



**Warren C. Evans**  
Wayne County Executive

Wayne County Department of  
**Health, Human & Veterans Services**  
***Public Health Division***

# COVID □ 19 Workplace Toolkit

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*This interim guidance is based on what is currently known about COVID-19. The purpose of this guide is to prevent workplace exposures to COVID-19. Businesses and employers are encouraged to coordinate with state and local health officials for any updated information.*

5/21/2020

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To: All Business Leaders

From: Carol Austerberry, MPA, BS  
Health Officer/Director Public Health Division  
Wayne County Health Department

RE: COVID-19 Workplace Best Practices

Date: May 19, 2020

Widespread compliance with Governor Gretchen Whitmer's "Stay Home, Stay Safe" executive orders has contributed significantly to reducing the rate of COVID-19 infections and illnesses in Michigan and Wayne County. This compliance has required extraordinary sacrifice and adaptation by businesses, schools, families, faith communities and other organizations throughout our State and County.

As we now move into the initial phases of resuming economic and social activities, deliberate planning, and consideration of the scope and rate by which the reopening activities are carried out must be taken into consideration by all so we don't reverse the progress we have made in slowing the spread of COVID-19 and negate the sacrifices made by so many.

New and revised orders by Gov. Whitmer and the Wayne County Health Department will guide the reengagement while protecting public health and the progress we've made over the last three months. Limitations of some activities may be eased, while others remain in force for a time. Changes to existing orders will be based on data, science and public health best practices.

Social distancing, the use of face masks, occupancy limits and other measures that are now commonplace continue to be effective and should be employed to the extent possible in all situations.

We urge all businesses and worksites to consider the following recommendations as they begin to resume operations:

- Develop a COVID-19 preparedness and response plan, consistent with OSHA recommendations.
- Restrict the number of workers present on premises to no more than is strictly necessary to perform the in-person work permitted.
- Promote 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.
- Adopt 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.



- Adopt 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.
- Provide personal protective equipment such as gloves, goggles, face shields, and face masks as appropriate for the work activity performed or carried out.
- Adopt 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.
- Decrease or stop 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 Wayne County Health Department at 313-224-0810 or visit our website at [www.waynecounty.com](http://www.waynecounty.com)

Additional websites where you may find helpful information include:

- Occupational Safety and Health Administration (OSHA) <https://www.osha.gov/Publications/OSHA3990.pdf>
- Michigan COVID-19 Business Response Center: <https://www.blmccovid19.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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## COVID- 19 Workplace Checklist

Wayne County businesses and entities may need this guidance to “reopen” or expand current services. Under the recent guidance, Wayne 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 for COVID-19. 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 in the last 14 days?

If an employee answers **YES** to any of the screening questions:

Send the employee home immediately. The employee should self- isolate/self- quarantine at home until the following is completed:

- Call a medical provider to be evaluated. **If diagnosed as a probable COVID- 19 or test positive they should call their local health department and make them aware of their diagnosis or testing status.**
- If symptoms are present, a minimum of 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 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 Wayne 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 or face shield 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, put on, and take off 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 putting on / taking off 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 Wayne County Health Department if you have a suspect case for further instruction.

**Do Not Contact** employees with a suspected contact. The Wayne 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

## Post Requirements

**Post signs** at entrances, restrooms, and other high traffic areas on what you are requiring and expecting employees or customers to do.



Warren C. Evans  
Wayne County Executive

Wayne County Department of  
Health, Human & Veterans Services  
*Public Health Division*

# GUIDANCE FOR INDUSTRIES

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33030 Van Born Rd, Wayne, MI 48184 | T: 313-224-0810 | F: 734.727.7043  
[www.waynecounty.com](http://www.waynecounty.com)

# Public Health Guidance for Businesses

Administrative | Legal | Finance | Accounting



## Conduct Risk Assessment

*Establish critical protective guidelines. Consider the following questions:*

- Are there locations where employees routinely congregate?
- Are tools and equipment frequently shared by multiple employees?
- Does customer flow allow for social distancing measures?
- Where are areas in your business that would not allow customers and staff to properly distance?
- Who are your high risk employees?
- Is your business actively engaged in activities that promote disease transmission?
- Does your business have existing cleaning and disinfecting procedures?
- How quickly can you communicate with employees?
- Are communication resources needed in multiple languages?



## Physical Distancing

*Establish policies and procedures for social distancing. Consider the following:*

- Implement flexible worksites (e.g., telework), work hours (staggered shifts), and meeting and travel options (e.g. use video-/tele-conferencing for meetings, postpone non-essential meetings or events; travel separately).
- When video-/tele-conferencing is not possible, hold meetings in open, well-ventilated spaces where distancing is possible.
- Increase physical space between employees at the worksite, and between employees and customers – especially in waiting rooms. Install plastic shields between reception staff and visitors.
- Downsize operations.
- Engineering & Environmental Controls Deliver services remotely (e.g., phone, video, web).
- Deliver products through curbside pick-up or delivery.
- Limit the number of people in elevators, bathroom, meeting spaces, and other common spaces; consider reconfiguring office spaces and environment.
- Consider canceling, adjusting, or postponing large work-related meetings or gathering that can only occur in-person.



## Engineering & Environmental Controls

*Improve engineering controls and perform routine environmental cleaning. Consider the following:*

- Increase ventilation rates and percentage of outdoor air that circulates into the system.
- Support respiratory etiquette and hand hygiene for employees, customers, and visitors:
  - Provide tissues, no-touch disposal receptacles, and soap and water in the workplace (if not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol). Ensure adequate supplies are maintained and place hand sanitizers in multiple locations.
  - Place posters that encourage hand hygiene to help stop the spread of COVID-19 at the entrance to your workplace and in other areas where they are likely to be seen.
  - Discourage handshaking – encourage the use of other non-contact methods of greeting.
  - Direct employees to visit CDC website for information on coughing and sneezing etiquette and handwashing.

# Public Health Guidance for Businesses

(Continued)



## Engineering & Environmental Controls (continued)

*Improve engineering controls and perform routine environmental cleaning. Consider the following:*

- Perform routine environmental cleaning and disinfection.
  - Routinely disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
  - For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer's instructions for all cleaning and disinfection products.
- Discourage workers from using co-workers' phones, desks, offices, or other office tools and equipment, when possible. If they must use, provide disposable wipes so that commonly used surfaces (including doorknobs, remote controls, etc.) can be wiped down by between each use.
- Perform enhanced cleaning and disinfection after suspected cases of COVID-19 have been in the facility.



## Administrative Controls

*Establish administrative controls while employees and visitors are onsite. Consider the following:*

- Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace.
  - Implement daily health and temperature screenings for employees upon arriving to work.
  - Provide education and training on new processes, COVID-19, and the use of PPE while in the workplace.
- Review Human Resource policies to make sure that policies and practices are consistent with both public health recommendations and existing state and federal workplace laws.
  - Implement flexible sick leave and supportive policies and practices.
  - Ensure that sick leave policies are flexible and consistent with public health guidance and provide employee training on new policies. If sick leave is not a benefit, it is recommended that the employer draft a nonpunitive emergency sick leave policy.
  - Maintain flexible policies that permit employees to stay home to care for a sick family member or take care of children due to school/daycare closures.
  - Employers should not require a positive COVID-19 test result or a healthcare provider's note for employees who are sick to validate their illness, qualify for sick leave, or to return to work.
  - Connect employees to Employee Assistance Program (EAP) resources and community resources as needed. Employees may need additional social, behavioral, and other services for mental health support.
- Assess essential functions and the reliance that the community has on your services/products.
  - Be prepared to change your business practices, if needed, to maintain critical operations (e.g., identify alternative suppliers, prioritize existing customers, or temporarily suspend some of your operations if needed).
  - Identify alternate supply chains for critical goods and services as some may be in higher demand or unavailable.
  - Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home, and encourage them to develop non-punitive leave policies.

# Public Health Guidance for Businesses

*(Continued)*



## **Administrative Controls** (continued)

*Establish administrative controls while employees and visitors are onsite.  
Consider the following:*

- Assess essential functions and the reliance that others and the community have on your services/products (continued).
  - Talk with business partners about response plans. Share best practices with other businesses in your communities (especially in your supply chain), Chambers of Commerce, and associations to improve community response efforts.
  - Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children. Plan to monitor and respond to absenteeism in the workplace. Implement plans to continue your essential business functions. Prepare to institute flexible workplace and leave policies. Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.



## **Personal Protective Equipment (PPE)**

*Require the appropriate type of PPE for employees and customers.  
Consider the following:*

- Provide cloth face coverings and/or face shields to employees. Consider distributing gloves to employees, if needed.
- Provide hand sanitizer and disinfectant wipes throughout multiple locations within the building (e.g. meeting areas, reception areas, and common spaces).

## Public Health Guidance for Real Estate



### Conduct Risk Assessment

*Establish critical protective guidelines. Consider the following questions:*

- Are there locations where employees routinely congregate?
- Are tools and equipment frequently shared by multiple employees?
- Does customer flow allow for social distancing measures?
- Where are areas in your business that would not allow customers and staff to properly distance?
- Who are your high risk employees?
- Is your business actively engaged in activities that promote disease transmission?
- Does your business have existing cleaning and disinfecting procedures?
- How quickly can you communicate with employees?
- Are communication resources needed in multiple languages?



### Physical Distancing

*Establish policies and procedures for social distancing. Consider the following:*

- Maintain 6-foot separation between employees, and discourage shared spaces.
- Avoid meetings or groups of more than 10 employees, clients, or customers; limit the number of on-site customers to continuously maintain 6-foot distancing.
- Open houses or showings should include social distancing measures while wearing appropriate face coverings; utilize virtual tours as much as possible.



### Engineering & Environmental Controls

*Improve engineering controls and perform routine environmental cleaning. Consider the following:*

- Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible.
- Support respiratory etiquette and hand hygiene for employees, customers, and visitors:
  - Provide tissues, no-touch disposal receptacles, and soap and water at each showing (if not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol). Ensure adequate supplies are maintained and place hand sanitizers in multiple locations.
  - Place posters that encourage hand hygiene to help stop the spread of COVID-19 at the entrance to your showing and in other areas where they are likely to be seen.
  - Discourage handshaking – encourage the use of other non-contact methods of greeting.
- Consider installing plastic shields to provide protection between employees and customers.
- Use contactless payment and paperwork solutions when possible.
- Perform routine environmental cleaning and disinfection
  - Routinely disinfect all frequently touched surfaces. For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer's instructions for all cleaning and disinfection products.
  - For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer's instructions for all cleaning and disinfection products.

# Public Health Guidance for Real Estate

*(Continued)*



## Administrative Controls

*Establish administrative controls while employees and visitors are onsite.  
Consider the following:*

- Implement symptom monitoring protocols such as temperature and symptom checks.
- Require employees with symptoms to stay home or telework.
- Accommodate employees who are vulnerable individuals; create special hours when practical.
- Provide flexible options for employees with child or elder-care obligations.
- Complete required paperwork through electronic measures, utilizing tele- or conference call meetings for finalizing paperwork.



## Personal Protective Equipment (PPE)

*Require the appropriate type of PPE for employees and customers.  
Consider the following:*

- Provide appropriate PPE, such as cloth face coverings and gloves, as needed.

# Public Health Guidance for Government



## Conduct Risk Assessment

*Establish critical protective guidelines. Consider the following questions:*

- Are there locations where employees routinely congregate?
- Are tools and equipment frequently shared by multiple employees?
- Does customer flow allow for social distancing measures?
- Where are areas in your business that would not allow customers and staff to properly distance?
- Who are your high risk employees?
- Is your business actively engaged in activities that promote disease transmission?
- Does your business have existing cleaning and disinfecting procedures?
- How quickly can you communicate with employees?
- Are communication resources needed in multiple languages?



## Physical Distancing

*Establish policies and procedures for social distancing. Consider the following:*

- Implement flexible worksites (e.g., telework), work hours (staggered shifts), and meeting and travel options (e.g. use video-/tele-conferencing for meetings, postpone non-essential meetings or events; travel separately).
- When video-/tele-conferencing is not possible, hold meetings in open, well-ventilated spaces.
- Increase physical space between employees at the worksite, and between employees and customers – especially in work spaces, breakroom/cafeteria, and waiting rooms (e.g., drive through options, partitions).
- Install plastic shields between reception staff and visitors.
- Establish policies and procedures for social distancing.
- Downsize service operations, offering services remotely (phone, web, video) and the delivery of services through curbside pickup.
- Limit the number of people in elevators, bathroom, meeting spaces, and other common spaces; consider redesign office spaces and environment.
- Consider canceling, adjusting, or postponing large work-related meetings or gathering that can only occur in-person.



## Engineering & Environmental Controls

*Improve engineering controls and perform routine environmental cleaning. Consider the following:*

- Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible.
- Support respiratory etiquette and hand hygiene for employees, customers, and visitors:
  - Provide tissues, no-touch disposal receptacles, and soap and water at each showing (if not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol). Ensure adequate supplies are maintained and place hand sanitizers in multiple locations.
  - Place posters that encourage hand hygiene to help stop the spread of COVID-19 at the entrance to your showing and in other areas where they are likely to be seen.
  - Discourage handshaking – encourage the use of other non-contact methods of greeting.
  - Direct employees to visit CDC website for information on coughing and sneezing etiquette and handwashing.

# Public Health Guidance for Government

(Continued)



## Engineering & Environmental Controls (continued)

*Improve engineering controls and perform routine environmental cleaning. Consider the following:*

- Perform routine environmental cleaning and disinfection
  - Routinely disinfect all frequently touched surfaces. For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer's instructions for all cleaning and disinfection products.
  - For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer's instructions for all cleaning and disinfection products.
- Discourage workers from using co-workers' phones, desks, offices, or other office tools and equipment, when possible. If they must use, provide disposable wipes so that commonly used surfaces (including doorknobs, remote controls, etc.) can be wiped down by between each use.
- Perform enhanced cleaning and disinfection after suspected cases of COVID-19 have been in the facility.



