations) that provide food, shelter, and other necessities of life for economically disadvantaged or otherwise needy individuals, individuals who need assistance as a result of this emergency, and people with disabilities.

e. Workers who perform critical labor union functions, including those who administer health and welfare funds and those who monitor the well-being and safety of union members who are critical infrastructure workers, provided that any administration or monitoring should be done by telephone or remotely where possible.

f. Workers at retail stores who sell groceries, medical supplies, and products necessary to maintain the safety, sanitation, and basic operation of residences, including convenience stores, pet supply stores, auto supplies and repair stores, hardware and home maintenance stores, and home appliance retailers.

g. Workers at laundromats, coin laundries, and dry cleaners.

h. Workers at hotels and motels, provided that the hotels or motels do not offer additional in-house amenities such as gyms, pools, spas, dining, entertainment facilities, meeting rooms, or like facilities.

i. Workers at motor vehicle dealerships who are necessary to facilitate remote and electronic sales or leases, or to deliver motor vehicles to customers, provided that showrooms remain closed to in-person traffic.

COVID-19 Employee Health Screening

Verbally ask each Employee, In the last 24 hours, have you experienced:

| | | |
|-----------------------------------|------------------------------|-----------------------------|
| Subjective fever (felt feverish): | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Chills: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Headache: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| New or worsening cough: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Shortness of breath: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Sore throat: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Loss of smell or taste: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Runny nose or congestion: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Muscle aches: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Abdominal pain: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Fatigue: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Nausea: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Vomiting: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Diarrhea: | <input type="checkbox"/> Yes | <input type="checkbox"/> 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.

- Contact your Primary Care Provider or a local test center (HFAH or CFH) to be tested and do not return to work until they receive direction or approval from a medical provider

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 and have symptoms? ☐ 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.mijackson.org/hd. Contact the Jackson County Health Department at (517)788-4420, Opt. 9.

APPENDIX C

EMPLOYEE RETURN TO WORK PLAN

Consistent with Executive Order 2020-36, employees who fail entrance screening will only be permitted to return to work under the following circumstances, **in conjunction with and as determined by the Health Department**.

Employees who test positive for COVID-19 or display one or more of the principal symptoms of COVID-19 (fever, atypical cough, or atypical shortness of breath) will not be permitted to return to work until they are instructed by a medical professional that are clear to return to work. Clearance can be made on a symptom-based approach or a testing-based approach according to the judgement of the medical provider.

1. Symptom-based clearance - Both 3 days have passed since their symptoms have resolved and 10 days have passed since their symptoms first appeared or since they were swabbed for the test that yielded the positive result; or
2. Test-based clearance - They receive two negative COVID-19 tests spaced at least 24 hours apart.

Employees* who have been in “close contact” (being within approximately six feet for a prolonged period of time) with an individual who tests positive for COVID-19 or who displays one or more of the principal symptoms of COVID-19 will not be permitted to return to work until either:

1. 14 days have passed since the last close contact with the sick or symptomatic individual; or
2. The symptomatic individual receives a negative COVID-19 test.

*The “close contact” rule does not apply to the following classes of workers: health care professionals; workers at a health care facility (including hospitals, surgical centers, health maintenance organizations, nursing homes, hospice, and veteran’s facilities); first responders (*e.g.*, police officers, fire fighters, paramedics); child protective service employees; workers at child caring institutions, as defined in MCL 722.111; and workers at correctional facilities.

COVID-19 Visitor Health Screening

Verbally ask each visitor: In the last 24 hours, have you experienced:

| | | |
|-----------------------------------|------------------------------|-----------------------------|
| Subjective fever (felt feverish): | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Chills: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Headache: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| New or worsening cough: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Shortness of breath: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Sore throat: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Loss of smell or taste: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Runny nose or congestion: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Muscle aches: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Abdominal pain: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Fatigue: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Nausea: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Vomiting: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Diarrhea: | <input type="checkbox"/> Yes | <input type="checkbox"/> 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 the Jackson County Building. Contact your Primary Care Provider or a local test center (HFAH or CFH) to be tested.

