



COVID-19

EMPLOYER RESOURCES

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Managing Coronavirus Disease (COVID-19) in the Workplace

Mackinac Island Public Health Task Force

- Screen everyone. Check employees for fever or other symptoms if they will be entering facilities or buildings (see “*Workplace Health Screening worksheet*”)
- Maintain 6 feet of distance between people
- Emphasize frequent and proper handwashing. Make sure sinks are well supplied.
- Work remotely whenever possible.
- Do not share space or equipment. If this is not possible, have employees wash their hands before and after using shared equipment. Clean and sanitize equipment between uses.
- Ask employee with cold symptoms or underlying health conditions to stay home and work remotely.

What do I do when my employee shows up to work ill?

If an employee comes to work ill while at work, they should be directed to go home immediately, even if their symptoms are mild. If they are having trouble breathing or cannot keep fluids down, have them contact their doctor or Mackinac Medical Island Center right away. COVID-19 symptoms can be similar to 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 if your employee is well enough to do so.

What should I do if visitors or customers have symptoms of illness, such as coughing or sneezing?

You and your employees should practice social distancing guidance and maintain at least a 6-foot distance from anyone, especially from those who are having symptoms. Be sure to provide tissues and trash receptacles and have a no-touch hand sanitizer dispenser near customer entrances, if feasible.

One of our employees just tested positive for COVID-19. What should I do?

The LMAS District Health Department (or designated health professional) will notify your employee if they test positive. The employee should be instructed to stay home and self-isolate (see “*Detailed Directions for Isolation, Quarantine, Monitoring and Social Distancing*”) They should not return to work for at least 7 days after symptoms first started AND 72 hours after fever has resolved without the use of fever-reducing medicines AND symptoms have improved, whichever is longer, AND the LMAS District Health Department (or designated health professional) clears the employee to return to work.

IMPORTANT: You must protect the confidentiality of your employee. Legally, you cannot identify the employee by name. DO NOT disclose to other staff or third person the name of other personal or health information of the employee who tested positive for COVID-19.

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

If the employee had working while having symptoms of illness, identify co-workers and individuals that the employee may have come into contact with and advise them to self-quarantine at home for 14 days.

One of our employee’s family members has a “suspected” (but unconfirmed) case of COVID-19. What should we do?

Employees who have been close contacts to a suspect of known case of COVID-19 should be in self-quarantine at home for 14 days. If they develop symptoms while in self-quarantine, they should follow the return to work guidelines noted earlier.

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

You would follow all of the same steps outlined above for an employee who tested positive for COVID-19. Identify co-workers and individuals that the employee may have come into close contact with while ill and advise them to self-quarantine at home for 14 days. A close contact is defined as those individuals who had been within 6 feet of the affected employee for greater than 10 minutes while the employee had symptoms.

One of my employees has self-reported that they came into contact with someone believed to be positive for COVID-19. What should I do?

Review the nature of the exposure. If the contact occurred within 6 feet of the ill individual for more than 10 minutes, then the employee should self-quarantine at home for 14 days from the date of the contact. Notify the LMAS District Health Department.

Update: See April 8, 2020 “*CDC new guidelines for Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19*”:

This interim guidance pertains to critical infrastructure workers, including personnel in 16 different sectors of work including:

- Federal, state, & local law enforcement
- 911 call center employees
- Fusion Center employees
- Hazardous material responders from government and the private sector
- Janitorial staff and other custodial staff
- Workers – including contracted vendors – in food and agriculture, critical manufacturing, informational technology, transportation, energy and government facilities

One of our employees just found out they were exposed to COVID-19 after interacting with a member of the public (or vendor or contractor, etc.) What steps should I take?

Review the nature of the exposure. If the contact occurred within 6 feet of the ill individual for more than 10 minutes, then the employee should self-quarantine at home for 14 days from the date of the contact. Check to see if other employees may also have had similar exposure to the ill individual and if so, they too should self-quarantine at home for 14 days. Notify the LMAS District Health Department.

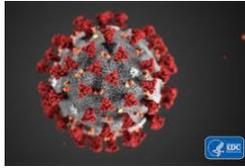
When can my employee come back to work if they have been ill or had an exposure?

Employees who have been ill with symptoms of an upper respiratory illness (new onset of fever (subjective or temperature of $\geq 100.4^{\circ}\text{F}$ or 37.8°C) OR symptoms of possible COVID-19 (cough or shortness of breath or sore throat or diarrhea) can return to work 7 days after symptoms started and 72

hours after fevers have resolved without the use of fever reducing medications and symptoms improved, whichever is longer.