## Administrative Controls

*Establish administrative controls while employees and visitors are onsite. Consider the following:*

- Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace.
  - Implement daily health and temperature screenings for employees upon arriving to work.
  - Implement similar health screening for visitors and clients entering building.
  - Provide education and training on new processes, COVID-19, and the use of PPE while in the building.
- Review Human Resource policies to make sure that policies and practices are consistent with both public health recommendations and existing state and federal workplace laws.
  - Implement flexible sick leave and supportive policies and practices.
  - Ensure that sick leave policies are flexible and consistent with public health guidance and provide employee training on new policies. If sick leave is not a benefit, it is recommended that the employer draft a nonpunitive emergency sick leave policy.
  - Maintain flexible policies that permit employees to stay home to care for a sick family member or take care of children due to school/daycare closures.
  - Employers should not require a positive COVID-19 test result or a healthcare provider's note for employees who are sick to validate their illness, qualify for sick leave, or to return to work.
  - Connect employees to Employee Assistance Program (EAP) resources and community resources as needed.
  - Employees may need additional social, behavioral, and other services for mental health support.
  - Develop communication plans for employee concerns and stresses.
- Assess essential functions and the reliance that the community has on your services/products.
  - Identify alternate supply chains for critical goods and services as some may be in higher demand or unavailable.
  - Talk with companies that provide your organization with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.

# Public Health Guidance for Government

(Continued)



## Administrative Controls (continued)

*Establish administrative controls while employees and visitors are onsite.*

*Consider the following:*

- Assess essential functions and the reliance that the community has on your services/products (continued).
  - Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children. Plan to monitor and respond to absenteeism in the workplace. Implement plans to continue your essential business functions. Prepare to institute flexible workplace and leave policies. Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.



## Personal Protective Equipment (PPE)

*Require the appropriate type of PPE for employees and customers.*

*Consider the following:*

- Require staff to wear cloth face coverings.
- Provide cloth face coverings and/or face shields to employees. Consider distributing gloves to employees, if needed.
- PPE usage will vary due to job requirements and work environments. Additional PPE may include medical or surgical gowns, fluid-resistant coveralls, aprons, other disposable/reusable protective clothing, goggles, face shields, gloves and/or cloth masks.
- Provide visitors and clients a face covering as an option upon entering the building.
- Provide hand sanitizer and disinfectant wipes throughout multiple locations within the building (e.g. meeting areas, reception areas, and common spaces).

# Public Health Guidance for Manufacturing



## Conduct Risk Assessment

*Establish critical protective guidelines. Consider the following questions:*

- Are there locations where employees routinely congregate?
- Are tools and equipment frequently shared by multiple employees?
- Does customer flow allow for social distancing measures?
- Where are areas in your business that would not allow customers and staff to properly distance?
- Who are your high risk employees?
- Is your business actively engaged in activities that promote disease transmission?
- Does your business have existing cleaning and disinfecting procedures?
- How quickly can you communicate with employees?
- Are communication resources needed in multiple languages?



## Physical Distancing

*Establish policies and procedures for social distancing. Consider the following:*

- Implement flexible worksites (e.g., telework), work hours (staggered shifts), and meeting and travel options (e.g. use video-/tele-conferencing for meetings, postpone non-essential meetings or events; travel separately).
- When video-/tele-conferencing is not possible, hold meetings in open, well-ventilated spaces where distancing is possible.
- Increase physical space between employees at the worksite, and between employees and customers – especially in waiting rooms. Install plastic shields between reception staff and visitors.
- Downsize operations.
- Engineering & Environmental Controls Deliver services remotely (e.g., phone, video, web).
- Deliver products through curbside pick-up or delivery.
- Limit the number of people in elevators, bathroom, meeting spaces, and other common spaces; consider reconfiguring office spaces and environment.
- Consider canceling, adjusting, or postponing large work-related meetings or gathering that can only occur in-person.



## Engineering & Environmental Controls

*Improve engineering controls and perform routine environmental cleaning. Consider the following:*

- Increase ventilation rates and percentage of outdoor air that circulates into the system.
- Support respiratory etiquette and hand hygiene for employees, customers, and visitors:
  - Provide tissues, no-touch disposal receptacles, and soap and water in the workplace (if not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol). Ensure adequate supplies are maintained and place hand sanitizers in multiple locations.
  - Place posters that encourage hand hygiene to help stop the spread of COVID-19 at the entrance to your workplace and in other areas where they are likely to be seen.
  - Discourage handshaking – encourage the use of other non-contact methods of greeting.
  - Direct employees to visit CDC website for information on coughing and sneezing etiquette and handwashing.

# Public Health Guidance for Manufacturing

(Continued)



## Engineering & Environmental Controls (continued)

*Improve engineering controls and perform routine environmental cleaning.  
Consider the following:*

- Perform routine environmental cleaning and disinfection.
  - Routinely disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
  - For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer's instructions for all cleaning and disinfection products.
- Discourage workers from using co-workers' phones, desks, offices, or other office tools and equipment, when possible. If they must use, provide disposable wipes so that commonly used surfaces (including doorknobs, remote controls, etc.) can be wiped down by between each use.
- Perform enhanced cleaning and disinfection after suspected cases of COVID-19 have been in the facility.



## Administrative Controls

*Establish administrative controls while employees and visitors are onsite.  
Consider the following:*

- Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace.
  - Implement daily health and temperature screenings for employees upon arriving to work.
  - Provide education and training on new processes, COVID-19, and the use of PPE while in the workplace.
- Review Human Resource policies to make sure that policies and practices are consistent with both public health recommendations and existing state and federal workplace laws.
  - Implement flexible sick leave and supportive policies and practices.
  - Ensure that sick leave policies are flexible and consistent with public health guidance and provide employee training on new policies. If sick leave is not a benefit, it is recommended that the employer draft a nonpunitive emergency sick leave policy.
  - Maintain flexible policies that permit employees to stay home to care for a sick family member or take care of children due to school/daycare closures.
  - Employers should not require a positive COVID-19 test result or a healthcare provider's note for employees who are sick to validate their illness, qualify for sick leave, or to return to work.
  - Connect employees to Employee Assistance Program (EAP) resources and community resources as needed. Employees may need additional social, behavioral, and other services for mental health support.
- Assess essential functions and the reliance that the community has on your services/products.
  - Be prepared to change your business practices, if needed, to maintain critical operations (e.g., identify alternative suppliers, prioritize existing customers, or temporarily suspend some of your operations if needed).
  - Identify alternate supply chains for critical goods and services as some may be in higher demand or unavailable.
  - Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home, and encourage them to develop non-punitive leave policies.

# Public Health Guidance for Manufacturing

(Continued)



## Administrative Controls (continued)

*Establish administrative controls while employees and visitors are onsite.  
Consider the following:*

- Assess essential functions and the reliance that others and the community have on your services/products (continued).
  - Talk with business partners about response plans. Share best practices with other businesses in your communities (especially in your supply chain), Chambers of Commerce, and associations to improve community response efforts.
  - Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children. Plan to monitor and respond to absenteeism in the workplace. Implement plans to continue your essential business functions. Prepare to institute flexible workplace and leave policies. Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.



## Personal Protective Equipment (PPE)

*Require the appropriate type of PPE for employees and customers.  
Consider the following:*

- Provide cloth face coverings and/or face shields to employees. Consider distributing gloves to employees, if needed.
- Provide hand sanitizer and disinfectant wipes throughout multiple locations within the building (e.g. meeting areas, reception areas, and common spaces).

# Public Health Guidance for Construction



## Conduct Risk Assessment

*Establish critical protective guidelines. Consider the following questions:*

- Are there locations where employees routinely congregate?
- Are tools and equipment frequently shared by multiple employees?
- Does customer flow allow for social distancing measures?
- Where are areas in your business that would not allow customers and staff to properly distance?
- Who are your high risk employees?
- Is your business actively engaged in activities that promote disease transmission?
- Does your business have existing cleaning and disinfecting procedures?
- How quickly can you communicate with employees?
- Are communication resources needed in multiple languages?



## Physical Distancing

*Establish policies and procedures for social distancing. Consider the following:*

- Practice sensible social distancing and maintain six feet between co-workers, where possible.
- Advise workers to avoid physical contact with others and direct employees/contractors/visitors to increase personal space to at least six feet, where possible.
- Where work trailers are used, all workers should maintain social distancing while inside the trailers.
- Keep in-person meetings (including toolbox talks and safety meetings) as short as possible, limit the number of workers in attendance, and use social distancing practices.
- Establish flexible work hours (e.g., staggered shifts), if feasible.



## Engineering & Environmental Controls

*Improve engineering controls and perform routine environmental cleaning. Consider the following:*

- Support respiratory etiquette and hand hygiene for employees, customers, and visitors:
- Provide tissues, no-touch disposal receptacles, and soap and water at the worksite (if not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol). Employees should wash their hands frequently throughout the day. If hands are visibly dirty, soap and water should be chosen over hand sanitizer. Ensure adequate supplies are maintained and place hand sanitizers in multiple locations.
- Place posters that encourage hand hygiene to help stop the spread of COVID-19 at the entrance to your workplace and in other areas where they are likely to be seen.
- Discourage handshaking – encourage the use of other non-contact methods of greeting.
- Direct employees to visit CDC website for information on coughing and sneezing etiquette and handwashing.
- To the extent tools or equipment must be shared, provide and instruct workers in the use of alcohol-based wipes to clean tools before and after use. When cleaning tools and equipment, workers should consult manufacturer recommendations for proper cleaning techniques and restrictions.

# Public Health Guidance for Construction

(Continued)



## Engineering & Environmental Controls (continued)

*Improve engineering controls and perform routine environmental cleaning.  
Consider the following:*

- For work activities where social distancing is a challenge, consider limiting the duration of these activities and/or implementing innovative approaches, such as temporarily moving or repositioning workstations to create more distance or installing barriers (e.g., Plexiglas shields) between workstations.
- Clean and disinfect portable jobsite toilets regularly. Hand sanitizer dispensers should be filled regularly.
- Frequently touched items (i.e., door pulls and toilet seats) should be disinfected.



## Administrative Controls

*Establish administrative controls while employees and visitors are onsite.  
Consider the following:*

- Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace.
  - Implement daily health and temperature screenings for employees upon arriving to work.
  - Provide education and training on new processes, COVID-19, and the use of PPE while in the workplace.
- Review Human Resource policies to make sure that policies and practices are consistent with both public health recommendations and existing state and federal workplace laws.
  - Implement flexible sick leave and supportive policies and practices.
  - Ensure that sick leave policies are flexible and consistent with public health guidance and provide employee training on new policies. If sick leave is not a benefit, it is recommended that the employer draft a nonpunitive emergency sick leave policy.
  - Maintain flexible policies that permit employees to stay home to care for a sick family member or take care of children due to school/daycare closures.
  - Employers should not require a positive COVID-19 test result or a healthcare provider's note for employees who are sick to validate their illness, qualify for sick leave, or to return to work.
  - Connect employees to Employee Assistance Program (EAP) resources and community resources as needed. Employees may need additional social, behavioral, and other services for mental health support.
- Assess essential functions and the reliance that the community has on your services/products.
  - Be prepared to change your business practices, if needed, to maintain critical operations (e.g., identify alternative suppliers, prioritize existing customers, or temporarily suspend some of your operations if needed).
  - Identify alternate supply chains for critical goods and services as some may be in higher demand or unavailable.
  - Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home, and encourage them to develop non-punitive leave policies.

# Public Health Guidance for Construction

(Continued)



## Administrative Controls (continued)

Establish *administrative controls while employees and visitors are onsite.*

Consider the following:

- Assess essential functions and the reliance that others and the community have on your services/products (continued).
  - Talk with business partners about response plans. Share best practices with other businesses in your communities (especially in your supply chain), Chambers of Commerce, and associations to improve community response efforts.
- Encourage workers to report any safety and health concerns.
- Train workers how to properly put on, use/wear and take off protective clothing and equipment.



## Personal Protective Equipment (PPE)

Require the appropriate type of PPE for employees and customers.

Consider the following:

- Allow workers to wear face coverings over their nose and mouth to prevent spreading COVID-19.
- Continue to use other normal control measures, including personal protective equipment (PPE), necessary to protect workers from other job hazards associated with construction activities.
-

# Public Health Guidance for Restaurants and Bars



## Conduct Risk Assessment

*Establish critical protective guidelines. Consider the following questions:*

- Are there locations where employees routinely congregate?
- Are tools and equipment frequently shared by multiple employees?
- Does customer flow allow for social distancing measures?
- Where are areas in your business that would not allow customers and staff to properly distance?
- Who are your high risk employees?
- Is your business actively engaged in activities that promote disease transmission?
- Does your business have existing cleaning and disinfecting procedures?
- How quickly can you communicate with employees?
- Are communication resources needed in multiple languages?



## Physical Distancing

*Establish policies and procedures for social distancing. Consider the following:*

- Provide take-out and curbside pick-up.
- Increase remote ordering capacity and infrastructure support through phone and online ordering.
- Conduct an evaluation of your facility to identify and apply operational changes in order to maintain social distancing if offering take-out/carry-out options.
- Establish designated pick-up zones for customers to help maintain social distancing.
- Practice social distancing when delivering food (e.g., offering 'no touch' deliveries and sending text alerts/calling when deliveries have arrived).
- Remind customers to stand at least six feet apart while waiting to order or for pick-up. Provide physical guides, such as tape on floors or sidewalks to ensure customers remain at least six feet apart in lines or ask customers to wait in their vehicles or away from the establishment while waiting to pick up food.
- Consider strategies to minimize face-to-face contact (e.g., drive-thru windows, phone-based communication, telework).
- If restaurant is open for sit-down dining all tables should be six feet apart, and tables should not seat more than six people. Outdoor eating and drinking with six feet distancing is permitted.
- Reduce on premise capacity by 50% and limit to maximum of 50 people, not including staff.