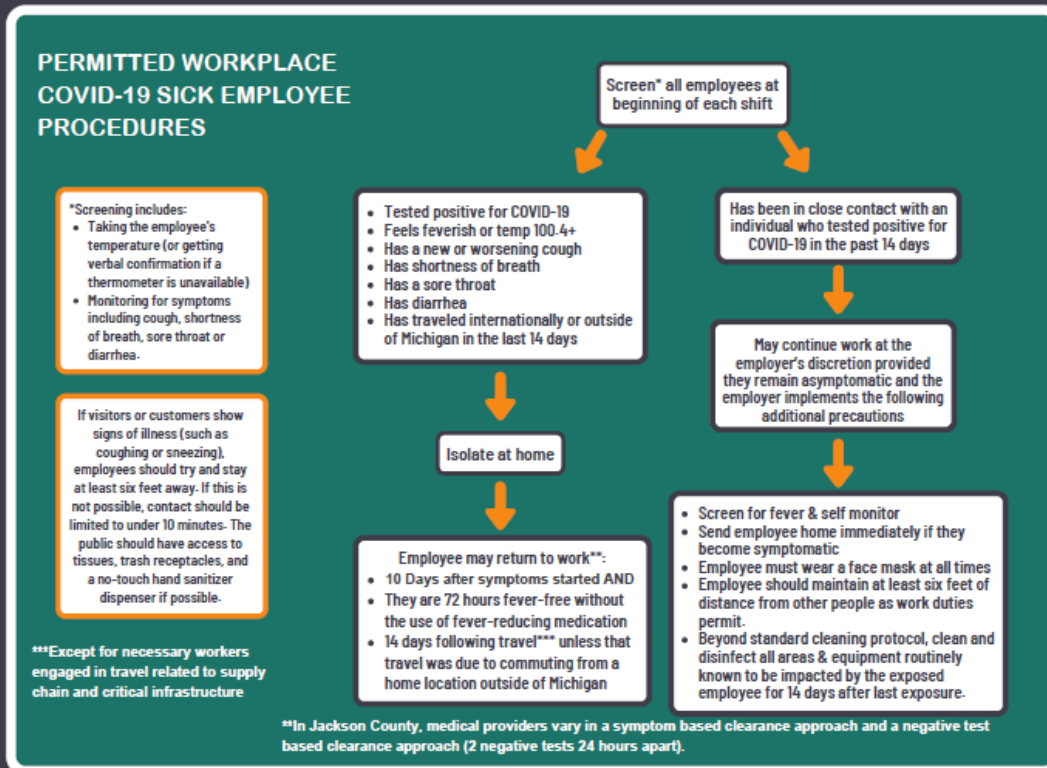
In the past 14 days, have you:

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

Traveled via airplane internationally or domestically and have symptoms? ☐ Yes ☐ No

If you answer “**yes**” to either of these questions, please do not go into the Jackson County Building. 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.mijackson.org/hd. Contact the Jackson County Health Department at (517)788-4420, Opt. 9.



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Permitted Businesses Guidelines from Executive Order 2020-59

Any store open for in-store sales must adhere to the following restrictions:

- Must establish lines to regulate entry, with markings for patrons to enable them to stand at least six feet apart from one another while waiting. Stores should also explore alternatives to lines, including by allowing customers to wait in their cars for a text message or phone call, to enable social distancing and to accommodate seniors and those with disabilities.
- For stores of less than 50,000 square feet of customer floor space, must limit the number of people in the store (including employees) to 25% of the total occupancy limits established by the State Fire Marshal or a local fire marshal.
- For stores of more than 50,000 square feet, must:
 - Limit the number of customers in the store at one time (excluding employees) to 4 people per 1,000 square feet of customer floor space.
 - Create at least two hours per week of dedicated shopping time for vulnerable populations, which for purposes of this order are people over 60, pregnant women, and those with chronic conditions like heart disease, diabetes, and lung disease.
- The director of the Department of Health and Human Services is authorized to issue an emergency order varying the capacity limits described in this subsection as necessary to protect the public health.
- May continue to sell goods other than necessary supplies if the sale of such goods is in the ordinary course of business.
- Must consider establishing curbside pick-up to reduce in-store traffic and mitigate outdoor lines

