

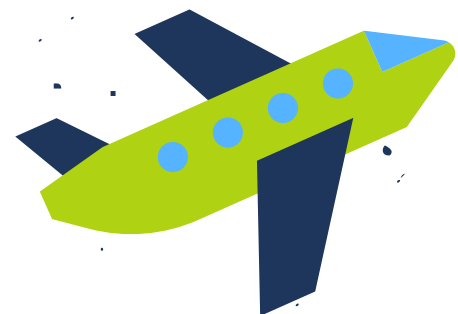
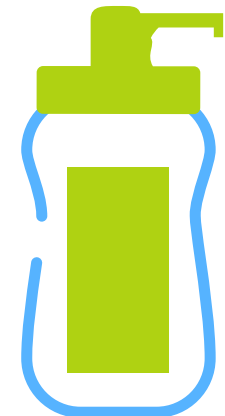
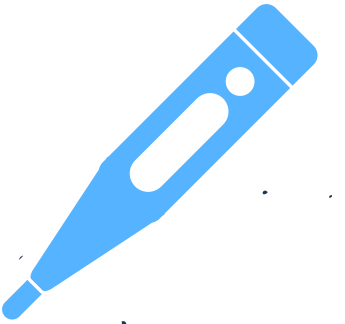
CONSIDERATIONS BEFORE REOPENING YOUR BUSINESS

- Promote healthy hygiene practices
- Intensify cleaning, disinfection, and ventilation
- Encourage social distancing (ex. small groups, no large events)
- Cancel non-essential travel, and encourage alternate commuting and telework
- Space out seating (>6 feet), and stagger gathering times
- Restrict use of any shared items and spaces
- Train all staff in above safety actions

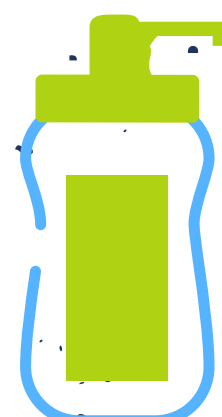


SHIAWASSEE COUNTY
HEALTH DEPARTMENT
Promoting Wellness. Protecting Health.

Source: www.cdc.gov



6 feet





PREPARING TO REOPEN: 10 TIPS TO PROTECT EMPLOYEE HEALTH



Establish policies and practices for social distancing (maintaining distance of approximately 6 feet or 2 meters) between employees and others. Healthy employees are crucial to your business.

1. **Actively encourage sick employees to stay home.** Develop policies that encourage sick employees to stay home without fear of reprisals, and ensure employees are aware of these policies.
2. **Have conversations with employees about their concerns.** Some employees may be at higher risk for illness, such as older adults and those with chronic medical conditions.
3. **Continue flexible policies for scheduling** and telework (if feasible) and create leave policies to allow employees to stay home or to care for sick family members.
4. **Speak with contract and temporary employees about their plans.** Discuss the importance of sick employees staying home and encourage them to develop non-punitive "emergency sick leave" policies.
5. **Promote health etiquette for coughing and sneezing.** Print signage for hand washing. Provide tissues, no-touch trash cans, soap and water, and hand sanitizer with at least 60% alcohol.
6. **Minimize face- to- face contact between employees and the public.** Actively encourage flexible work arrangements such as teleworking or staggering shifts.
7. **Conduct regular environmental cleaning.** Clean and disinfect all frequently touched surfaces, such as workstations, counter tops, handrails, and doorknobs. Discourage sharing of tools and equipment.
8. **Consider the need for travel and explore alternatives.** Utilize conference calls, and online platforms for meetings when possible. Check the CDC's Travelers Health for the latest guidance and recommendations.
9. **Provide education and training materials** in an easy to understand format and with appropriate language and literacy level for all employees, like fact sheets and posters.
10. **If an employee becomes sick at work;** they should be separated from other employees, customers, visitors and be sent home immediately. Follow CDC guidelines for cleaning and disinfecting areas where the sick employee visited.

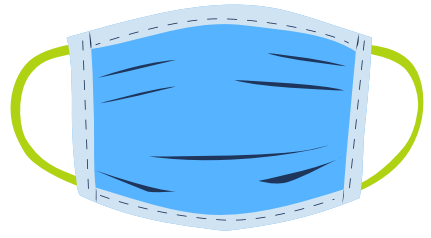
COVID-19 SYMPTOMS

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14** days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19:

- cough
- muscle pain
- chills
- sore throat
- shortness of breath
- fever
- new loss of smell or taste
- headache

BUSINESS RECOMMENDATIONS

The following guidance is based on what is currently known and is based off of the Centers of Disease Control and Prevention "Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019".