## Engineering & Environmental Controls

*Improve engineering controls and perform routine environmental cleaning. Consider the following:*

- Increase ventilation rates; increase percentage of outdoor air that circulates into system. Keep windows open when the outdoor temperature is at least 70oF and skies are clear.
- Stop self-serve style operations, including salad bars, buffets, and dispensers.
- Install physical barriers, such as clear plastic guards, where feasible.
- Establish online, no-touch payment systems/processes.
- Limit shared items for customers (e.g., condiments, menus) and clean high-contact areas after each customer (e.g., menus, payment tools, condiments).

# Public Health Guidance for Restaurants and Bars

(Continued)



## Engineering & Environmental Controls (continued)

*Improve engineering controls and perform routine environmental cleaning. Consider the following:*

- Provide tissues, no-touch disposal receptacles, and soap and water (if not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol). Ensure adequate supplies are maintained and place in multiple locations.
- Place posters that encourage hand hygiene to help stop the spread COVID-19 in areas where they are likely to be seen.
- Discourage handshaking between employees – encourage the use of other non-contact methods of greeting. Direct employees to visit CDC website for information on coughing and sneezing etiquette and handwashing.
- Perform routine environmental cleaning and disinfection. Routinely disinfect all frequently touched surfaces. For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer’s instructions for all cleaning and disinfection products.
- Use touchless payment and no-touch trash cans and doors as much as possible, when available. Ask customers and employees to exchange cash or credit cards by placing in a receipt tray or on the counter rather than by hand and wipe any pens, counters, or hard surfaces between each use or customer. If possible, use phone app technology to alert patrons when their table is ready to avoid touching and use of ‘buzzers’.
- Consider installing physical barriers, such as plastic guards and partitions at cash registers, or other food pickup areas where maintaining physical distance of six feet is difficult.
- All tables and bar stools should remain at least six feet apart, marking tables and stools that are not for use.
- Reduce on premise capacity by 50% and limit to maximum of 50 people, not including staff. This can be done by blocking off half of the available parking spaces with rope or cones.
- Use blocked off parking areas as additional space for outdoor tables to promote further spacing.



## Administrative Controls

*Establish administrative controls while employees and visitors are onsite. Consider the following:*

- Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace. Employees should know who the workplace coordinator is and how to contact them.
- Review Human Resource policies to make sure that policies and practices are consistent with both public health recommendations and existing state and federal workplace laws.
- Talk with business partners about response plans. Share best practices with other businesses in your communities (especially in your supply chain), Chambers of Commerce, and associations to improve community response efforts.
- Implement flexible sick leave and supportive policies and practices. Ensure that sick leave policies are flexible and consistent with public health guidance and provide employee training on new policies. If sick leave is not a benefit, employer might want to draft non-punitive emergency sick leave policy.
- Assess essential functions and the reliance that the community have on your services/products. Identify alternate supply chains for critical goods and services as some may be in higher demand or unavailable.
- Screen employees daily for symptoms (fever, cough, shortness of breath). Employees who have symptoms should notify their supervisor and stay home.

# Public Health Guidance for Restaurants and Bars

(Continued)



## Administrative Controls (continued)

*Establish administrative controls while employees and visitors are onsite.*

*Consider the following:*

- Sick employees should follow CDC recommended steps. Employees should not return to work until the criteria to discontinue home isolation is met, in consultation with healthcare providers and state and local health departments. Employers should not require a positive COVID-19 test result or a healthcare provider's note for employees who are sick to validate their illness, qualify for sick leave, or to return to work.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC guidelines. Maintain flexible policies that permit employees to stay home to care for a sick family member or take care of children due to school/daycare closures. Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.
- Allow high risk employees (people over 60, pregnant women, people with underlying health conditions) to stay home or temporarily assign lower-risk duties.
- While this isn't possible for most restaurant employees, evaluate and establish policies and tools that will allow employees with administrative or financial work responsibilities to work from home. Be sure to consider the hardware and technology needs.
- Promote hand and respiratory hygiene.
- Ensure sufficient availability of hand soap and alcohol-based hand sanitizers.
- Place posters that encourage hand hygiene to help stop the spread of COVID-19 at the entrance to your workplace and in other areas where they are likely to be seen.
- Continue to regularly clean and sanitize any objects or surfaces, with special attention to high-touch surfaces.
- Follow safe food handling requirements, including handwashing with warm, soapy water for at least 20 seconds.



## Personal Protective Equipment (PPE)

*Require the appropriate type of PPE for employees and customers.*

*Consider the following:*

- Workers with medium exposure risk need to wear some combination of gloves, cloth mask, and/or face shield or goggles.
- Require all employees to wear face coverings and gloves. Consider providing cloth face coverings. Employees who work in kitchen areas are exempt from wearing masks as it could pose a fire hazard.
- Provide handwashing and sanitizing stations for employees and customers.
- Consider requiring customers to wear cloth face coverings upon entry. Keep in mind some customers may not be able to wear face coverings due to medical conditions. For this reason, be mindful of discriminatory behavior from staff or customers.

# Public Health Guidance for Retail Establishments



## Conduct Risk Assessment

*Establish critical protective guidelines. Consider the following questions:*

- Are there locations where employees routinely congregate?
- Are tools and equipment frequently shared by multiple employees?
- Does customer flow allow for social distancing measures?
- Where are areas in your business that would not allow customers and staff to properly distance?
- Who are your high risk employees?
- Is your business actively engaged in activities that promote disease transmission?
- Does your business have existing cleaning and disinfecting procedures?
- How quickly can you communicate with employees?
- Are communication resources needed in multiple languages?



## Physical Distancing

*Establish policies and procedures for social distancing. Consider the following:*

- Ensure that employees and customers limit close contact (stay six feet apart). Appoint a staff person who will ensure that people standing in any lines or meeting in rooms maintain physical distance.
- In areas of high-volume traffic, utilize spacing tools for social distancing screenings and lines (e.g., place tape on floor to keep people adequately spaced; place arrows in the aisle to direct the flow of movement in one direction).
- Provide services by appointment, take-out/delivery options or curbside pick-up. Establish designated pick-up zones for customers to help maintain social distancing.
- Establish online, no touch payment systems/processes.
- Consider strategies to minimize face-to-face contact and deliver services remotely (e.g., drive-thru windows, phone-based communication, online order).
- Reduce on premise capacity by 50% and limit to a maximum of 50 people, not including staff.
- Reconfigure retail space to enable social distancing (e.g. reduce inventory on floor, user smaller displays, strategically place inventory).
- Establish staggered lunch and break times for staff.



## Engineering & Environmental Controls

*Improve engineering controls and perform routine environmental cleaning.*

*Consider the following:*

- Consider installing physical barriers, such as clear plastic guards where feasible (e.g. purchase point).
- Increase ventilation rates and percentage of outdoor air that circulates into the system.
- Support respiratory etiquette and hand hygiene for employees, customers, and visitors by:
- Provide tissues, no-touch disposal receptacles, and soap and water in the workplace (if not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol). Employees should wash their hands frequently throughout the day. If hands are visibly dirty, soap and water should be chosen over hand sanitizer. Ensure adequate supplies are maintained and place hand sanitizers in multiple locations.

# Public Health Guidance for Retail Establishments

(Continued)



## Engineering & Environmental Controls (continued)

*Improve engineering controls and perform routine environmental cleaning.*

*Consider the following:*

- Support respiratory etiquette and hand hygiene for employees, customers, and visitors by: (continued).
- Place posters that encourage hand hygiene to help stop the spread of COVID-19 at the entrance to your workplace and in other areas where they are likely to be seen.
- Discourage handshaking – encourage the use of other non-contact methods of greeting.
- Direct employees to visit CDC website for information on coughing and sneezing etiquette and handwashing.
- Discourage workers from using co-workers' phones, desks, offices, or other office tools and equipment, when possible. If they must use, provide disposable wipes so that commonly used surfaces (including doorknobs, remote controls, etc.) can be wiped down between each use.



## Administrative Controls

*Establish administrative controls while employees and visitors are onsite.*

*Consider the following:*

- Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace.
  - Implement daily health and temperature screening for employees upon arriving to work.
  - Provide education and training on new processes, COVID-19, and the use of PPE while in the building.
- Review Human Resource policies to make sure that policies and practices are consistent with both public health recommendations and existing state and federal workplace laws.
  - Implement flexible sick leave and supportive policies and practices.
  - Ensure that sick leave policies are flexible and consistent with public health guidance and provide employee training on new policies. If sick leave is not a benefit, it is recommended that employers draft a non-punitive emergency sick leave policy.
  - Maintain flexible policies that permit employees to stay home to care for a sick family member or take care of children due to school/daycare closures.
  - Employers should not require a positive COVID-19 test result or a healthcare provider's note for employees who are sick to validate their illness, qualify for sick leave, or to return to work.
  - Connect employees to Employee Assistance Program (EAP) resources and community resources as needed.
  - Employees may need additional social, behavioral, and other services for mental health support.
  - Consider temporarily assigning employees at high risk for virus to duties that do not involve close contact with the public.
- Assess essential functions and the reliance that the community has on your services/products.
  - Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
  - Talk with business partners about response plans. Share best practices with other businesses in your communities (especially in your supply chain), Chambers of Commerce, and associations to improve community response efforts.

# Public Health Guidance for Retail Establishments

(Continued)



## Administrative Controls (continued)

*Establish administrative controls while employees and visitors are onsite.  
Consider the following:*

- Assess essential functions and the reliance that the community has on your services/products (continued).
  - Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children. Plan to monitor and respond to absenteeism in the workplace. Implement plans to continue your essential business functions. Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.



## Personal Protective Equipment (PPE)

*Require the appropriate type of PPE for employees and customers.  
Consider the following:*

- Workers with medium exposure risk need to wear some combination of gloves, face coverings, and/or face shield or goggles.
- Consider providing cloth face coverings.
- Consider requiring customers to wear cloth face coverings upon entry. Keep in mind some customers may not be able to wear face coverings due to medical conditions. For this reason, be mindful of discriminatory behavior from staff or customers.

# Public Health Guidance for Personal Services

Salons | Barbershops | Tattoo Parlors



## Conduct Risk Assessment

*Establish critical protective guidelines. Consider the following questions:*

- Are there locations where employees routinely congregate?
- Are tools and equipment frequently shared by multiple employees?
- Does customer flow allow for social distancing measures?
- Where are areas in your business that would not allow customers and staff to properly distance?
- Who are your high risk employees?
- Is your business actively engaged in activities that promote disease transmission?
- Does your business have existing cleaning and disinfecting procedures?
- How quickly can you communicate with employees?
- Are communication resources needed in multiple languages?



## Physical Distancing

*Establish policies and procedures for social distancing. Consider the following:*

- Staff work spaces must be assessed and reconfigured so staff in the building can socially distance and limit working together in confined areas.
- Spread out appointments between all patrons so there is no waiting or limited number of people in waiting areas. Waiting areas should be reconfigured to accommodate at least six feet between patrons.



## Engineering & Environmental Controls

*Improve engineering controls and perform routine environmental cleaning. Consider the following:*

- Increase ventilation rates and percentage of outdoor air that circulates into the system.
- Support respiratory etiquette and hand hygiene for employees, customers, and visitors:
  - Provide tissues, no-touch disposal receptacles, and soap and water in the workplace (if not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol). Ensure adequate supplies are maintained and place hand sanitizers in multiple locations.
  - Place posters that encourage hand hygiene to help stop the spread of COVID-19 at the entrance to your workplace and in other areas where they are likely to be seen.
  - Discourage handshaking – encourage the use of other non-contact methods of greeting.
  - Direct employees to visit CDC website for information on coughing and sneezing etiquette and handwashing.

# Public Health Guidance for Personal Services

(Continued)



## Engineering & Environmental Controls (continued)

*Improve engineering controls and perform routine environmental cleaning.  
Consider the following:*

- Perform routine environmental cleaning and disinfection.
  - Routinely disinfect all frequently touched surfaces in the workplace, such as tools, implements, countertops, treatment rooms, chairs, hair washing stations, reception areas, styling stations, pedicure bowls, and restrooms. Wipe down workstations between all patrons. Provide disposable wipes to employees for ease of disinfecting areas.
  - For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer's instructions for all cleaning and disinfection products.
  - Eliminate all magazines, book, newspapers, menus or other unnecessary papers or unnecessary objects that patrons frequently touch.
  - Avoid the use of cash, when possible. Credit/debit transactions preferred, using card swiping or chip insertion with no signature. Wipe credit/debit transaction pad between uses of each patron.
- Perform enhanced cleaning and disinfection after suspected cases of COVID-19 have been in the facility.



## Administrative Controls

*Establish administrative controls while employees and visitors are onsite.  
Consider the following:*

- Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace.
  - Implement daily health and temperature screenings for employees upon arriving to work.
  - Provide education and training on new processes, COVID-19, and the use of PPE while in the workplace.
- Review Human Resource policies to make sure that policies and practices are consistent with both public health recommendations and existing state and federal workplace laws.
  - Implement flexible sick leave and supportive policies and practices.
  - Ensure that sick leave policies are flexible and consistent with public health guidance and provide employee training on new policies. If sick leave is not a benefit, it is recommended that the employer draft a nonpunitive emergency sick leave policy.
  - Maintain flexible policies that permit employees to stay home to care for a sick family member or take care of children due to school/daycare closures.
  - Employers should not require a positive COVID-19 test result or a healthcare provider's note for employees who are sick to validate their illness, qualify for sick leave, or to return to work.
  - Connect employees to Employee Assistance Program (EAP) resources and community resources as needed. Employees may need additional social, behavioral, and other services for mental health support.
- Assess essential functions and the reliance that the community has on your services/products.
  - Be prepared to change your business practices, if needed, to maintain critical operations (e.g., identify alternative suppliers, prioritize existing customers, or temporarily suspend some of your operations if needed).
  - Identify alternate supply chains for critical goods and services as some may be in higher demand or unavailable.