Employees who have been in close contacts to a suspect or known case of COVID-19 should self-quarantine at home for 14 days. If they develop symptoms while in quarantine, they should follow the return-to-work guidelines noted above.

nmh 4/2020



Coronavirus Disease (COVID-19) Workplace Health Screening

Mackinac Island Public Health Task Force

Company Name: _____

Employee Name: _____

Date: _____ Time: _____

In the past 24 hours, have you experienced:

Subjective fever (felt feverish): _____ Yes _____ No

New or worsening cough: _____ Yes _____ No

Shortness of breath: _____ Yes _____ No

Sore throat: _____ Yes _____ No

Diarrhea/vomiting: _____ Yes _____ No

Current temperature: _____

If you answer **“yes”** to any of the symptoms listed above, or your temperature is 100.4°F or higher, please do not go into work. Self-isolate at home and contact your primary care physician or Mackinac Island Medical Center AND contact your employer.

- You should isolate at home for a minimum of 7 days since symptoms appear.
- You **MUST** have at least 3 days without fevers and improvement in respiratory symptoms

In the past 14 days, have you:

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

Traveled by airplane internationally or domestically? _____ Yes _____ No

If you answer **“yes”** to either of these questions, please do not go to work. Self-quarantine at home for 14 days and contact your employer.

nmh 4/2020

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

Close Contacts

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

Someone that has COVID-19 coughed or sneezed on me

I think my coworker has COVID-19

I think someone I know has COVID-19

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

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

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

YES

NO

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

YES

NO

Seek immediate medical attention.

Contact your health care provider to discuss your symptoms.

Continue to monitor yourself for symptoms.

HOW DO I MONITOR MYSELF?

Pay attention for COVID-19 symptoms:

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

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

If your doctor decides you should be tested for COVID-19,

your health care provider can order testing for you.

Health care provider takes a sample

Sample is sent to a laboratory for testing

Laboratory sends result to health care provider

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

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

SEOC TA 2710604 03/25/2020

Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19

To ensure continuity of operations of essential functions, CDC advises that critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.

A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

Critical Infrastructure workers who have had an exposure but remain asymptomatic should adhere to the following practices prior to and during their work shift:

- ▶ **Pre-Screen:** Employers should measure the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility.
- ▶ **Regular Monitoring:** As long as the employee doesn't have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
- ▶ **Wear a Mask:** The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages.
- ▶ **Social Distance:** The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.
- ▶ **Disinfect and Clean work spaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

If the employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.

Employers should implement the recommendations in the Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 to help prevent and slow the spread of COVID-19 in the workplace. Additional information about identifying critical infrastructure during COVID-19 can be found on the DHS CISA website or the CDC's specific First Responder Guidance page.

INTERIM GUIDANCE

This interim guidance pertains to critical infrastructure workers, including personnel in 16 different sectors of work including:

- ▶ Federal, state, & local law enforcement
- ▶ 911 call center employees
- ▶ Fusion Center employees
- ▶ Hazardous material responders from government and the private sector
- ▶ Janitorial staff and other custodial staff
- ▶ Workers – including contracted vendors – in food and agriculture, critical manufacturing, informational technology, transportation, energy and government facilities

ADDITIONAL CONSIDERATIONS

- ▶ Employees should not share headsets or other objects that are near mouth or nose.
- ▶ Employers should increase the frequency of cleaning commonly touched surfaces.
- ▶ Employees and employers should consider pilot testing the use of face masks to ensure they do not interfere with work assignments.
- ▶ Employers should work with facility maintenance staff to increase air exchanges in room.
- ▶ Employees should physically distance when they take breaks together. Stagger breaks and don't congregate in the break room, and don't share food or utensils.



Directions for Isolation, Quarantine, Monitoring, and Social Distancing

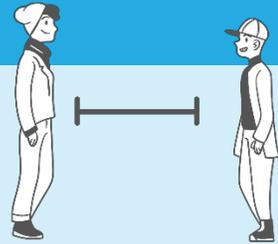
Following these directions are the best way to keep your friends and family safe from COVID-19. Please do your part to keep everyone in our community healthy.

Who should be taking which steps?

- **Social distancing:** EVERYONE
- **Self-monitoring:** Anyone who wants to make sure they aren't getting sick
- **Self-quarantine:** Anyone who has had close contact or lives with someone who is sick
- **Self-isolation:** Anyone who is sick

Social Distancing

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



Self-Monitoring



- Practice social distancing
- Take and record temperature daily
- Report any temperature of 100.5°F or above to your doctor
- Report any onset of respiratory illness to your doctor. These include:
 1. Cough
 2. Shortness of breath or difficulty breathing
 3. Chest pain
 4. Additionally, you could experience sore throat, fatigue, muscle aches, chills, headache, abdominal pain, nausea, vomiting or diarrhea
- If you need medical care, call ahead to your doctor
- Household members should practice social distancing
- If you develop symptoms of illness you will move into Self-Isolation

