Coronavirus Disease (COVID-19)
Workplace Checklist

District Health Department #10 businesses and entities may remain open if they provide essential services to sustaining or protecting life. These businesses and entities must take the following actions to ensure the safety of employees and customers.

☐ Screen staff reporting to work sites

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

1. Do you have symptoms of fever, cough, shortness of breath, sore throat, or diarrhea?
2. Have you had close contact in the last 14 days with an individual diagnosed with COVID-19?
3. Have you travelled 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 for:

- 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.

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 form included in this packet to record answers. You are not required to record answers to the 3 screening questions, or record employee temperature results. We recommend it, but you are not required to do so.

Items to consider: Stagger shift starting times so employees do not arrive at the same time. Have one person asking staff these questions directly. Or, staff could do a “self-check-in” by entering their information on a computer, tablet, or sheet of paper. Be sure to instruct employees on properly disinfecting equipment or writing utensils. Provide alcohol-based hand sanitizer at the screening station, if possible.

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.

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

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).

☐ Develop and implement a social distancing plan

Determine how you will maintain 6 feet of distance between people. This 6-foot distance applies to employees working in shared spaces, and to customers waiting for services inside or outside the business. Options include using signs, contact barriers, entrance limits, and specialized hours. You may also need to limit capacity inside facilities to provide for social distancing between customers and employees.

For questions, visit [www.dhd10.org/coronavirus](http://www.dhd10.org/coronavirus) or contact District Health Department #10 at info@dhd10.org

April 3, 2020
Coronavirus Disease (COVID-19) Workplace Health Screening

Company Name: _____________________________________________

Employee Name: _________________________ Date: ________________

Time In: _________________________

In the past 24 hours, have you experienced:

Subjective fever (felt feverish): ☐ Yes ☐ No

New or worsening cough: ☐ Yes ☐ No

Shortness of breath: ☐ Yes ☐ No

Sore throat: ☐ 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.
- 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

Travelled 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.

For questions, visit www.dhd10.org/coronavirus or contact District Health Department #10 at info@dhd10.org

April 3, 2020
Managing Coronavirus Disease (COVID-19) in the Workplace

For essential businesses and organizations that continue to operate during the COVID-19 pandemic, District Health Department #10 recommends:

- Screen everyone. Check employees for fever or other symptoms if they will enter facilities or buildings.
- Maintain 6 feet of distance between people.
- Emphasize frequent and proper hand washing. Make sure sinks are well supplied.
- Work remotely whenever possible.
- 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.
- Any employee with cold symptoms or underlying health conditions should 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. 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 teleworking 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 feasible.

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 and 72 hours after fever has resolved without the use of fever-reducing medicines and symptoms have improved, whichever is longer. Offer telework assignments if the employee is well enough to work. IMPORTANT: You must protect the confidentiality of your employee. Legally, you cannot identify the employee by name. DO NOT disclose to other staff or third persons the name or other personal or health information of the employee who tested positive for COVID-19.

Thoroughly clean and disinfect equipment and other elements of the work environment of the employee along with frequently touched surfaces and objects such as doorknobs/pushbars, elevator buttons, restroom doors, etc. Use EPA-approved disinfectants and use according to label instructions.

If the employee had been working while ill, identify co-workers and individuals that the employee may have come into 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.
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 telework 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 telework, 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 [new onset of fever (subjective or temperature of ≥100.4 °F or 37.8 °C) OR symptoms of possible COVID-19 (cough OR shortness of breath OR sore throat)] 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.

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).

Please refer to the guidelines for Social Distancing, Self-Quarantine, and Self-Isolation on the subsequent pages. For additional guidance, please go to:

- District Health Department #10: www.dhd10.org/coronavirus
- Michigan: michigan.gov/coronavirus
- National: cdc.gov/COVID19

For additional questions, contact District Health Department #10 at info@dhd10.org.
Directions for Social Distancing, Self-Monitoring, Self-Quarantine, and Self-Isolation