# Public Health Guidance for Personal Services

(Continued)



## Administrative Controls (continued)

*Establish administrative controls while employees and visitors are onsite.  
Consider the following:*

- Assess essential functions and the reliance that the community has on your services/products.
  - Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home, and encourage them to develop non-punitive leave policies.
  - Be prepared to change your business practices, if needed, to maintain critical operations (e.g., identify alternative suppliers, prioritize existing customers, or temporarily suspend some of your operations if needed).
  - Identify alternate supply chains for critical goods and services as some may be in higher demand or unavailable.
  - Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
- Assess essential functions and the reliance that the community have on your services/products.
  - Talk with business partners about response plans. Share best practices with other businesses in your communities (especially in your supply chain), Chambers of Commerce, and associations to improve community response efforts.
  - Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children. Plan to monitor and respond to absenteeism at the workplace. Implement plans to continue your essential business functions. Prepare to institute flexible workplace and leave policies. Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.
- Do not accept sick patrons. Have them reschedule. Send policy reminders through text or phone.



## Personal Protective Equipment (PPE)

*Require the appropriate type of PPE for employees and customers.  
Consider the following:*

- Provide gloves, face shields and protective washable gowns for procedures that require touching of patrons faces or neck areas (such as massages or spa treatments).
- Provide cloth masks to all employees. Consider distributing face shields and gloves to employees, if needed
- Provide hand sanitizer and disinfectant wipes at multiple locations throughout the building (e.g. meeting areas, reception areas, and common spaces).
- Follow all OSHA applicable regulations.
- Follow CDC guidelines for cloth and surgical masks or fabric coverings.
- Consider requiring customers to wear cloth face coverings upon entry. Keep in mind some customers may not be able to wear face coverings due to medical conditions. For this reason, be mindful of discriminatory behavior from staff or customers.

# Public Health Guidance for Outdoor Activity

Recreation | Industry | Tourism



## Conduct Risk Assessment

*Establish critical protective guidelines. Consider the following questions:*

- Are there locations where employees routinely congregate?
- Are tools and equipment frequently shared by multiple employees?
- Does customer flow allow for social distancing measures?
- Where are areas in your business that would not allow customers and staff to properly distance?
- Who are your high risk employees?
- Is your business actively engaged in activities that promote disease transmission?
- Does your business have existing cleaning and disinfecting procedures?
- How quickly can you communicate with employees?
- Are communication resources needed in multiple languages?



## Physical Distancing

*Establish policies and procedures for social distancing. Consider the following:*

- **Recreation**
  - Maximize physical distance from others.
  - Limit group sizes.
  - Places where appropriate physical distancing may not be practical should be avoided unless precautionary measures are taken.
  - Avoid congregating in the parking lot or restrooms.
- **Industry**
  - Limit work crew sizes.
  - Travel separately to and from the job site.
  - Maximize physical distance between co-workers.
  - Maximize distance between staff and customers.
- **Tourism**
  - Limit group sizes.
  - Maximize physical distancing.
  - Consider tourism limitation by geographic region.
  - Places, events, services, and attractions where appropriate physical distancing may not be practical should be avoided unless precautionary measures are taken.
  - Avoid congregating in parking lot or restrooms.



## Engineering & Environmental Controls

*Improve engineering controls and perform routine environmental cleaning. Consider the following:*

- Recreation
  - Close areas where physical distancing is not practical.
  - Employ barriers and signage to prevent access to closed buildings and playgrounds.
  - Use signage to limit occupancy and maximize physical distancing.
  - Eliminate trash receptacles with lids that require touching. Replace with no-touch trash receptacles. Require carry in/carry out.
  - Close courts for sports where physical contact is likely.
  - Pools remain closed.

# Public Health Guidance for Outdoor Activity

(Continued)



## Engineering & Environmental Controls (continued)

*Improve engineering controls and perform routine environmental cleaning.  
Consider the following:*

- Industry
  - Signage and barriers to restrict vehicle occupancy.
  - Close common areas where employees congregate such as breakrooms.
  - Eliminate coffee pots and other shared non-essential items.
  - Enhanced cleaning and sanitizing of equipment and common contact surfaces.
- Tourism
  - Close buildings, services, attractions, and events where physical distancing is not practical.
  - Barriers and signage to prevent access to closed buildings.
  - Close common areas of buildings where physical distancing is not possible.
  - Barriers and signage to maximize physical distancing.
  - Enhanced cleaning and sanitizing of common contact surfaces.
  - Install physical barriers such as plexiglass between customer service staff and customers.
  - Adjust work areas to maximize separation between employees.
  - Install physical barriers such as plexiglass between employees when necessary.



## Administrative Controls

*Establish administrative controls while employees and visitors are onsite.  
Consider the following:*

- Recreation
  - Conduct health screenings with employees before starting work and at the end of shift.
  - Require currently or recently sick staff to stay at home.
  - Provide sick leave.
  - Utilize online payments for park permits, marina fees, and green fees.
  - Individual closures may be necessary if social distancing guidelines are not followed.
  - Enforcement by law enforcement agencies.
- Industry
  - Conduct health screenings with employees before starting work and at the end of shift.
  - Require currently or recently sick staff to stay at home.
  - Provide sick leave.
  - Provide electronic/online pay option for customers.
  - Provide supervision to ensure physical distancing is followed.
  - Minimize sharing of equipment.

# Public Health Guidance for Outdoor Activity

(Continued)



## Administrative Controls (continued)

*Establish administrative controls while employees and visitors are onsite.  
Consider the following:*

- Tourism
  - Limit number of customers.
  - Conduct health screenings with employees before starting work and at the end of shift.
  - Require currently or recently sick staff to stay at home.
  - Provide sick leave.
  - Provide electronic/online pre-pay only options for tickets to entrances.
  - Limit hours to allow for additional cleaning.
  - Health screening for guests, when practical.



## Personal Protective Equipment (PPE)

*Require the appropriate type of PPE for employees and customers.  
Consider the following:*

- Provide cloth face coverings and/or face shields to employees. Consider distributing gloves to employees, if needed.
- Provide hand sanitizer and disinfectant wipes throughout multiple locations within the building (e.g. meeting areas, reception areas, and common spaces).

# Public Health Guidance for Healthcare

## Providers| EMS| Nursing Care Facilities



### Conduct Risk Assessment

*Establish critical protective guidelines. Consider the following questions:*

- Are there locations where employees routinely congregate?
- Are tools and equipment frequently shared by multiple employees?
- Does customer flow allow for social distancing measures?
- Where are areas in your business that would not allow customers and staff to properly distance?
- Who are your high risk employees?
- Is your business actively engaged in activities that promote disease transmission?
- Does your business have existing cleaning and disinfecting procedures?
- How quickly can you communicate with employees? Are communication resources needed in multiple languages?



### Physical Distancing

**Establish policies and procedures for social distancing. Consider the following:**

- Where appropriate, employers should develop policies and procedures for immediately isolating people who have signs and/or symptoms of COVID-19, and train workers to implement them. Move potentially infectious people to a location away from workers, customers, and other visitors. Although most worksites do not have specific isolation rooms, designated areas with closable doors may serve as isolation rooms until potentially sick people can be removed from the worksite.
- If possible, isolate people suspected of having COVID-19 separately from those with confirmed cases of the virus to prevent further transmission – particularly in worksites where medical screening, triage, or healthcare activities occur, using either permanent (e.g., wall/different room) or temporary barrier (e.g., plastic sheeting).
- Restrict the number of personnel entering isolation areas.



### Engineering & Environmental Controls

*Improve engineering controls and perform routine environmental cleaning. Consider the following:*

- Ensure appropriate air-handling system are installed and maintained in healthcare facilities [www.cdc.gov/mmwr/preview/mmwrhtml/rr5210a1.htm](https://www.cdc.gov/mmwr/preview/mmwrhtml/rr5210a1.htm).
- Recommend that patients with known or suspected COVID-19 (e.g., person under investigation) should be placed in an airborne infection isolation room (AIIR), if available.
- Use isolation rooms when available for performing aerosol-generating procedures on patients with known or suspected COVID-19. For postmortem activities, use autopsy suites or other similar isolation facilities when performing aerosol-generating procedures on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-postmortem-specimens.html>
- Use special precautions associated with Biosafety Level 3 when handling specimens from known or suspected COVID-19 patients.

# Public Health Guidance for Healthcare

(Continued)



## Administrative Controls

*Establish administrative controls while employees and visitors are onsite.*

*Consider the following:*

- Develop and implement policies that reduce exposure, such as grouping COVID-19 patients when single rooms are not available.
- Post signs requesting patients and family members to immediately report symptoms of respiratory illness on arrival at the healthcare facility and use disposable face masks.
- Consider offering enhanced medical monitoring of workers during COVID-19 outbreaks.
- Provide all workers with job-specific education and training on preventing transmission of COVID-19 including initial and routine training updates.
- Ensure that psychological and behavioral supports are available to address employee stress.



## Personal Protective Equipment (PPE)

*Require the appropriate type of PPE for employees and customers.*

*Consider the following:*

- Most workers at high or very high exposure risk likely need to wear gloves, a gown, a face shield/goggles, and either a face mask or respirator, depending on their job tasks and exposure risks.
- Those who work closely with (either in contact with, or within six feet of) patients known to be, or suspected of being infected with COVID-19, should wear respirators.
- PPE ensembles may vary, especially for workers in laboratories or morgue/mortuary facilities who may need additional protection against blood, body fluids, chemicals, and other materials to which they may be exposed. Additional PPE may include medical/surgical gowns, fluid-resistant coveralls, aprons, or other disposable or reusable protective clothing.
- Take steps to limit spread of the respiratory secretions of a person who may have COVID-19. Provide a face/surgical mask, if feasible and available, and ask the person to wear it, if tolerated. The face/surgical mask on the infected person acts to contain potentially infectious respiratory secretions at the source (e.g., the person's nose and mouth).
- Provide emergency responders and other essential personnel who may be exposed while outside of the facility with alcohol-based hand rubs containing at least 60% alcohol for decontamination in the field.

# Public Health Guidance for Mass Gathering Areas

Libraries| Places of Worship| Community Centers



## Conduct Risk Assessment

*Establish critical protective guidelines. Consider the following questions:*

- Are there locations where employees routinely congregate?
- Are tools and equipment frequently shared by multiple employees?
- Does customer flow allow for social distancing measures?
- Where are areas in your business that would not allow customers and staff to properly distance?
- Who are your high risk employees?
- Is your business actively engaged in activities that promote disease transmission?
- Does your business have existing cleaning and disinfecting procedures?
- How quickly can you communicate with employees? Are communication resources needed in multiple languages?



## Physical Distancing

*Establish policies and procedures for social distancing. Consider the following:*

- Implement flexible worksites (e.g., telework), work hours (staggered shifts), and meeting and travel options (e.g. use video-/tele-conferencing for meetings, postpone non-essential meetings or events; travel separately).
- Staff should be included in facility risk assessments, especially in decision about how they do their own work. Facilities should participate in community conversation and coordinate with the local public health department to ensure their plans and procedures reflect the best practices adopted in the community.
- Deliver services remotely (e.g., phone, video, web) when possible. Deliver products through curbside pick-up or delivery when possible.
- Limit the number of people in elevators, bathroom, meeting spaces, and other common spaces; consider reconfiguring office spaces, large gathering spaces, and environment.
- Consider canceling, adjusting, or postponing large meetings or gathering that can only occur in-person.
- When video-/tele-conferencing is not possible, hold meetings in open, well-ventilated spaces where distancing is possible.
- Increase physical space – especially in waiting rooms, large gathering halls, and meeting rooms.
  - Libraries
    - Most employees who can do so should continue to work from home. Libraries should continue to emphasize digital media and virtual experiences.
    - Limited access to physical objects like books and tools could be handled through a no-touch curbside service.
    - Staff work spaces must be assessed and reconfigured so staff in the building can socially distance.
    - Allowing access to actual library space will need to be implemented in phases as directed by social distancing requirement per Governor's orders.

# Public Health Guidance for Mass Gathering Areas

(Continued)



## Physical Distancing (continued)

- Places of Worship
  - Allowing access to in-person services and gatherings will need to be implemented in phases as directed by social distancing requirements (group gathering requirements) per Governor's orders. High risk populations should not attend in-person services during early re-entry phase. These populations can receive pastoral care from persons trained in COVID-19 safety.
- Community Centers
  - Allowing access to centers will need to be implemented in phases as directed by social distancing requirements (group gathering requirements) per Governor's orders.
  - Non-essential activities such as in-person classes and games should be cancelled; continue to expand virtual opportunities.
  - Essential activities, such as nutrition programs, can be offered in a safe manner in partnership with public health.
  - Once restrictions are lifted, prioritize essential programming and offer in small group settings.



## Engineering & Environmental Controls

*Improve engineering controls and perform routine environmental cleaning.  
Consider the following:*

- Increase ventilation rates and percentage of outdoor air that circulates into the system. Support respiratory etiquette and hand hygiene for employees and visitors:
  - Provide tissues, no-touch disposal receptacles, and soap and water in the center (if not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol). Ensure adequate supplies are maintained and place hand sanitizers in multiple locations.
  - Place posters that encourage hand hygiene to help stop the spread of COVID-19 at the entrance of your building and in other areas where they are likely to be seen.
  - Discourage handshaking – encourage the use of other non-contact methods of greeting.
  - Direct employees to visit CDC website for information on coughing and sneezing etiquette and handwashing.
- Perform routine environmental cleaning and disinfection.
  - Routinely disinfect all frequently touched surfaces at least daily. Provide disinfectant wipes to wipe down keyboards, electronics, remote controls, etc.
  - For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer's instructions for all cleaning and disinfection products.
- Discourage workers from using co-workers' phones, desks, offices, or other office tools and equipment, when possible. If they must use, provide disposable wipes so that commonly used surfaces (including doorknobs, remote controls, etc.) can be wiped down by between each use.