Businesses, operations, and government agencies that remain open for in-person work must adhere to sound social distancing practices and measures, which include but are not limited to:

- Developing a COVID-19 preparedness and response plan, consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration. Such plan must be available at company headquarters or the worksite.
- Restricting the number of workers present on premises to no more than is strictly necessary to perform the in-person work permitted.
- Promoting remote work to the fullest extent possible.
- Keeping workers and patrons who are on premises at least six feet from one another to the maximum extent possible.
- Increasing standards of facility cleaning and disinfection to limit worker and patron exposure to COVID-19, as well as adopting protocols to clean and disinfect in the event of a positive COVID-19 case in the workplace.
- Adopting policies to prevent workers from entering the premises if they display respiratory symptoms or have had contact with a person with a confirmed diagnosis of COVID-19.
- Any other social distancing practices and mitigation measures recommended by the CDC.

For businesses and operations whose in-person work is permitted, the following additional measures must also be taken:

- Barring gatherings of any size in which people cannot maintain six feet of distance from one another.
- Limiting in-person interaction with clients and patrons to the maximum extent possible, and barring any such interaction in which people cannot maintain six feet of distance from one another.
- Providing personal protective equipment such as gloves, goggles, face shields, and face masks as appropriate for the activity being performed.
- Adopting protocols to limit the sharing of tools and equipment to the maximum extent possible and to ensure frequent and thorough cleaning of tools, equipment, and frequently touched surfaces.



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Feeling Sick?

If you have any of the following symptoms within the past 14 days, please **do not** enter this building:

- Cough or shortness of breath
- Difficulty breathing

Or two of the following symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Headache
- Sore Throat
- New Loss of Taste of Smell



FEVER



COUGH



SHORTNESS OF BREATH



SORE THROAT



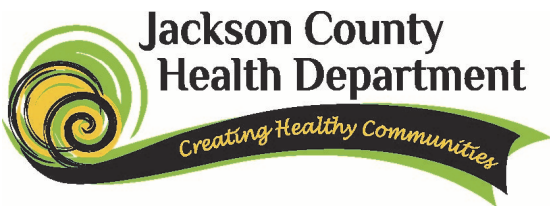
HEADACHE

Please call one of these local hotlines if you have additional questions.

- Jackson County Health Department Hotline (517) 788-4420, opt 9
- Center for Family Health Hotline number for testing is (517) 748-5363
- Henry Ford MyCare Advice Line for testing and info (313) 874-7500

Please remember that when you are out in public, you should be wearing a face mask.
If you are interested in more information, please go to www.mijackson.org/hd and click on the Coronavirus information bar.

Or you can go to the Michigan or CDC Coronavirus websites located at www.mi.gov/coronavirus or www.cdc.gov/coronoavirus