PERSONAL PROTECTIVE EQUIPMENT

The employee should wear a face mask if they are in contact with the public or within 6 feet of another co-worker. Employers can decide to purchase face masks/coverings or approve homemade facemasks/coverings for employees.



SOCIAL DISTANCING

Employees should maintain 6 feet and practice social distancing as work duties permit in the workplace. Think about flexible worksites (telehealth), staggering shifts, increasing the physical distance between employees and worksite along with employees and customers (drive thrus, curbside, delivery, pick-up, etc.), or delivering services remotely through phone, web, or video chat. Provide services by appointment. Establish staggered lunch and break times for staff.



POLICIES

Consider implementing flexible sick leave and supportive policies and practices. Employers that do not currently offer sick leave to some or all of their employees may want to draft non-punitive "emergency sick leave" policies. Review policies related to human resources to ensure policies are consistent with state and federal workplace laws along with following public health guidelines. Employers should not require a COVID-19 result before returning to work.



HANDLING MONEY

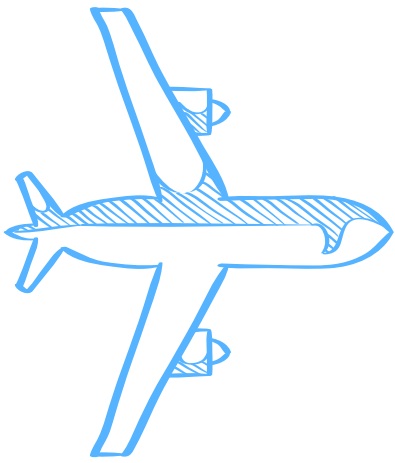
Encourage customers to use touchless payment options when available. Minimizing handling cash, credit cards, reward cards, and mobile devices when possible. When exchanging paper and coin money: do not touch the face, nose, or eyes, ask customers to place cash on the counter, place money on the counter when providing change back to the customer. Wipe down the counter between customers at checkout.

BUSINESS RECOMMENDATIONS



PRE-SCREEN

Employers should measure the employee's temperature and assess symptoms prior to them starting work. Ideally temperature checks should happen before employees enter the facility. For a screening guide please refer to the Workplace Screening Tool provided by SCHD.



TRAVEL

Advise employees to take the following precautions prior to traveling: check the CDC Traveler's Health Notices for the latest guidance and recommendations, advise employees to check themselves for symptoms of COVID-19 before starting travel and notify supervisor and stay home if they are sick, carefully consider whether travel is necessary, when possible video or teleconferencing, and postpone large work-related meetings or gatherings.



SUPPLIES

Employers should consider having the following supplies on hand: soap, alcohol-based hand sanitizer, tissues, thermometers, plexiglass to separate employees between the public when using service counters, signage encouraging social distancing (X's on floor, no more than 1 person at a time, etc.) and no touch receptacles.



CLEANING

Clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment regularly. Discourage worker's from using other workers phones, desks, or other work tools when possible. Provide tissues, no-touch disposal, disposable wipes, and hand sanitizer. Appoint a designated worker to clean and disinfect surfaces that people touch frequently at least daily.



EDUCATION

Educate employees on proper coughing and sneezing etiquette, hand washing practices, and noncontact methods of greeting. Place hand washing posters in common workplace areas and bathrooms . Train employees on when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE. Provide instruction on what to do if an employee develops symptoms . And finally, educate workers who perform cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.

BUSINESS RECOMMENDATIONS

SAMPLE SIGNAGE



MODIFIED HIERARCHY OF CONTROLS

Using the modified hierarchy of controls, COVID-19 mitigation measures can look like:

Physical Distancing

Physical Distancing: wherever possible having people work or access the business from home; this should include restructuring responsibilities to minimize the numbers of workers that need to be physically present.

Engineering Controls

Engineering controls: creating physical distance between people

Administrative Controls

Administrative controls: redistributing responsibilities to reduce contact between individuals, using technology to facilitate communication