Social Distancing

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

Self-Monitoring

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

- Under no circumstance should you go to work, school or public places. You should only consider leaving your home if you need medical attention.
  - Avoid using public transportation to get to your medical provider or emergency department. Do not use busses, Uber, Lyft, taxi cabs or rail lines.
  - Wear a mask over your nose and mouth if you must leave your house to seek medical care.
- Take and record temperature twice a day, once in the morning and once in the evening.
- Report any temperature of 100.4 °F or above to your doctor.
- Report any onset of respiratory illness to your doctor. These include:
  1. Cough
  2. Shortness of breath or difficulty breathing
  3. Chest pain
  4. Additionally, you could experience sore throat, muscle aches, chills, headache, abdominal pain, nausea, vomiting or diarrhea
- If you need medical care, call ahead to your doctor.
- Minimize contact with others in your home when possible.
- Do not share items with your household members or pets such as dishes, drinking cups, silverware, towels or bedding. After using these items, they should be washed with soap and hot water.
- Cover your coughs and sneezes with a disposable tissue or the upper part of your sleeve. Dispose of tissues in a lined trash can. Wash your hand immediately afterward.
- Wash your hands frequently with soap and water for at least 20 seconds. This includes after using the restroom, coughing or sneezing, or when they are visibly dirty. If you do not have access to soap and water, use a hand sanitizer with 60% to 95% alcohol.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Clean your frequently used surfaces with a solution of ¼ cup bleach to a gallon of water or disinfectant sprays or wipes daily. This includes “high-touch” surfaces such as phones, tablets, keyboards, doorknobs, bathroom fixtures, toilets, counters, tabletops and bedside tables. Wear rubber gloves if necessary and make sure the area is properly ventilated.
- Household members should practice self-monitoring.
Self-Isolation

- **Under no circumstance should you go to work, school or public places.** You should only consider leaving your home if you need medical attention.
  - Avoid using public transportation to get to your medical provider or emergency department. Do not use busses, Uber, Lyft, or taxi cabs.
  - 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.
- 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.
- Wear a mask over your nose and mouth if you must leave your house to seek medical care.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Clean your frequently used surfaces with a solution of ¼ cup bleach to a gallon of water or disinfectant sprays or wipes daily. This includes “high-touch” surfaces such as phones, tablets, keyboards, doorknobs, bathroom fixtures, toilets, counters, tabletops and bedside tables. Wear rubber gloves if necessary and make sure the area is properly ventilated.
- 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 (see page 2).

**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. Do not use busses, Uber, Lyft, taxi cabs or rail lines.
  - If you are unable to drive yourself and do not have a ride, call 9-1-1 for transport by ambulance.
  - If someone is giving you a ride, wear a mask 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.

Revised April 3, 2020

www.dhd10.org/coronavirus
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.*

- Have you developed symptoms of respiratory illness such as fever, cough, or shortness of breath?
  - **YES**
  - 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**
    - Seek immediate medical attention.
    - **NO**
    - Contact your health care provider to discuss your symptoms.
  - **NO**
  - You do not need to self quarantine, but it is a good idea to be vigilant and 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.

COVID-19 Michigan.gov/Coronavirus
Timing and location of cleaning and disinfection of surfaces.

At a school, daycare center, office, or other facility that does not house people overnight:

It is recommended to close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.

How to clean and disinfect.

Surfaces

If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.

- Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer’s instructions for application and proper ventilation.
- Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.

- Unexpired household bleach will be effective against coronaviruses when properly diluted.
  Prepare a bleach solution by mixing:
  - Five tablespoons (1/3 cup) bleach per gallon of water, or
  - Four teaspoons bleach per quart of water.

Products with EPA-approved emerging viral pathogens claims are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

Soft Surfaces

For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:

- If the items can be laundered, launder items in accordance with the manufacturer’s instructions using the warmest appropriate water setting for the items and then dry items completely. Otherwise, use products with the EPA-approved emerging viral pathogens claims that are suitable for porous surfaces.

For more information, visit Michigan.gov/Coronavirus.
Linens, Clothing, and Other Items That Go in the Laundry

- Do not shake dirty laundry; this minimizes the possibility of dispersing virus through the air.
- Wash items as appropriate in accordance with the manufacturer’s instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people’s items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

Personal protective equipment (PPE) and hand hygiene considerations.

Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.

- Gloves and gowns should be compatible with the disinfectant products being used.
- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
- Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
- Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.

Cleaning staff and others should clean hands often.

Clean hands often including immediately after removing gloves and after contact with an ill person, by washing hands with soap and warm water for 20 seconds. If soap and warm water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and warm water.

Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth. Additional key times to clean hands include:

- After blowing one’s nose, coughing, or sneezing
- After using the restroom
- Before eating or preparing food
- After contact with animals or pets
- Before and after providing routine care for another person who needs assistance (e.g., a child)