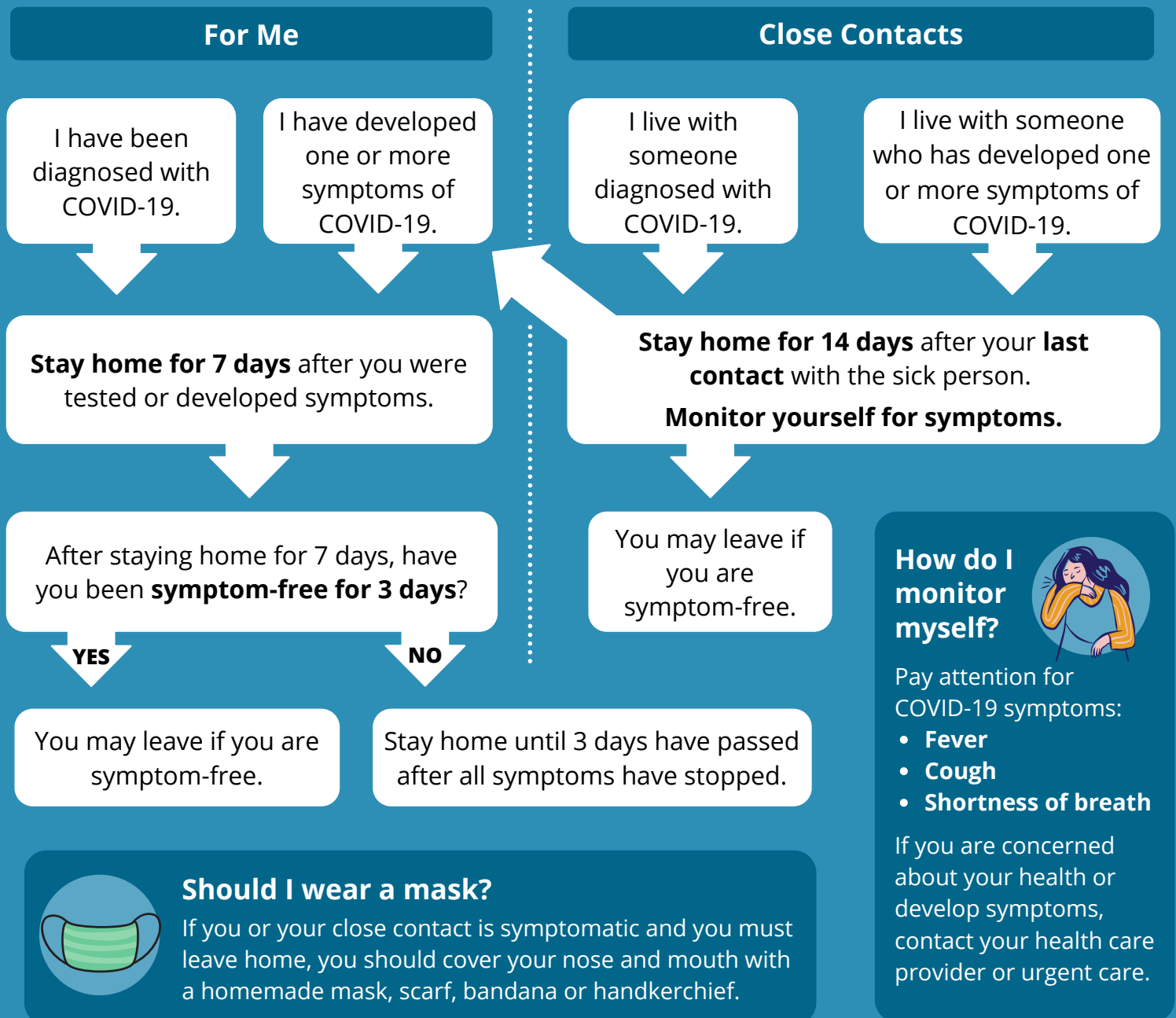
When is it safe to leave home

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/MIOSHAcomplaint.



*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.

I think I have been exposed to COVID-19, what should I do?

Close Contacts

I live with or am caring for someone with COVID-19

Someone that has COVID-19 coughed or sneezed on me

I think my coworker has COVID-19

I think someone I know has COVID-19

You should self quarantine and monitor yourself for symptoms. The local health department may ask you to do so.*

You do not need to self quarantine, but it is a good idea to be vigilant and monitor yourself for symptoms.

Have you developed symptoms of respiratory illness such as **fever, cough, or shortness of breath**?

YES

NO

Are you having **severe symptoms** like difficulty breathing, persistent pain or pressure in the chest, new confusion or inability to arouse or bluish lips or face?

YES

NO

Seek immediate medical attention.

Contact your health care provider to discuss your symptoms.

Continue to monitor yourself for symptoms.

HOW DO I MONITOR MYSELF?

Pay attention for COVID-19 symptoms:

- **Fever**
- **Cough**
- **Shortness of Breath**

If you are concerned about your health, contact your health care provider.

If your doctor decides you should be tested for COVID-19,
your health care provider can order testing for you.