PPE

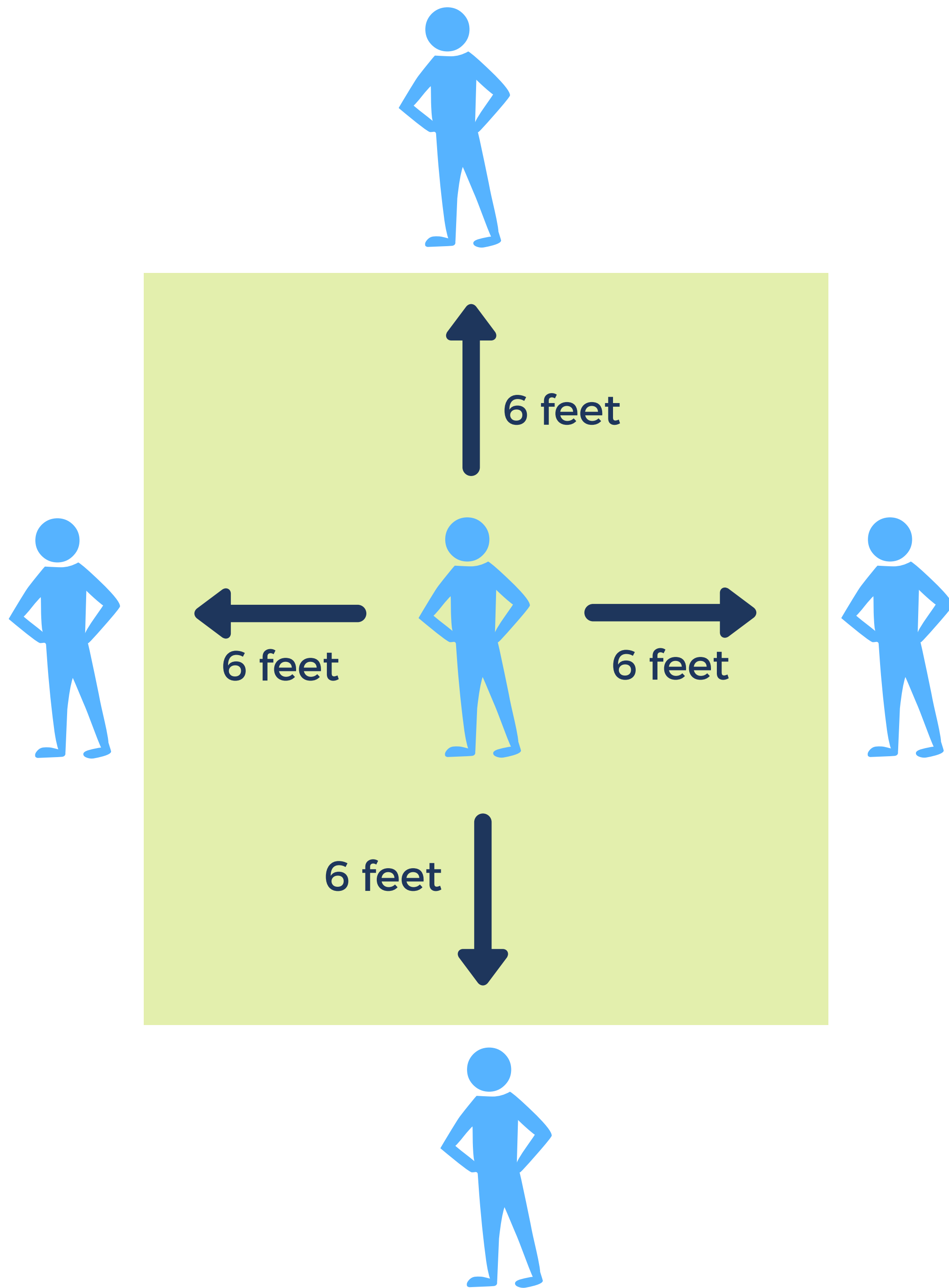
PPE: having people wear nonmedical cloth masks

SPECIFIC CONSIDERATIONS

Measures can be taken to mitigate the risk of infection to protect individuals

- Use of nonmedical cloth masks
- Incorporating engineering controls such as physical barriers where possible
- Reconfiguring space to enable people to be located apart (ideally, at least 6 feet)
- Supporting and enabling employees to remain at home if they are unwell or have been in close contact with someone who is sick

SOCIAL DISTANCING EXAMPLE



Each person requires 113 square feet between them to maintain social distancing, this include co-workers and customers.

ATTACHMENTS

recommended but not required



SHIAWASSEE COUNTY
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Before entering this facility:

**Do you have the
following symptoms?**

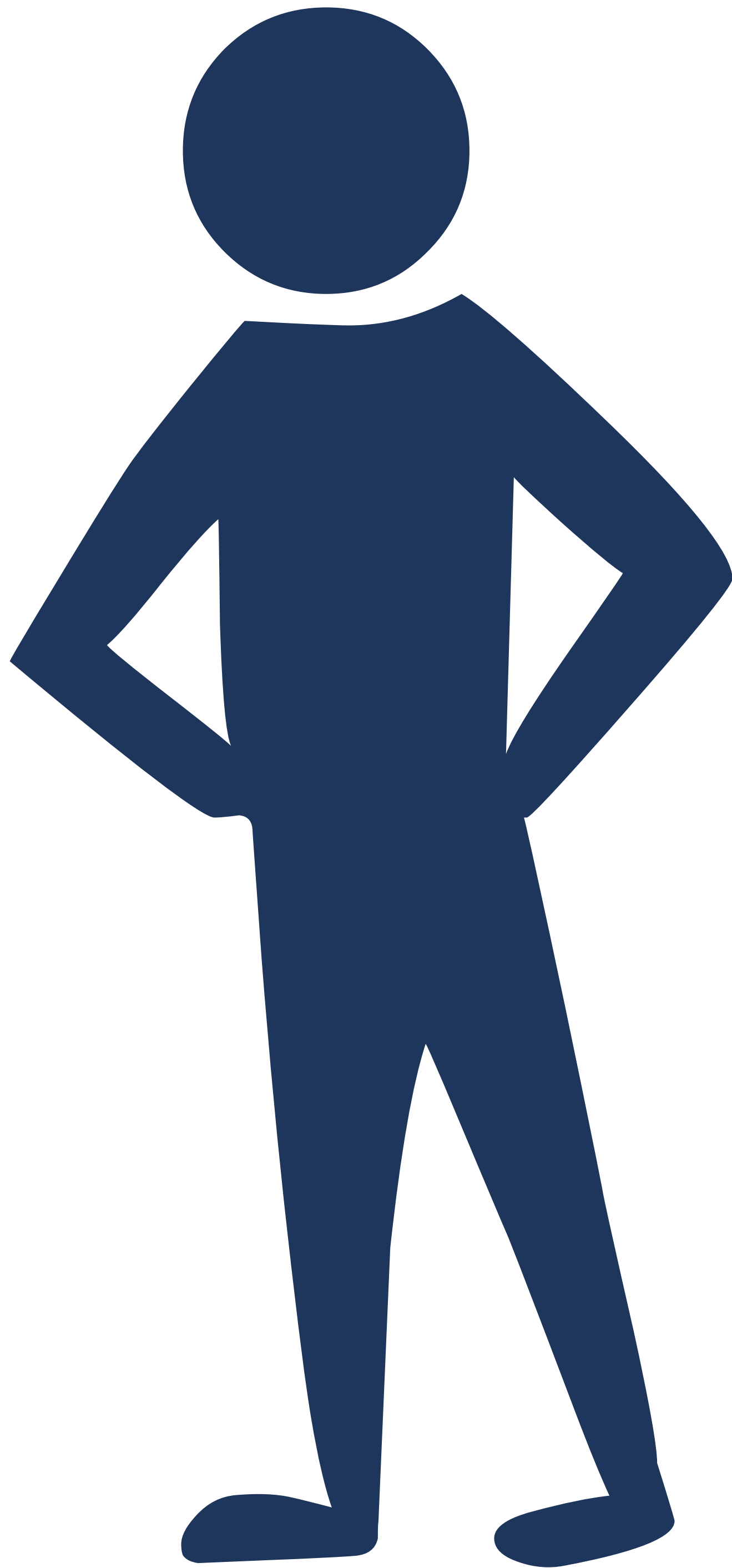
- Fever
- Cough
- Shortness of breath

**Have you had any of
these symptoms in the
last 14 days?**

- Yes
- No



If you answered **YES** to either of the above questions please visit us online or give us a call to see how we can assist you.



1 CUSTOMER AT A TIME

Please maintain social distancing
by staying 6 feet away from
others while waiting in the lobby.

Action steps to prevent the spread of COVID-19 and other viruses



Avoid touching your eyes, nose, or mouth with unwashed hands



Stay home when you are sick



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



Cover your mouth with a tissue, elbow or shoulder when coughing or sneezing

COVER YOUR COUGH

Stop the spread of germs!

Use a tissue to cover your mouth and nose when you cough or sneeze

Throw your tissue in the waste basket



OR



Cover your cough or sneeze with your inner elbow, *not your hands*

Wash Your Hands



After coughing or sneezing, wash for 20 seconds with soap and warm water or clean with hand sanitizer



Hands
that look
clean can still
have icky
germs!

Wash YOUR HANDS!



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



Coronavirus Disease (COVID-19) Workplace Screening

Company Name: _____

Employee Name: _____ Date: _____

Time In: _____

In the past 24 hours, have you experienced:

Symptoms	Yes	No
Subjective fever (felt feverish)		
New or worsening cough		
Shortness of breath		
Sore throat		
Chills or repeated shaking with chills		
New loss of smell or taste		
Headache		
Muscle pain		

If you have answered **“yes”** to any of the symptoms listed above, or your temperature is **100.4 degrees Fahrenheit 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 a minimum of 7 days since symptoms first appeared.
- You must also have 3 days without fevers and improvement in respiratory symptoms.

In the past 14 days, have you:

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

Traveled via airplane internationally or domestically? ☐ Yes ☐ No

If you have answered **“yes”** to either of these questions, please do not go into work. Self-quarantine at home for 14 days.