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# Public Health Guidance for Mass Gathering Areas

(Continued)



## Engineering & Environmental Controls (continued)

*Improve engineering controls and perform routine environmental cleaning.*

*Consider the following:*

- Perform enhanced cleaning and disinfection after suspected cases of COVID-19 have been in the center. Close off areas used by the sick person, open outside doors and windows to increase air circulation, and wait up to 24 hours or as long as possible before cleaning to allow for respiratory droplets settle before cleaning and disinfecting.
- If curbside services are selected, patrons should remain in the vehicles and staff should remove and place materials in their trunk/back seat.
  - Libraries
    - If physical objects are being checked-out through curbside services, consideration should be given to the kinds of material and whether any could harbor COVID-19. If physical objects are being checked out within the facility, install physical barriers (plexiglass or plastic window) in locations where exchanges may occur with customers.
    - Decontamination procedures or timeframes should be developed with assistance through CDC website. Disable public WiFi to curb patrons gathering outside building.
  - Places of Worship
    - Designate a flow of traffic so worshippers can move about with minimal contact. Avoid practices which could spread COVID-19 such as 'passing the plate'.
    - Alter rituals that formerly required contact so they can be practiced with social distancing.
  - Community Centers
    - Designate a flow of traffic so people can move about with minimal contact.
    - Avoid practices which risk spreading COVID such as games that require touching objects (e.g., balls). Install physical barriers (plexiglass or plastic window) in areas that would minimize direct face-to-face interaction.



## Administrative Controls (continued)

*Establish administrative controls while employees and visitors are onsite.*

*Consider the following:*

- Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace.
  - Implement daily health and temperature screenings for employees upon arriving to work.
- Review Human Resource policies to make sure that policies and practices are consistent with both public health recommendations and existing state and federal workplace laws.
  - Implement flexible sick leave and supportive policies and practices. Ensure that sick leave policies are flexible and consistent with public health guidance and provide employee training on new policies. If sick leave is not a benefit, it is recommended that the employer draft a non- punitive emergency sick leave policy.
  - Maintain flexible policies that permit employees to stay home to care for a sick family member or take care of children due to school/daycare closures.

# Public Health Guidance for Mass Gathering Areas

(Continued)



## Administrative Controls (continued)

*Establish administrative controls while employees and visitors are onsite.*

*Consider the following:*

- Review Human Resource policies to make sure that policies and practices are consistent with public health recommendations and are consistent with existing state and federal workplace laws (continued).
  - Employers should not require a positive COVID-19 test result or a healthcare provider's note for employees who are sick to validate their illness, qualify for sick leave, or to return to work.
  - Connect employees to Employee Assistance Program (EAP) resources and community resources as needed. Employees may need additional social, behavioral, and other services for mental health support.
  - Consider temporarily assigning employees at high risk for COVID-19 to duties that do not involve close contact with the public.
- Assess essential functions and the reliance that the community has on your services/products.
  - Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children. Plan to monitor and respond to absenteeism in the workplace. Implement plans to continue your essential business functions. Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.
- Messaging should be coordinated with the facility's National and State associations to ensure uniformity and accuracy, and should also reflect the most current State and CDC public health guidance.
- Employees who work with small groups within facilities that begin to reopen should be trained in practicing social distancing.
- Establish procedures for identifying people who are symptomatic; if they are identified, they should be masked and isolated until they can leave the facility.



## Personal Protective Equipment (PPE)

*Require the appropriate type of PPE for employees and customers.*

*Consider the following:*

- Cloth face coverings should be worn; rather than wearing gloves, hands should be washed frequently.
- Consider requiring patrons to wear cloth face coverings upon entry. Keep in mind some customers may not be able to wear face coverings due to medical conditions. For this reason, be mindful of discriminatory behavior from staff or customers.

# Public Health Guidance for Childcare Programs



## Conduct Risk Assessment

*Establish critical protective guidelines. Consider the following questions:*

- Are there locations where employees routinely congregate?
- Are tools and equipment frequently shared by multiple employees?
- Does customer flow allow for social distancing measures?
- Where are areas in your business that would not allow customers and staff to properly distance?
- Who are your high risk employees?
- Is your business actively engaged in activities that promote disease transmission?
- Does your business have existing cleaning and disinfecting procedures?
- How quickly can you communicate with employees? Are communication resources needed in multiple languages?



## Physical Distancing

*Establish policies and procedures for social distancing. Consider the following:*

- Child care classes should include the same group each day, and the same providers should remain with the same group each day. If program remains open, consider creating a separate classroom or group for the children of essential workers and other first responders. If your program is unable to create a separate classroom, consider serving only the children of essential/first responder workers.
- Consider staggering arrival and drop off times; offer curbside assistance where providers come outside the facility to pick up children as they arrive.
- Cancel or postpone special events such as performances, festivals, holiday events, etc. Limit the mixing of children, such as staggering playground times and keeping groups separate for special activities such as art, music, and exercising.
- At nap time, ensure that children's nap time mats (or cribs) are spaced out as much as possible, ideally six feet. Consider placing children head to toe to further reduce the potential for viral spread.



## Engineering & Environmental Controls

*Improve engineering controls and perform routine environmental cleaning. Consider the following:*

- Increase ventilation rates and percentage of outdoor air that circulates into the system.
- Support respiratory etiquette and hand hygiene for employees and children:
  - Provide tissues, no-touch disposal receptacles, and soap and water in the center (if not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol). Ensure adequate supplies are maintained and place hand sanitizers in multiple locations.
  - Place posters that encourage hand hygiene to help stop the spread of COVID-19 at the entrance to your workplace and in other areas where they are likely to be seen.
  - Discourage handshaking – encourage the use of other non-contact methods of greeting.
  - Direct employees to visit CDC website for information on coughing and sneezing etiquette and handwashing.

# Public Health Guidance for Childcare Programs

(Continued)



## Engineering & Environmental Controls (continued)

*Improve engineering controls and perform routine environmental cleaning.*

*Consider the following:*

- Support respiratory etiquette and hand hygiene for employees and children (continued):
  - Discourage handshaking – encourage the use of other non-contact methods of greeting.
  - Direct employees to visit CDC website for information on coughing and sneezing etiquette and handwashing.
- Perform routine environmental cleaning and disinfection.
- Routinely disinfect all frequently touched surfaces at least daily, especially toys and games; Provide disinfectant wipes to wipe down keyboards, electronics, remote controls, etc.
- For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer's instructions for all cleaning and disinfection products.
- Plan to have an isolation room or area that can be used to isolate a sick child before the parent can arrive to take them home.
- Install physical barriers (plexiglass or plastic window) in locations where parent may sign children in/out and where health monitoring/temperature checks occur.
- Perform enhanced disinfection after suspected cases of COVID-19 have been in the center. Close off areas used by the sick person, open outside doors and windows to increase air circulation, and wait up to 24 hours or as long as possible before cleaning to allow for respiratory droplets settle before cleaning and disinfecting.



## Administrative Controls (continued)

*Establish administrative controls while employees and visitors are onsite.*

*Consider the following:*

- Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the center.
  - Implement daily health and temperature screenings for employee and children upon arrival to the center. Encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick.
  - Provide education and training on new processes, COVID-19, and the use of PPE while in the building.
- Review Human Resource policies to make sure that policies and practices are consistent with both public health recommendations and existing state and federal workplace laws.
  - Establish procedures to ensure children and staff who come to the center sick or become sick while at the center are sent home as soon as possible.
  - Implement flexible sick leave and supportive policies and practices.
  - Ensure that sick leave policies are flexible and consistent with public health guidance and provide employee training on new policies. If sick leave is not a benefit, it is recommended that employers draft a non-punitive emergency sick leave policy.
  - Maintain flexible policies that permit employees to stay home to care for a sick family member or take care of children due to school/daycare closures.
  -

# Public Health Guidance for Childcare Programs

(Continued)



## Administrative Controls (continued)

*Establish administrative controls while employees and visitors are onsite.*

*Consider the following:*

- Review Human Resource policies to make sure that policies and practices are consistent with both public health recommendations and existing state and federal workplace laws (continued).
  - Employers should not require a positive COVID-19 test result or a healthcare provider's note for employees who are sick to validate their illness, qualify for sick leave, or to return to work.
  - Connect employees to Employee Assistance Program (EAP) resources and community resources as needed. Employees may need additional social, behavioral, and other services for mental health support.
- Review Human Resource policies to make sure that policies and practices are consistent with both public health recommendations and existing state and federal workplace laws (continued).
- Consider temporarily assigning employees at high risk for virus to duties that do not involve close contact with the public.
- Communicate to staff the importance of being vigilant for symptoms and staying in touch with facility management if or when they start to feel sick.
- Assess essential functions and the reliance that the community has on your services/products.
- Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
- Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children. Plan to monitor and respond to absenteeism in the workplace. Implement plans to continue your essential business functions. Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.
- Maintain an adequate ratio of staff to children to ensure safety.
- Communicate to parents the importance of keeping children home when they are sick. Sick staff members and children should not return to facility until they have met the criteria to discontinue home isolation.



## Personal Protective Equipment (PPE)

*Require the appropriate type of PPE for employees and customers.*

*Consider the following:*

- Cloth face coverings should be worn at all times; cloth face coverings should not be put on babies and children under the age of 2 because of the dangers of suffocation.
- Gloves should be worn when cleaning and disinfecting as well as during meal prep/serving.

## Public Health Guidance for K-12 Schools



### Conduct Risk Assessment

*Establish critical protective guidelines. Consider the following questions:*

- Are there locations where employees routinely congregate?
- Are tools and equipment frequently shared by multiple employees?
- Does customer flow allow for social distancing measures?
- Where are areas in your business that would not allow customers and staff to properly distance?
- Who are your high risk employees?
- Is your business actively engaged in activities that promote disease transmission?
- Does your business have existing cleaning and disinfecting procedures?
- How quickly can you communicate with employees? Are communication resources needed in multiple languages?



### Physical Distancing

*Establish policies and procedures for social distancing. Consider the following:*

- Ensure staff and students limit close contact (stay six feet apart). Appoint a staff/security person who will ensure that people standing in any lines or meeting in rooms maintain physical distance.
- In areas of high-volume traffic, utilize spacing tools for social distancing screenings and lines (e.g., place tape on floor to keep people adequately spaced; place arrows in the aisle to direct the flow of movement in one direction).
- Rearrange student desks to accommodate appropriate social distancing measures.
- Assess group gatherings and events; consider postponing non-critical gatherings and events (e.g., assemblies, field days, spirit nights, athletic events).
- Establish staggered lunch and break times for students and staff.



### Engineering & Environmental Controls

*Improve engineering controls and perform routine environmental cleaning. Consider the following:*

- Increase ventilation rates and percentage of outdoor air that circulates into the system. Support respiratory etiquette and hand hygiene for employees, students and visitors:
  - Provide tissues, no-touch disposal receptacles, and soap and water in the workplace (if not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol). Ensure adequate supplies are maintained and place hand sanitizers in multiple locations.
  - Install touchless soap and hand sanitizer dispensers; regular hand hygiene should be built into the daily routine.
  - Place posters that encourage hand hygiene to help stop the spread COVID-19 at the entrance to your building and in other areas where they are likely to be seen.
  - Discourage handshaking – encourage the use of other non-contact methods of greeting.
  - Direct employees to visit CDC website for information on coughing and sneezing etiquette and handwashing.

## Public Health Guidance for K-12 Schools

(Continued)



### Engineering & Environmental Controls (continued)

*Improve engineering controls and perform routine environmental cleaning.*

*Consider the following:*

- Perform routine environmental cleaning and disinfection.
  - Routinely disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, doorknobs, light switches, classroom sink handles, and countertops.
  - For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer's instructions for all cleaning and disinfection products.
  - Provide EPA approved-disposable wipes to teachers and staff so commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before and after use.
  - Place touchless hand sanitizing units in entrances to building, cafeteria, and areas where soap and water is not available.
- Perform enhanced cleaning and disinfection after suspected cases of COVID-19 has been in the facility. Consider having students eat meals in the classrooms or in smaller cohorts in the lunch room while maintaining social distancing measures.
- Create a separate room for sick children to be in while waiting for a caregiver to pick them up if they become ill during the school day.
- Rearrange student desks to maximize space between students; turn desks to face the same direction (rather than face each other) to reduce transmission of virus droplets.



### Administrative Controls (continued)

*Establish administrative controls while employees and visitors are onsite.*

*Consider the following:*

- Implement your annual seasonal influenza plan; students and staff that are ill, especially with fever and/or acute respiratory symptoms should stay home.
- Review attendance and sick leave policies. Encourage students and staff to stay home when sick, even without documentation from doctors. Use flexibility, when possible, to allow staff to stay home to care for sick family members.
- Remind students to cover their coughs and sneezes with a tissue or their elbow; ensure hygiene posters are posted in highly visible areas.
- Ensure parents/guardians have a plan to designate a caregiver (someone under the age of 60) for a sick child if parent can't stay home.
- Look for opportunities to address food insecurities for families who rely on schools for breakfast/lunch.
- Avoid assemblies and multiple class activities to limit non-essential contact between students in large gatherings. Consider canceling or postponing events that bring groups of families and students into more frequent contact with each other; provide teacher conferences through zoom or by appointment to minimize waiting in line.
- Limit the presence of volunteers for classroom activities, cafeteria support, and other activities.