Health care provider takes a sample

Sample is sent to a laboratory for testing

Laboratory sends result to health care provider

Health care provider informs patient of result. The state health department will not provide results.

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



Jackson County Health Department

1715 Lansing Avenue • Jackson, MI 49202 • Phone (517) 788-4420 • Fax (517) 788-4373

Creating Healthy Communities



FACE MASK AND GLOVE USE REMOVAL AND DISPOSAL

Why wear a face mask?

Facemasks help limit the spread of germs. When someone talks, coughs, or sneezes they may release tiny drops into the air that can infect others. If someone is ill a face mask can reduce the number of germs that the wearer releases and can protect other people from becoming sick. A face mask also protects the wearer's nose and mouth from splashes or sprays of body fluids.

You should wear a face mask when you expect to be around other people. The face mask will help protect you from catching any illness.



How to put on and remove a face mask

Disposable face masks should be used once and then thrown in the trash. You should also remove and replace masks when they become moist. Cloth or homemade facemasks can be washed in the washing machine after each use or when they become visibly soiled. It is extremely important to remember which side is inside and which is outside and avoid touching the outside.

How to put on a face mask

1. Clean your hands with soap and water or hand sanitizer before touching the mask.



2. Determine which side of the mask is the top. Determine which side of the mask is the front.
3. Follow the instructions below for the type of mask you are using.
 - *Face Mask with Ear loops:* Hold the mask by the ear loops. Place a loop around each ear.
 - *Face Mask with Ties:* Bring the mask to your nose level and place the ties over the crown of your head and secure with a bow. Then tie the bottom with a bow at the nape of the neck
 - *Face Mask with Bands:* Hold the mask in your hand with the nosepiece or top of the mask at fingertips, allowing the headbands to hang freely below hands. Bring the mask to your nose level and pull the top strap over your head so that it rests over the crown of your head. Pull the bottom strap over your head so that it rests at the nape of your neck.

4. Pull the bottom of the mask over your mouth and chin.

How to remove a face mask

1. Clean your hands with soap and water or hand sanitizer before touching the mask. **Avoid touching the front of the mask. The front of the mask is contaminated.** Only touch the ear



loops/ties/band. Follow the instructions below for the type of mask you are using.

2. *Face Mask with Ear loops:* Hold both of the ear loops and gently lift and remove the mask.
3. *Face Mask with Ties:* Untie the bottom bow first then untie the top bow and pull the mask away from you as the ties are loosened.
4. *Face Mask with Bands:* Lift the bottom strap over your head first then pull the top strap over your head.
5. Fold with outside surface into each other so contaminated surface is not visible.
6. Determine if facemask can be used again (is it soiled or moist in any way) and place in brown storage bag or machine wash with soap and water to sterilize if applicable.
7. Clean your hands with soap and water or hand sanitizer.

Glove use and disposal

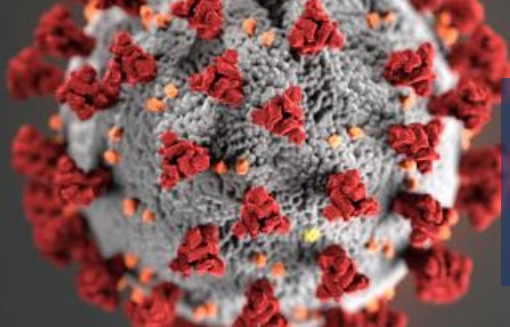
Washing your hands with soap and water for 20 seconds is the best defensive against COVID-19. However, when going to the grocery store or other locations where the number of people you encounter is greatly increased, gloves may provide a level of protection. There are some important points to remember when wearing gloves.

- Wash your hands with soap and water before putting on the gloves.
- The virus sticks to latex and other types of gloves so it is important not to touch your face or you could transfer and expose yourself to the virus.
- Remove the gloves using the technique outlined below before touching any personal items such as keys, phone, etc.
- Gloves are intended for one time use only. **Do not reuse gloves.**

The CDC outlines how to properly remove gloves to avoid unintentional germ transmission.