Self-Quarantine



- Under no circumstance should you go to work, school or public places. You should only consider leaving your home if you need medical attention
 - Avoid using public transportation to get to your medical provider or emergency department. Do not use busses, Uber, Lyft, taxi cabs or rail lines
 - Wear a mask over your nose and mouth if you must leave your house to seek medical care
- Take and record temperature daily
- Report any temperature of 100.5°F or above to your doctor
- Report any onset of respiratory illness to your doctor. These include:
 1. Cough
 2. Shortness of breath or difficulty breathing
 3. Chest pain
 4. Additionally, you could experience sore throat, muscle aches, chills, headache, abdominal pain, nausea, vomiting or diarrhea
- If you need medical care, call ahead to your doctor
- Minimize contact with others in your home when possible
- Do not share items with your household members or pets such as dishes, drinking cups, silverware, towels or bedding. After using these items, they should be washed with soap and hot water
- Cover your coughs and sneezes with a disposable tissue or the upper part of your sleeve. Dispose of tissues in a lined trash can. Wash your hand immediately afterward
- Wash your hands frequently with soap and water for at least 20 seconds. This includes after using the restroom, coughing or sneezing, or when they are visibly dirty. If you do not have access to soap and water, use a hand sanitizer with 60% - 95% alcohol
- Avoid touching your eyes, nose and mouth with unwashed hands
- Clean your frequently used surfaces with a solution of ¼ cup bleach to a gallon of water or disinfectant sprays or wipes daily. This includes “high-touch” surfaces such as phones, tablets, keyboards, doorknobs, bathroom fixtures, toilets, counters, tabletops and bedside tables. Wear rubber gloves if necessary and make sure the area is properly ventilated
- Household members should practice self-monitoring
- If you develop symptoms of illness you will move into Self-Isolation

Self-Isolation



- **Under no circumstance should you go to work, school or public places.** You should only consider leaving your home if you need medical attention.
 - Avoid using public transportation to get to your medical provider or emergency department. Do not use busses, Uber, Lyft, taxi cabs or rail lines.
 - Wear a mask over your nose and mouth if you must leave your house to seek medical care.
- Avoid handling pets or other animals while you are sick.
- Cover your coughs and sneezes with a disposable tissue or the upper part of your sleeve. Dispose of tissues in a lined trash can. Wash your hands immediately afterward.
- Wash your hands frequently with soap and water for at least 20 seconds. This includes after using the restroom, coughing or sneezing, or when they are visibly dirty. If you do not have access to soap and water, use a hand sanitizer with 60% - 95% alcohol.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Clean your frequently used surfaces with a solution of ¼ cup bleach to a gallon of water or disinfectant sprays or wipes daily. This includes “high-touch” surfaces such as phones, tablets, keyboards, doorknobs, bathroom fixtures, toilets, counters, tabletops and bedside tables. Wear rubber gloves if necessary and make sure the area is properly ventilated.
- Clean any item or surface that may have blood, mucus, vomit, urine, stool or other body fluids on them.
- Make sure your home has good airflow, open windows if weather permits or use the air conditioner.

If you live with others:

- Separate yourself from other household members and pets whenever possible.
- You should stay in a specific room and away from other household members.
- Use a separate bathroom if possible.
 - If you must share a bathroom wipe down all surfaces after the patient uses it.
 - If you share a shower, do not share razors, washcloths or body sponges/poufs.
 - Keep toothbrushes separate.
 - If you must enter a shared space put a mask over your nose and mouth before leaving your room
- Do not share items with your household members or pets such as dishes, drinking cups, silverware, towels or bedding. After using these items, they should be washed with soap and hot water
- Household members should practice Self-quarantine
- Dirty laundry should be handled with gloves and kept away from the body. Do not shake out laundry. Wash and dry with normal detergent at highest temps per labels
- Someone who is asymptomatic should take care of and walk pets

If you live alone, do not open your door to anyone.

- If someone is dropping off groceries or other items for you, have them leave it at your doorstep and wait until they leave to open the door
- Do not cook food for anyone other than yourself
- Pets can be let outside to relieve themselves, if you must walk them wear a mask or fabric over your face and stay close to your home to avoid contact with others

See next page for instructions when seeking care at a healthcare facility.

When seeking care at a healthcare facility:

- Call ahead to get direction from your health care provider. They may ask you to meet them outside or usher you into a different entrance than the general public uses.
- Avoid using public transportation to get to your medical provider or emergency department. Do not use busses, Uber, Lyft, taxi cabs or rail lines.
 - If you are unable to drive yourself and do not have a ride, call 9-1-1 for transport by ambulance.
 - If someone is giving you a ride, wear a mask or fabric that covers your mouth and nose while you are in the vehicle with them.
- If you are driving yourself, apply a mask or fabric that covers your mouth and nose before exiting your vehicle.