# Public Health Guidance for K-12 Schools

(Continued)



## **Administrative Controls** (continued)

*Establish administrative controls while employees and visitors are onsite.*

*Consider the following:*

- Limit cross-school transfers for special programs; consider using distance learning to deliver the instruction or temporarily offering duplicate programs in participating schools.
- Assess essential functions and the reliance that the community has on your services/products (continued).
- Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children. Plan to monitor and respond to absenteeism in the workplace. Implement plans to continue your essential business functions. Prepare to institute flexible workplace and leave policies. Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.



## **Personal Protective Equipment (PPE)**

*Require the appropriate type of PPE for employees and customers.*

*Consider the following:*

- Cloth face coverings should be worn at all times by students and school staff (teachers, administrators, security, etc.).
- Gloves can be worn as necessary.

# Public Health Guidance for Educational Institutions

## Universities | Colleges



### Conduct Risk Assessment

*Establish critical protective guidelines. Consider the following questions:*

- Are there locations where employees routinely congregate?
- Are tools and equipment frequently shared by multiple employees?
- Does customer flow allow for social distancing measures?
- Where are areas in your business that would not allow customers and staff to properly distance?
- Who are your high risk employees?
- Is your business actively engaged in activities that promote disease transmission?
- Does your business have existing cleaning and disinfecting procedures?
- How quickly can you communicate with employees? Are communication resources needed in multiple languages?



### Physical Distancing

*Establish policies and procedures for social distancing. Consider the following:*

- Maintain a safe social distance of six feet or more in all settings, including meetings.
- Meeting sizes, in terms of number of participants, should be kept to a minimum in order to maintain safe social distance of six feet.
- Meeting venue should be large enough to accommodate the six feet minimum social distancing.
- In areas of high-volume traffic, utilize spacing tools for social distancing screenings and lines (e.g., place tape on floor to keep people adequately spaced; place arrows in the aisle to direct the flow of movement in one direction).
- Rearrange student desks/workstations to accommodate appropriate social distancing measures. Limit cafeteria and snack area tables and chairs to minimize congregation of students.



### Engineering & Environmental Controls

*Improve engineering controls and perform routine environmental cleaning. Consider the following:*

- Increase ventilation rates and percentage of outdoor air that circulates into the system.
- Support respiratory etiquette and hand hygiene for employees, students, and visitors by:
  - Provide tissues, no-touch disposal receptacles, and soap and water in the workplace (if not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol). Ensure adequate supplies are maintained and place hand sanitizers in multiple locations.
  - Place posters that encourage hand hygiene to help stop the spread of COVID-19 at the entrance to your building and in other areas where they are likely to be seen.
  - Discourage handshaking – encourage the use of other non-contact methods of greeting.
  - Direct employees and students to visit CDC website for information on coughing and sneezing etiquette and handwashing.

# Public Health Guidance for Educational Institutions

(Continued)



## Engineering & Environmental Controls (continued)

*Improve engineering controls and perform routine environmental cleaning.*

*Consider the following:*

- Perform routine environmental cleaning and disinfection.
  - Routinely disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
  - Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by staff and students focusing especially on frequently touched surfaces; if surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer's instructions for all cleaning and disinfection products.
- Discourage workers and students from using others' phones, desks, offices, or other office tools and equipment, when possible. If they must use, provide disposable wipes so that commonly used surfaces (including doorknobs, remote controls, etc.) can be wiped down between each use.
- Perform enhanced cleaning and disinfection after suspected cases of COVID-19 has been in the building.
- Use of existing infrastructure and services (e.g., Blackboard, Skype, Zoom) to support efficient transition of classes from in-person to distance-based formats. This may include using strategies such as faculty check-ins, recorded class meetings or lectures, and live class meetings.
- Other student support services such as online library services, print materials available online, phone- or Internet-based counseling support, or study groups enabled through digital media.
- Consider using webinar hybrid classes; offer an in-person class as well as live stream via a webinar service at the same time. Participants would need to pre-register.
- To avoid lines and waiting time, encourage participants to call ahead to register for classes; ideally take payment information over the phone or invest in a touchless payment system.
- Install physical barriers (plexiglass or plastic window) in areas that would minimize direct face-to-face interaction.



## Administrative Controls (continued)

*Establish administrative controls while employees and visitors are onsite.*

*Consider the following:*

- Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace.
  - Implement daily health and temperature screenings for employees upon arriving to work.
- Review Human Resource policies to make sure that policies and practices are consistent with both public health recommendations and existing state and federal workplace laws.
  - Implement flexible sick leave and supportive policies and practices. Ensure that sick leave policies are flexible and consistent with public health guidance and provide employee training on new policies. If sick leave is not a benefit, it is recommended that the employer draft a non-punitive emergency sick leave policy.
  - Maintain flexible policies that permit employees to stay home to care for a sick family member or take care of children due to school/daycare closures.

# Public Health Guidance for Educational Institutions

(Continued)



## Administrative Controls (continued)

*Establish administrative controls while employees and visitors are onsite.*

*Consider the following:*

- Review Human Resource policies to make sure that policies and practices are consistent with both public health recommendations and existing state and federal workplace laws (continued).
  - Employers should not require a positive COVID-19 test result or a healthcare provider's note for employees who are sick to validate their illness, qualify for sick leave, or to return to work.
  - Connect employees to Employee Assistance Program (EAP) resources and community resources as needed. Employees may need additional social, behavioral, and other services for mental health support.
  - Encourage students and staff to stay home when sick, even without documentation from doctors. Use flexibility, when possible, to allow staff to stay home to care for sick family members.
- Assess essential functions and the reliance the community has on your services/products.
  - Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
  - Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children. Plan to monitor and respond to absenteeism in the workplace. Implement plans to continue your essential business functions. Prepare to institute flexible workplace and leave policies. Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.
- Ensure the emergency operation plan emphasizes everyday preventive actions for students and staff. Test communication capacity, and reiterate steps staff and students can take to stay healthy.
- Identify critical job functions and positions, and plan for alternative coverage by cross-training staff.

## Personal Protective Equipment (PPE)

*Require the appropriate type of PPE for employees and customers.*

*Consider the following:*

- Cloth face coverings should be worn at all times by students and school staff (teachers, administrators, security, etc.).
- Gloves can be worn as necessary.

## Public Health Guidance for Airports



### Conduct Risk Assessment

*Establish critical protective guidelines. Consider the following questions:*

- Are there locations where employees routinely congregate?
- Are tools and equipment frequently shared by multiple employees?
- Does customer flow allow for social distancing measures?
- Where are areas in your business that would not allow customers and staff to properly distance?
- Who are your high risk employees?
- Is your business actively engaged in activities that promote disease transmission?
- Does your business have existing cleaning and disinfecting procedures?
- How quickly can you communicate with employees? Are communication resources needed in multiple languages?



### Physical Distancing

*Establish policies and procedures for social distancing. Consider the following:*

- Increase physical space between employees at the worksite, and between employees and customers – especially in waiting rooms. Install plastic shields between reception staff and visitors.
- Consider downsizing operations.
- Limit the number of people in elevators, bathroom, meeting spaces, and other common spaces; consider reconfiguring office spaces and environment.



### Engineering & Environmental Controls

*Improve engineering controls and perform routine environmental cleaning.*

*Consider the following:*

- Increase ventilation rates and percentage of outdoor air that circulates into the system. Support respiratory etiquette and hand hygiene for employees, customers, and visitors by:
  - Provide tissues, no-touch disposal receptacles, and soap and water in the workplace (if not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol). Ensure adequate supplies are maintained and place hand sanitizers in multiple locations.
  - Place posters that encourage hand hygiene to help stop the spread of COVID-19 at the entrance to your workplace and in other areas where they are likely to be seen.
  - Discourage handshaking – encourage the use of other non-contact methods of greeting.
  - Direct employees to visit CDC website for information on coughing and sneezing etiquette and handwashing
- Perform routine environmental cleaning and disinfection.
  - Routinely disinfect all frequently touched surfaces in employee breakroom and airport, such as wheelchair handles, motorized carts, other transportation and assistive devices, and communication systems such as two-way radios, tablets, or other mobile devices. Provide disinfectant wipes to clean common areas.
  - For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer's instructions for all cleaning and disinfection products.

# Public Health Guidance for Airports

(Continued)



## Engineering & Environmental Controls (continued)

*Improve engineering controls and perform routine environmental cleaning.*

*Consider the following:*

- Discourage workers from using co-workers' phones, desks, offices, or other office tools and equipment, when possible. If they must use, provide disposable wipes so that commonly used surfaces (including doorknobs, remote controls, etc.) can be wiped down by between each use.
- Perform enhanced cleaning and disinfection after suspected cases of have COVID-19 has been in the facility.



## Administrative Controls (continued)

*Establish administrative controls while employees and visitors are onsite.*

*Consider the following:*

- Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace.
  - Implement daily health and temperature screenings for employees upon arriving to work.
  - Employees should know who the workplace coordinator is and how to contact them.
- Review Human Resource policies to make sure that policies and practices are consistent with both public health recommendations and existing state and federal workplace laws.
  - Implement flexible sick leave and supportive policies and practices.
  - Ensure that sick leave policies are flexible and consistent with public health guidance and provide employee training on new policies. If sick leave is not a benefit, it is recommended that the employer draft a non-punitive emergency sick leave policy.
  - Maintain flexible policies that permit employees to stay home to care for a sick family member or take care of children due to school/daycare closures.
  - Employers should not require a positive COVID-19 test result or a healthcare provider's note for employees who are sick to validate their illness, qualify for sick leave, or to return to work.
  - Connect employees to Employee Assistance Program (EAP) resources and community resources as needed. Employees may need additional social, behavioral, and other services for mental health support.
- Assess essential functions and the reliance that the community has on your services/products.
  - Be prepared to change your business practices, if needed, to maintain critical operations (e.g., identify alternative suppliers, prioritize existing customers, or temporarily suspend some of your operations if needed).
  - Identify alternate supply chains for critical goods and services as some may be in higher demand or unavailable.
  - Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
  - Talk with business partners about response plans. Share best practices with other businesses in your communities (especially in your supply chain), Chambers of Commerce, and associations to improve community response efforts.

# Public Health Guidance for Airports

(Continued)



## Administrative Controls (continued)

*Establish administrative controls while employees and visitors are onsite.  
Consider the following:*

- Assess essential functions and the reliance that others and the community have on your services/products (continued).
  - Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children. Plan to monitor and respond to absenteeism in the workplace. Implement plans to continue your essential business functions. Prepare to institute flexible workplace and leave policies. Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.



## Personal Protective Equipment (PPE)

*Require the appropriate type of PPE for employees and customers.  
Consider the following:*

- Wear cloth face coverings when social distancing not easy to maintain.
- Use gloves when removing garbage bags or handling and disposing of trash; use when disinfecting frequently touched areas; wash hands afterwards.

# Public Health Guidance for Bus Transportation



## Conduct Risk Assessment

*Establish critical protective guidelines. Consider the following questions:*

- Are there locations where employees routinely congregate?
- Are tools and equipment frequently shared by multiple employees?
- Does customer flow allow for social distancing measures?
- Where are areas in your business that would not allow customers and staff to properly distance?
- Who are your high risk employees?
- Is your business actively engaged in activities that promote disease transmission?
- Does your business have existing cleaning and disinfecting procedures?
- How quickly can you communicate with employees? Are communication resources needed in multiple languages?



## Physical Distancing

*Establish policies and procedures for social distancing. Consider the following:*

- Limit close contact with others by maintaining a distance of at least six feet, when possible.
- Consider asking bus passengers to enter and exit the bus through rear entry doors.
- Request passengers avoid standing or sitting within six feet of bus driver.
- Close every other row of seats.



## Engineering & Environmental Controls

*Improve engineering controls and perform routine environmental cleaning. Consider the following:*

- Support respiratory etiquette and hand hygiene for employees and customers:
  - Provide tissues, no-touch disposal receptacles, and soap and water in the workplace (if not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol). Ensure adequate supplies are maintained and place hand sanitizers in multiple locations.
  - Place posters that encourage hand hygiene to help stop the spread of COVID-19 at the entrance to your workplace and in other areas where they are likely to be seen.
  - Discourage handshaking – encourage the use of other non-contact methods of greeting.
  - Direct employees to visit CDC website for information on coughing and sneezing etiquette and handwashing
- Perform routine environmental cleaning and disinfection.
  - Routinely disinfect all frequently touched surfaces, including surfaces in the driver cockpit commonly touched by the operator.
  - For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer's instructions for all cleaning and disinfection products.
- Institute measures to physically separate bus operator from passengers by use of physical partitions or visual cues (floor decals, signs, colored tape).
- Install physical barriers such as plastic guards and partitions at staffed kiosks and on transit vehicles to the extent practicable.

# Public Health Guidance for Bus Transportation

(Continued)



## Engineering & Environmental Controls (continued)

*Improve engineering controls and perform routine environmental cleaning.*

*Consider the following:*

- Use touchless payment and no-touch trash cans and doors as much as possible, when available. Ask customers and employees to exchange cash or credit cards by placing in a receipt tray or on the counter rather than by hand and wipe any pens, counters, or hard surfaces between each use or customer.
- Avoid using or sharing items that are not easily cleaned, sanitized or disinfected, such as disposable transit maps. Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors at transit center.



## Administrative Controls (continued)

*Establish administrative controls while employees and visitors are onsite.*

*Consider the following:*

- Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace.
- Implement daily health and temperature screenings for employees upon arriving to work. Employees should know who the workplace coordinator is and how to contact them.
- Review Human Resource policies to make sure that policies and practices are consistent with both public health recommendations and existing state and federal workplace laws.
- Implement flexible sick leave and supportive policies and practices.
- Ensure that sick leave policies are flexible and consistent with public health guidance and provide employee training on new policies. If sick leave is not a benefit, it is recommended that the employer draft a non-punitive emergency sick leave policy.
- Maintain flexible policies that permit employees to stay home to care for a sick family member or take care of children due to school/daycare closures.
- Employers should not require a positive COVID-19 test result or a healthcare provider's note for employees who are sick to validate their illness, qualify for sick leave, or to return to work.
- Connect employees to Employee Assistance Program (EAP) resources and community resources as needed. Employees may need additional social, behavioral, and other services for mental health support.
- Actively encourage sick employees to stay home. Sick employees should not return to work until criteria to discontinue home isolation is met.
- Assess essential functions and the reliance that the community has on your services/products. Be prepared to change your business practices, if needed, to maintain critical operations.
- Identify alternate supply chains for critical goods and services as some may be in higher demand or unavailable.
- Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.