1. Grasp the outside of one glove at the wrist. Do not touch your bare skin.
2. Peel the glove away from your body, pulling it inside out.
3. Hold the glove you just removed in your gloved hand.
4. Peel off the second glove by putting your fingers inside the glove at the bottom of your wrist.
5. Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second.
6. Dispose of the gloves safely in a trash container. Do not reuse the gloves.
7. Clean your hand immediately after removing gloves.





HOW TO WEAR A FACE COVERING

Recommendations for the General Public

Michigan.gov/Coronavirus

The first respirator was certified in the United States one hundred years ago and requirements for respiratory protection in healthcare were made mandatory in the 1990s (CDC, 2019). A lot of information is available about using respirators and masks in healthcare and the workplace in safe and effective ways.

There is not as much information about cloth face coverings, and there is a wide variety in the styles and materials. Because of this, there aren't standard recommendation available, but we can use what we know about medical masks and respirators to guide how to use cloth face coverings in the safest and most effective way.

Cloth face coverings do not prevent illness in those who wear them like medical masks do (MacIntyre, et al, 2015). Wearing a cloth face covering is hoped to protect those around you in case you are infected. A cloth face covering should be worn whenever people are in a community setting, especially when you may be near people, like in grocery stores and pharmacies. It is not a substitute for social distancing. Cloth face coverings should be able to be laundered and machine dried without damage or change to shape (CDC, 2020).

How to wear a face covering appropriately (CDC, 2020):

- Clean your hands with soap and water or alcohol-based hand sanitizer before putting on your face covering.
- Put the face covering over your nose and mouth and secure it under your chin. Cloth face coverings should fit snugly but comfortably against the side of your face, secured with ties or ear loops.
- Make sure you can breathe easily without restriction when wearing the face covering.
- Avoid touching the face covering while wearing, and if you do, clean your hands.
- When removing a face covering, handle only by the ties or ear loops, and fold outside corners together to avoid touching the front of the covering.
- Clean your hands with soap and water or alcohol-based hand sanitizer after removing and handling your face covering.

Cloth face coverings should not be placed on children younger than 2 years of age, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cover without assistance.

While safe for most people, it is possible that wearing a face covering could interfere with your (Johnson, 2016):

1. Breathing
2. Vision
3. Ability to communicate clearly
4. Self-care
5. Ability to regulate your temperature
6. Overall feelings of well-being

Below are some suggestions that may be helpful if you are having any of these problems:

1. Breathing

The cloth face covering may cause you to rebreathe some of the carbon dioxide you have breathed out, which may cause your breathing rate to increase. If the face covering is too tight or too thick, and causes too much resistance, it may cause breathing to slow down. These changes in breathing may cause you to get lightheaded or not feel well. You may not be able to do as much or work as hard when you are wearing a face covering (Johnson, 2016).

People with allergies, runny nose, asthma, or COPD may not be able to tolerate breathing in a face covering well or for as long. Face coverings made with too many layers of cloth, tightly woven cloth, or cloth that has gotten wet from saliva or mucus are often hard to breathe through.

Suggestions:

- Take breaks from your face covering
 - If you are getting episodes of lightheadedness or shortness of breath, make sure to take breaks throughout the day. Go to a private bathroom stall, go outside, go to your car, or somewhere else where you are away from others and remove your face covering for a little while. Remove the face covering by ear straps/ties, wash your hands with soap and water or use an alcohol-based hand sanitizer after removing.
- Make sure the face covering is not too tight and the material is not too thick.
- Change face coverings if it gets wet or damp.
- If you have a health condition that makes wearing a face covering difficult, you do not have to wear one. Try to limit trips and if you do have to go out, social distance to the best of your ability.
- You do not have to wear a face covering if you are exercising or working outside as long as you can maintain social distancing.

2. Vision

Using a poorly placed face covering can cause vision to become obstructed. Glasses or goggles can become fogged up, especially in cold weather or when going from hot weather to an air-conditioned building or vehicle.