# Public Health Guidance for Bus Transportation

(Continued)



## Administrative Controls (continued)

*Establish administrative controls while employees and visitors are onsite.*

*Consider the following:*

- Assess essential functions and the reliance that the community has on your services/products (continued).
  - Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children. Plan to monitor and respond to absenteeism in the workplace. Implement plans to continue your essential business functions. Prepare to institute flexible workplace and leave policies. Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.



## Personal Protective Equipment (PPE)

*Require the appropriate type of PPE for employees and customers.*

*Consider the following:*

- Wear cloth face coverings when social distancing not easy to maintain.
- Use gloves when removing garbage bags or handling and disposing of trash; use when disinfecting frequently touched areas; wash hands afterwards.

# Public Health Guidance for Rideshare

Taxi | Limo | Lyft | Uber



## Conduct Risk Assessment

*Establish critical protective guidelines. Consider the following questions:*

- Are there locations where employees routinely congregate?
- Are tools and equipment frequently shared by multiple employees?
- Does customer flow allow for social distancing measures?
- Where are areas in your business that would not allow customers and staff to properly distance?
- Who are your high risk employees?
- Is your business actively engaged in activities that promote disease transmission?
- Does your business have existing cleaning and disinfecting procedures?
- How quickly can you communicate with employees? Are communication resources needed in multiple languages?



## Physical Distancing

*Establish policies and procedures for social distancing. Consider the following:*

- Avoid providing pooled rides or picking up multiple passengers who would not otherwise together on the same route.
- Tell passenger to sit in the back seat; do not let passengers sit in the front seat.
- Keep a distance of at least six feet from passengers when you are outside the vehicle.
- Ask passengers to sit six feet from driver when transporting passengers in larger vehicles such as vans and buses. Consider asking passengers to handle their own personal bags and belongings during pick-up and drop-off.



## Engineering & Environmental Controls

*Improve engineering controls and perform routine environmental cleaning. Consider the following:*

- Support respiratory etiquette and hand hygiene for yourself and customers:
  - Consider providing tissues and alcohol-based hand sanitizer that is at least 60% alcohol).
  - Discourage handshaking – encourage the use of other non-contact methods of greeting.
- Perform routine environmental cleaning and disinfection.
  - Routinely disinfect all frequently touched surfaces, including door frames/handles, windows, seat belt buckles, steering wheel, gearshift, signaling levers, and other vehicle parts at a minimum before shift, after shift, and when transporting any sick passenger.
- For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer's instructions for all cleaning and disinfection products.
- Implement touch-free options to pay for services; utilize iPhone apps; minimize handling/exchanging money. Avoid using or sharing items that are not easily cleaned, sanitized, or disinfected.
- Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors. Avoid using the recirculated air option for the car's ventilation during passenger transport; use car's vents to bring in fresh outside air and/or lower the vehicle windows.

# Public Health Guidance for Rideshare

(Continued)



## **Administrative Controls** (continued)

*Establish administrative controls while employees and visitors are onsite.  
Consider the following:*

- Actively encourage sick drivers to stay home.
- Provide employees with where to find accurate information about COVID-19, its symptoms, and how it spreads. Encourage the use of and provide assistance in acquiring hand sanitizer and disposable wipes and cleaning products so that commonly touched vehicle surfaces can be wiped down by drivers.
- Develop policies and technology options that allow and prioritize contactless transactions that limit or eliminate close contact and the sharing of items such as pens and electronic signature pads between drivers and passengers.



## **Personal Protective Equipment (PPE)**

*Require the appropriate type of PPE for employees and customers.  
Consider the following:*

- Wear cloth face coverings when social distancing is not easy to maintain.
- Use gloves when cleaning and disinfecting frequently touches surfaces.

## Public Health Guidance for Senior Facilities



### Conduct Risk Assessment

*Establish critical protective guidelines. Consider the following questions:*

- Are there locations where employees routinely congregate?
- Are tools and equipment frequently shared by multiple employees?
- Does customer flow allow for social distancing measures?
- Where are areas in your business that would not allow customers and staff to properly distance?
- Who are your high risk employees?
- Is your business actively engaged in activities that promote disease transmission?
- Does your business have existing cleaning and disinfecting procedures?
- How quickly can you communicate with employees? Are communication resources needed in multiple languages?



### Physical Distancing

*Establish policies and procedures for social distancing. Consider the following*

- Increase physical space between employees and customers, at least 8 feet apart (this allows a person to be standing next to their chair but still following social distancing recommendations).
- In areas of high traffic, utilize spacing tools for social distancing screenings and lines (e.g., place tape on floor to keep people adequately spaced; place arrows in aisle to direct flow of movement in one direction).
- Limit the number of people visiting the center or engaging in social events. Current guidelines is for sites
- <50,000 sq. ft. to allow 25% of maximum occupancy to be in the building at one time (e.g., if your largest room is capped at 300 people, you now can only allow 75 people).
- Remove lounge chairs/couches to increase distancing requirements and minimize congregation of people. Rearrange board and conference room configurations to meet distancing guidelines.
- Establish staggered lunches and break times for staff. Provide services by appointment, if possible.
- Social clubs, group activities, travel, and table/board games should be discouraged.
- Replace face-to-face meetings with virtual or phone meetings.



### Engineering & Environmental Controls

*Improve engineering controls and perform routine environmental cleaning.*

*Consider the following:*

- Increase ventilation rates and percentage of outdoor air that circulates into the system.
- Support respiratory etiquette and hand hygiene for employees, residents and visitors:
  - Provide tissues, no-touch disposal receptacles, and soap and water in the center (if not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol). Ensure adequate supplies are maintained and place hand sanitizers in multiple locations.
  - Place posters that encourage hand hygiene to help stop the spread of COVID-19 at the entrance to your workplace and in other areas where they are likely to be seen.
  - Discourage handshaking – encourage the use of other non-contact methods of greeting.
  - Direct employees to visit CDC website for information on coughing and sneezing etiquette and handwashing.

# Public Health Guidance for Senior Facilities

(Continued)



## Engineering & Environmental Controls (continued)

*Improve engineering controls and perform routine environmental cleaning. Consider the following:*

- Perform routine environmental cleaning and disinfection.
  - Routinely disinfect all frequently touched surfaces at least daily, especially keyboards, electronics, remote controls, games and door handles; Provide disinfectant wipes to wipe down items.
  - For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer's instructions for all cleaning and disinfection products.
- Perform enhanced disinfection after suspected cases of COVID-19 have been in the center. Close off areas used by the sick person, open outside doors and windows to increase air circulation, and wait up to 24 hours or as long as possible before cleaning to allow for respiratory droplets settle before cleaning and disinfecting.
- Install physical barriers (plexiglass or plastic window) in locations where visitors check in and where health monitoring/temperature checks occur.
- To avoid lines and waiting time, encourage participants to call ahead to register for classes; ideally take payment information over the phone or invest in a touchless payment system.
- Consider using webinar hybrid classes; offer an in-person class as well as live stream via a webinar service at the same time. Participants would need to pre-register.
- Avoid practices which risk spreading COVID-19, such as games that require touching objects (cards, board games, puzzles).
- Water fountains should be shut off or blocked and water pitchers should not be available in common areas; consider offering bottled water or encourage participants to bring their own.
- If serving meals, grab-and-go lunches should be available; pick up for meals should include social distancing measures.
- Transportation: any rider should be health/temperature screened prior to entering vehicle; driver should wear face covering and face shield if plastic barriers are not in place; riders should all wear face coverings.



## Administrative Controls

*Establish administrative controls while employees and visitors are onsite. Consider the following:*

- Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the center.
  - Implement daily health and temperature screenings for employees upon arrival to the center.
  - Encourage staff to be on the alert for signs of illness in the residents or visitors.
  - Provide education and training on new processes, COVID-19, and the use of PPE while in the building.
- Review Human Resource policies to make sure that policies and practices are consistent with both public health recommendations and existing state and federal workplace laws.
  - Establish procedures to ensure staff, residents or visitors who come to the center sick or become sick while at the center are sent home as soon as possible.

# Public Health Guidance for Senior Facilities

(Continued)



## Administrative Controls (continued)

*Establish administrative controls while employees and visitors are onsite.*

*Consider the following:*

- Review Human Resource policies to make sure that policies and practices are consistent with both public health recommendations and existing state and federal workplace laws (continued).
  - Implement flexible sick leave and supportive policies and practices.
  - Ensure that sick leave policies are flexible and consistent with public health guidance and provide employee training on new policies. If sick leave is not a benefit, it is recommended that employers draft a non-punitive emergency sick leave policy.
  - Maintain flexible policies that permit employees to stay home to care for a sick family member or take care of children due to school/daycare closures.
  - Employers should not require a positive COVID-19 test result or a healthcare provider's note for employees who are sick to validate their illness, qualify for sick leave, or to return to work.
  - Connect employees to Employee Assistance Program (EAP) resources and community resources as needed. Employees may need additional social, behavioral, and other services for mental health support.
  - Consider temporarily assigning employees at high risk for COVID-19 to duties that do not involve close contact with the public.
  - Communicate to staff the importance of being vigilant for symptoms and staying in touch with facility management if or when they start to feel sick.
- Assess essential functions and the reliance that the community has on your services/products.
  - Bring staff back at least a week prior to reopening the Senior Center; this allows for training staff on new policies/procedures, rearranging site's seating and rooms, and other pertinent activities.
  - Volunteers are an important part of staffing, include them in 'retraining' as you phase in opening your activities.
  - Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
  - Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children. Plan to monitor and respond to absenteeism in the workplace. Implement plans to continue your essential business functions. Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.
- Maintain an adequate ratio of staff to residents to ensure safety.
- Reopening is suggested in a three-phased approach. Plan to run phases for at least two weeks before relaxing additional restrictions. If any visitor/staff is diagnosed with COVID-19 after visiting the Center, the Center should consider closing all program for two weeks (recommended quarantine length), and then starting again with phase one.

# Public Health Guidance for Senior Facilities

*(Continued)*



## Personal Protective Equipment (PPE)

*Require the appropriate type of PPE for employees and customers.*

*Consider the following:*

- Cloth face coverings should be worn by employees and visitors at all times; offer education on face covering and wearing hygiene as needed.
- Offer cloth face coverings to visitors, as needed.
- Gloves, face shields, gowns, and other PPE can be worn as staff and visitors feel appropriate and/or comfortable, but these are not enforced.

# Managing COVID-19 in the Workplace Q&A

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

- Screen all employees, for fever or other symptoms as 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.
- Support employees to work remotely whenever possible.
- Require 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.

## 1. 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 medical provider or call a testing site to get tested, if possible.

**If an employee is 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.

## 2. 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.** 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. 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.

### 3. 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 that are in the work environment** of the employee who has tested positive. This includes cleaning and disinfecting all frequently touched surfaces and objects such as doorknobs/push bars, elevator buttons, restroom doors, copy machines, 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.**

The 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 20 minutes while the employee had symptoms. The local health department will then take over the process of contact tracing.

### 4. 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 to receive further guidance on actions that need to be take.

### 5. 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 and to go to a 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.

**6. 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 20 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 does test positive for COVID- 19. Call the health department if you want additional guidance.

**7. 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 20 minutes, then the employee should contact the local health department of the County where they live, 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.

**8. 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. Best practice is to require a return to work letter from a medical provider. Depending on specific human resource policies if a return to work letter or proof of a negative test result is required before an employee can return to work after they have been ill or had an exposure to someone who is positive for COVID-19.

**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:**

- Wayne County: [www.waynecounty.com](http://www.waynecounty.com)
- Michigan: [michigan.gov/coronavirus](http://michigan.gov/coronavirus)
- National: [cdc.gov/COVID19](http://cdc.gov/COVID19)

**Hotline numbers available to call for more information are:**

- 2-1-1
- Information Center (734) 287-7870
- Michigan Department of Health & Human Services (888) 535-6163
- (CDC) Centers for Disease Control (800) 232- 4632



Warren C. Evans  
Wayne County Executive

Wayne County Department of  
Health, Human & Veterans Services  
*Public Health Division*

# APPENDIX

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## Appendix A: Critical Infrastructure Workers

Consistent with the March 19, 2020 CISA guidance document, critical infrastructure workers include 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 include 4:

- 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.

## Appendix B: Sample 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.

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 they 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: Three (3) days have passed since their symptoms have resolved **and** ten (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 more than 15 minutes) 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 employee’s last close contact with the sick or symptomatic individual;
- or
2. The employee 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
- Workers at correctional facilities



### Appendix C: COVID-19 Example Visitor Health Screening Sample

If you choose to institute a visitor health screening protocol, below is an example of questions to ask visitors before they enter your business/office/facility

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 building. Contact your Primary Care Provider or a local test center 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 domestically?  Yes  No

If you answer “**yes**” to either of these questions, please do not go into the 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 of the test result.



**Appendix D: COVID-19 Sample Employee Health Screening Sample**

Identification of a fever (defined as a temperature reading of 100.4°F or higher) and/or the display of any of the listed symptoms, or is caring for someone who is ill with COVID-19 will be considered a failed screening for these purposes.

Otherwise, screened staff are considered to have passed. This means an employee can work in the building with appropriate PPE for that day.