Suggestions:

- It is not recommended that you wear a face covering while driving due to these potential hazards.
- To stop glasses from fogging, wash glasses in soapy water and let them air dry. You can also rub a dab of shaving cream into the inside of the lenses. When they are dry, use a clean dry cloth to buff off any extra. The soap or shaving cream residue will prevent fog from forming.

3. Ability to communicate clearly

A covering over the mouth can make it difficult for others to understand what we are saying because words are muffled and visual cues are blocked. This is worse with short or one-word statements because there isn't context to help others figure out what we are trying to say.

Face coverings also make it harder for the hard of hearing and hearing impaired to understand what you are saying.

Suggestions:

- Be sure to face the person you are talking to and speak in clear, complete sentences.
- Consider coming up with hand signals to use for common questions and answers.
- If you are talking to someone with hearing impairments make sure there is as little background noise as possible, talk slowly and clearly, and consider using a face covering with a clear front so your mouth movements can help with communication.
 - Instructions for making a clear face covering can be found at:
 - How to Make An Accessible, Deaf-Friendly Face Mask
<https://www.hsdh.org/wp-content/uploads/2020/04/HSDH-Instructions-for-Clear-Window-Masks.pdf>
 - Communicator Face Mask
<https://www.9and10news.com/content/uploads/2020/04/Communicator-Face-Mask.pdf>

4. Self-care

Wearing a face covering makes it difficult to eat, drink, scratch your nose, blow your nose, and so on.

Suggestions:

- It is important to take breaks to safely take care of these needs during the day.

5. Ability to regulate your temperature

Using a face covering in hot temperatures can cause you to feel uncomfortable and may cause you to overheat faster. Sweat and wetness may soak into the cloth face covering, and this makes it harder to breathe through the face covering as well, making it less effective.

Suggestions:

- Take extra breaks during hot weather, focusing on hydration and cooling down.
- Pay close attention for signs of heat illness.
- Change face coverings if yours gets wet or damp.

6. Overall feelings of well-being

It is not uncommon to feel some irritation or discomfort from your face covering. For some, it is much worse, and wearing a face covering can cause anxiety or feelings of claustrophobia.

Suggestions:

- If you are worried or nervous about wearing a face covering, start by wearing it loosely for very short periods of time around the house.
 - If this isn't possible, wear it around your neck or chin until that is tolerable before putting it over your mouth.
- Gradually increase the time until you feel comfortable wearing it outside your home. Make sure you get a face covering you like that feels comfortable.

Other Considerations:

Some experts worry that wearing a face covering or mask may cause people to touch their faces more often as they fit and adjust it. While this hasn't been proven, be aware of this possibility and avoid touching your face and face covering.

Exhaled air may be forced up into your eyes while you are wearing a face covering which might irritate your eyes. If you notice this happening, use over-the-counter lubricating eye drops but wash hands prior to use.

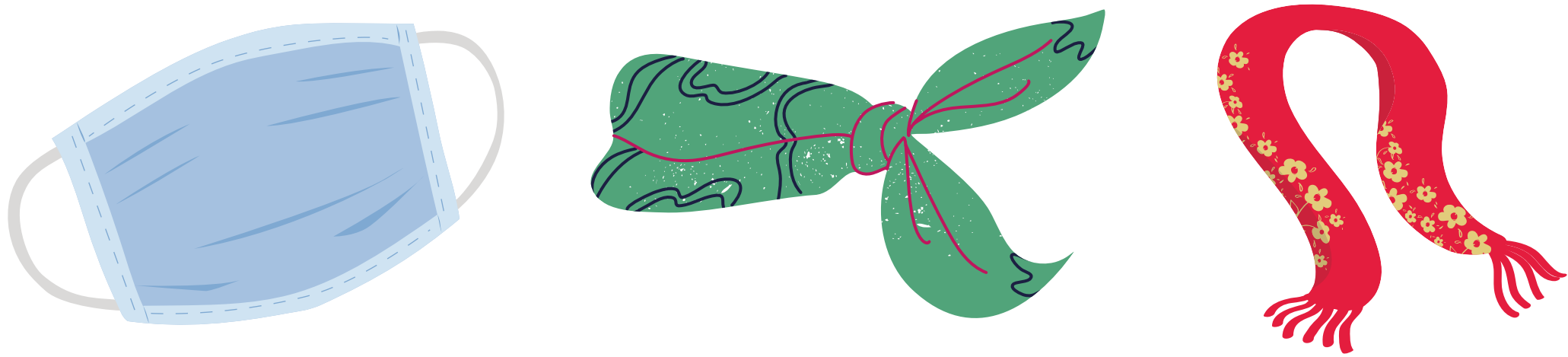
Dirty face coverings could be a source of germs and infection. Your face covering should be washed and dried routinely depending on the frequency of use. Use a bag or bin to store cloth face coverings until they can be laundered. Use the appropriate washer and dryer settings and detergents for the materials your face covering is made of. The cloth face covering should be washed right away if you were around someone with COVID-19 or if the covering is visibly dirty. If you must re-wear your cloth face covering before washing, wash your hands immediately after putting it back on and avoid touching your face. Over time, washing and drying your cloth face covering will decrease its ability to filter out particles from your breath (Neupane, et al, 2019). Consider replacing your cloth face covering after four or five washes.

In addition, discard cloth face coverings that:

- No longer cover the nose and mouth
- Have stretched out or damaged ties or straps
- Cannot stay on the face
- Have holes or tears in the fabric

References

- The Centers for Disease Control and Prevention (CDC). (2019). The National Personal Protective Technology Laboratory (NPPTL). 100 Years of Respiratory Protection History. <https://www.cdc.gov/niosh/npptl/Respiratory-Protection-history.html>
- MacIntyre CR, Seale H, Dung TC, et al. A cluster randomised trial of cloth masks compared with medical masks in healthcare workers. *BMJ Open* 2015;5: e006577. doi:10.1136/bmjopen-2014-006577
- The Centers for Disease Control and Prevention (CDC). (2020). Use of Cloth Face Coverings to Help Slow the Spread of COVID-19. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- Johnson, A. T. (2016). Respirator masks protect health but impact performance: a review.
- Neupane, B. B., Mainali, S., Sharma, A., & Giri, B. (2019). Optical microscopic study of surface morphology and filtering efficiency of face masks. *PeerJ*, 7, e7142.



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



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.



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



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



APPENDIX N

OTHER RESOURCES

Governor Whitmer's Executive Order 2020-42 and Executive Order 2020-59:

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-525182--,00.html

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-526894--,00.html

FAQs from Governor Whitmer on Executive Order 2020-42 and Executive Order 2020-59:

https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-525278--,00.html

https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-527027--,00.html

Governor Whitmer's Executive Order 2020-70 and Executive Order 2020-77:

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-527847--,00.html

https://content.govdelivery.com/attachments/MIEOG/2020/05/07/file_attachments/1446124/EO%2020-77.pdf

FAQs from Governor Whitmer on Executive Order 2020-70 and Executive Order 2020-77:

https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-528027--,00.html

https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-528528--,00.html

Helpful CDC Guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

CDC Handwashing Fact Sheet:

<https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf>

CDC Fact Sheet and Poster on Preventing the Spread of Germs:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

CDC Fact Sheet on What to Do if You Are Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

CDC Poster for Entrance Reminding Employees Not to Enter When Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stayhomefromwork.pdf>

CDC Guidance on Reopening Businesses:

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html> 13

Pure Michigan Business Connect connects Michigan businesses with procurement needs with Michigan based personal protective equipment (PPE) and safety products

suppliers. <https://www.michiganbusiness.org/services/pure-michigan-business-connect/>

Small Business Association of Michigan has compiled a list of resources of Personal Protective Equipment (PPE). <https://www.sbam.org/Resources/COVID-19-Resources/Personal-Protective-Equipment-Resources>

Michigan Chamber of Commerce has compiled a list of companies that source, manufacture or distribute PPE equipment. <https://www.michamber.com/personal-protection-equipment>