Date	Name	Title	Supervisor	Temperature Reading (A fever is 100.4°F)	Are you ill? Or caring for someone who is ill with COVID-19?	Do you have any of the following symptoms?  -Cough -Chills -Repeated shaking -Muscle Pain -Headache -Sore throat -New loss of taste or smell	Screening Pass/Fail	Screener Initials

## Appendix E: MDHHS – When is it Safe to Leave Home

# 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, but you must notify your employer.**

If necessary, file a complaint with MIOASHA. Learn more at [Michigan.gov/MIOASHAcomplaint](https://Michigan.gov/MIOASHAcomplaint).

### For Me (Home Isolation)

I have been diagnosed with COVID-19.

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

You have had no fever for **at least 72 hours (3 full days), without the use of medicine that reduces fevers,**  
— AND —  
other symptoms, like cough or shortness of breath, **have improved,**  
— AND —  
**at least 10 days** have passed since your symptoms first appeared.

If you answered yes to all conditions, you may end home isolation.

### Close Contacts (Quarantine)

I live with someone diagnosed with COVID-19.

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

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

If one or more symptoms **do not appear within the 14-day quarantine period**, you may end home quarantine.

### How do I monitor myself?



Check your temperature twice a day and look for common symptoms like:

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

For a full list of symptoms, visit [bit.ly/2xQkl60](https://bit.ly/2xQkl60). If you are concerned about your health or have developed symptoms, contact your health care provider or urgent care.

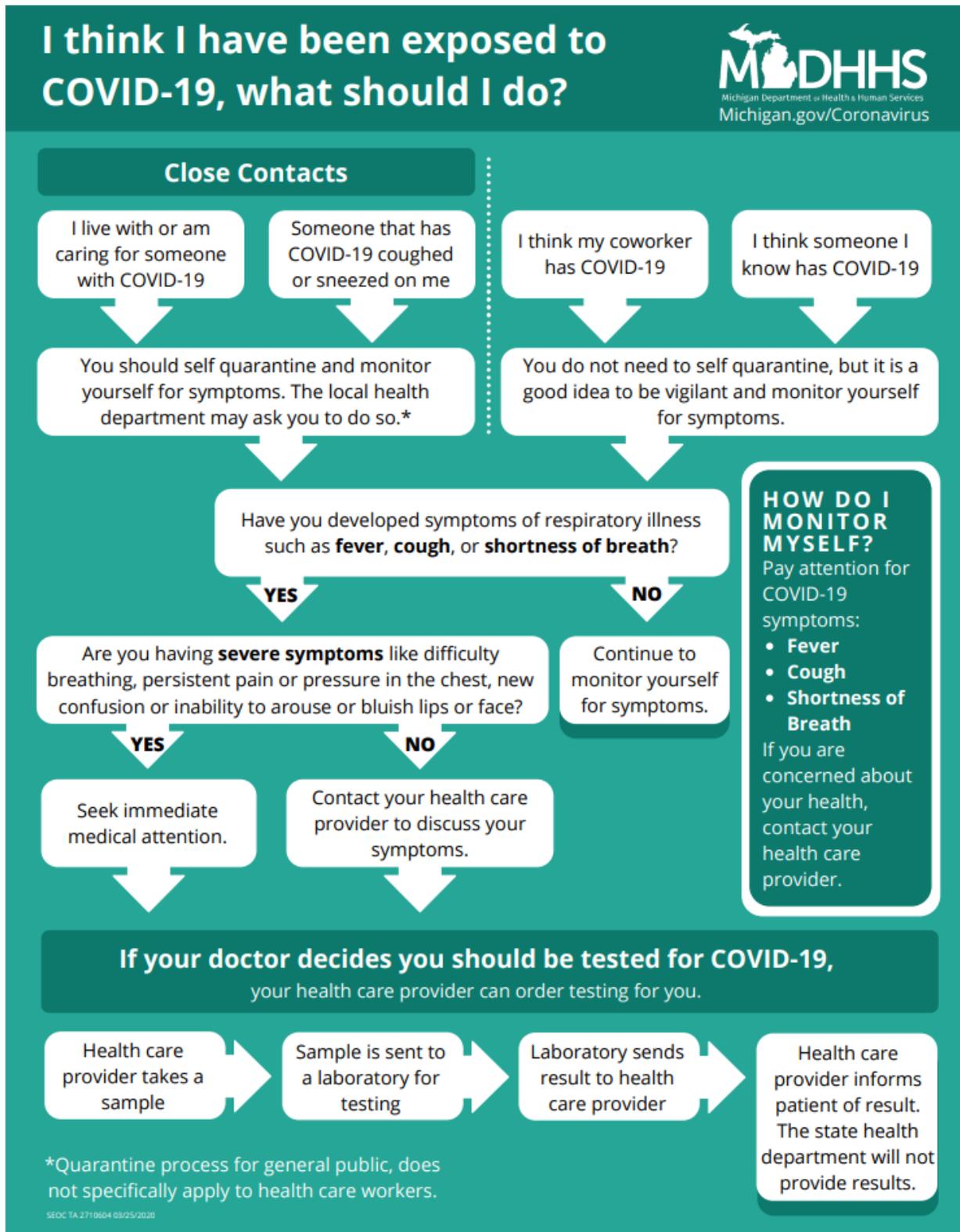


### Should I wear a face covering?

If you must leave home, every person regardless of health, should cover their nose and mouth with a homemade mask, scarf, bandana or handkerchief, especially when a 6-foot distance is difficult to maintain.

\*If you had a test to determine if you are still contagious, you can leave home after receiving two negative tests in a row, at least 24 hours apart. All processes on this chart are for the general public. They do not specifically apply to workers at a health-care facility, first responders (e.g., police officers, fire fighters, paramedics), and prison employees.

Appendix F: MDHHS – I think I have been exposed to COVID-19, what should I do?



# Wayne County Educational Materials

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*The following materials have been developed by Wayne County Public Health to educate the public regarding COVID-19.*

*These materials are available for download and can be posted within the workplace. To expand the view, click on each image.*

# Wayne County COVID-19 Informational Materials

## Symptoms and Spread

Wayne County Guide to  
**COVID-19 Symptoms**

**SYMPTOMS**

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell



*\*Consult your provider for any other symptoms you are concerned with.*

Public Health  
www.WayneCounty.com

Info Lines: 2-3-1 or (734) 287-7870

[COVID-19 Symptoms](#)

Wayne County Guide to  
**Preventing Spread**

COVID-19 can be spread through:

- Close personal contact, such as touching or shaking hands
- The air by coughing and sneezing without covering your mouth and nose with your elbow
- Touching an object or surface with the virus on it, then touching your face

You can limit the spread of COVID-19 by:

- Keeping a distance of 6 feet from others when close contact isn't needed
- Covering your mouth and nose with your elbow when sneezing or coughing
- Washing your hands frequently

Public Health  
www.WayneCounty.com

Info Lines: 2-3-1 or (734) 287-7870

[Guide to Preventing Spread](#)

Wayne County  
**#SlowTheSpread**



As we face COVID-19 during these tough times, we can all come together to slow the spread

Public Health  
www.WayneCounty.com

Info Lines: 2-3-1 or (734) 287-7870

[Slow the Spread Slogan](#)

Wayne County Guide to  
**Slow the Spread**

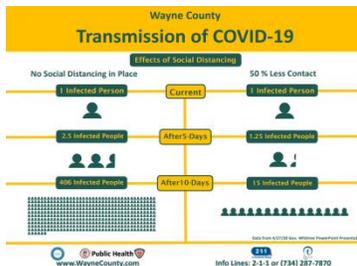
You can limit the spread of COVID-19 by:

- Wash your hands!
- KEEP YOUR DISTANCE
- Wear a mask while out in public areas
- Covering your mouth and nose with your inner elbow when sneezing or coughing
- Stay Home if you're feeling sick
- Call your doctor if you are experiencing symptoms

Public Health  
www.WayneCounty.com

Info Lines: 2-3-1 or (734) 287-7870

[Guide to Slow the Spread](#)



[Transmission of COVID-19](#)

# Wayne County COVID-19 Informational Materials

## Workplace



### [Making the Workplace Safe](#)

## Home

### Wayne County Guide to Caring for Someone Sick at Home

**Guidelines for when someone in your home is sick:**

- Monitor your health and contact your doctor if you develop a fever (101°F), cough, and/or shortness of breath.
- Wash your hands often and avoid contact with the patient.
- Stay in another room or be separated from the patient as much as possible.
- Wash/Disinfect your hands frequently.
- Monitor the patient's symptoms and call their health provider if symptoms worsen and tell them that the patient has laboratory-confirmed COVID-19.
- Wash your hands often and avoid contact with the patient.
- Wash/Disinfect your hands frequently.
- Monitor the patient's symptoms and call their health provider if symptoms worsen and tell them that the patient has laboratory-confirmed COVID-19.
- Wash/Disinfect your hands frequently.
- Monitor the patient's symptoms and call their health provider if symptoms worsen and tell them that the patient has laboratory-confirmed COVID-19.

### [Guide to Caring for Someone Sick at Home](#)

### Wayne County Guide to Guidelines if You are in Quarantine or Isolation at Home

**Guidelines if you are in Quarantine or Isolation at Home:**

- Stay home except to get medical care. Call ahead before visiting your doctor.
- Wash your hands frequently with warm soapy water.
- Wash your face frequently with warm soapy water.
- Wash your hands frequently with warm soapy water.
- Wash your face frequently with warm soapy water.
- Wash your hands frequently with warm soapy water.
- Wash your face frequently with warm soapy water.
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- Wash your face frequently with warm soapy water.
- Wash your hands frequently with warm soapy water.
- Wash your face frequently with warm soapy water.

### [Guide to Quarantine at Home](#)

### Quarantine Activities

**Take time for your hobbies:** Whether you like to read, watch TV, or anything you might enjoy, find time for your hobbies during quarantine.

**Read new books to enjoy:** There are many great books available for free or low cost during quarantine.

**Play games:** If you have a game console, try playing a game with a friend or family member.

**Learn a new skill:** There are many online courses available for free or low cost during quarantine.

**Practice your hobbies:** If you have a hobby, now is the time to practice it.

**Get some fresh air:** Outdoor activities like walking, biking, or jogging are great for staying active during quarantine.

**Stay active:** There are many online fitness classes available for free or low cost during quarantine.

**Practice your hobbies:** If you have a hobby, now is the time to practice it.

### [Guide to Quarantine Activities](#)

# Wayne County COVID-19 Informational Materials

## Masks

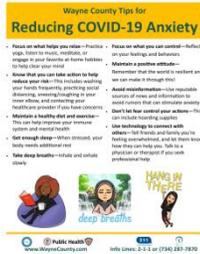


[Guide to Homemade Masks](#)



[Disposable Respirator How-To](#)

## Other Useful Guides

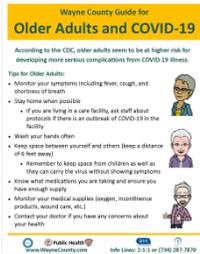


[Guide to Reducing Anxiety](#)



[Guide to Preventing Stigma](#)

## Older Adults



[Older Adults and COVID-19](#)

## References

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_90705-525182--,00.html)

[https://www.michigan.gov/whitmer/0,9309,7-387-90499\\_90705-526894--,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_98455-525278--,00.html)

[https://www.michigan.gov/coronavirus/0,9753,7-406-98178\\_98455-525278--,00.html](https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-525278--,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://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-527847--,00.html)

[https://www.michigan.gov/whitmer/0,9309,7-387-90499\\_90705-528460--,00.html](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-528460--,00.html)

Governor Whitmer's MI Safe Start: A Plan to Re-Engage Michigan's Economy:

[https://www.michigan.gov/documents/whitmer/MI\\_SAFE\\_START\\_PLAN\\_689875\\_7.pdf](https://www.michigan.gov/documents/whitmer/MI_SAFE_START_PLAN_689875_7.pdf)

MDHHS Coronavirus Webpage:

<https://www.michigan.gov/coronavirus/>

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-ProtectiveEquipment-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>

Public Health Principles for a Phased Reopening During COVID-19: Guidance for Governors, John Hopkins

Bloomberg School of Public Health, Center for Health Security:

[https://www.centerforhealthsecurity.org/our-work/pubs\\_archive/pubs-pdfs/2020/200417-reopening-guidance-governors.pdf](https://www.centerforhealthsecurity.org/our-work/pubs_archive/pubs-pdfs/2020/200417-reopening-guidance-governors.pdf)

Box It In RAPID PUBLIC HEALTH ACTION CAN BOX IN COVID-19 AND REOPEN SOCIETY:

[https://preventepidemics.org/wp-content/uploads/2020/04/COV035\\_BoxItInBriefingDoc.pdf](https://preventepidemics.org/wp-content/uploads/2020/04/COV035_BoxItInBriefingDoc.pdf)

National Coronavirus Response A ROAD MAP TO REOPENING:

<https://www.aei.org/wp-content/uploads/2020/03/National-Coronavirus-Response-a-Road-Map-to-Recovering-2.pdf>

When and How to Close due to COVID-19 Spread:

[https://preventepidemics.org/wp-content/uploads/2020/04/COV020\\_WhenHowTightenFaucet\\_v3.pdf](https://preventepidemics.org/wp-content/uploads/2020/04/COV020_WhenHowTightenFaucet_v3.pdf)

When and How to Reopen After COVID-19:

[https://preventepidemics.org/wp-content/uploads/2020/04/COV020\\_WhenHowLoosenFaucet\\_v4.pdf](https://preventepidemics.org/wp-content/uploads/2020/04/COV020_WhenHowLoosenFaucet_v4.pdf)

Wayne County 2019 Novel Coronavirus (COVID-19) Information:

<https://www.waynecounty.com/departments/hhvs/wellness/novel-coronavirus-information.aspx>

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[www.waynecounty.com](http://www.waynecounty.com)