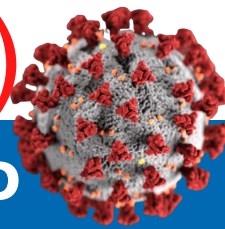


# Coronavirus (COVID-19)



## STRATEGIES TO HELP PREVENT THE SPREAD

Guidance for: EMERGENCY ORDER (2020-3) FOR CONTROL OF PANDEMIC Required Screening and Social Distancing Measures at Open Businesses and Operations Subject to the Governors Executive Order 2020-21

### 1. Actively encourage sick employees to stay home

- Ensure that your sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.
- 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.
- Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
- Employers should maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that more employees may need to stay home to care for sick children or other sick family members more than is usual.

### 2. Emphasize staying home when sick, respiratory etiquette and hand hygiene for all employees

- Screen employees daily for COVID-19 symptoms which include but is not limited to: fever, dry cough, (excluding chronic cough due to known medical reason or allergies), shortness of breath. A verbal confirmation of lack of fever is sufficient if a touchless thermometer is unavailable. While screening is only required for these most common symptoms, other less common symptoms of sore throat, diarrhea, nausea, extreme fatigue, muscle aches, chest pain, and loss of smell or taste have been reported.
- Place posters that identify symptoms and encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to your workplace and in other workplace areas where they are likely to be seen.
- Provide tissues and no-touch disposal receptacles for use by employees.
- Encourage employees to frequently wash their hands with soap and water for at least 20 seconds. They can also use hand sanitizer containing at least 60% alcohol if soap and water is not immediately available.
- Provide soap and water and alcohol based hand sanitizer in the workplace. Ensure that adequate supplies are maintained. Place hand sanitizer in multiple locations throughout the facility to encourage hand hygiene.

### 3. Social Distancing

- Use visual markings and signage to reinforce social distancing.
- 6 feet of space from another person.
- Limit in-person meetings.
- Consider staggering shifts.
- Telework.
- Limit the number of customers in the space.
- Offer appointment only service to minimize contact.
- Evaluate other options to engage with customers other than in-person.



## 4.Travel

- Avoid all non-essential travel.
- Advise employees that any international or domestic travel outside of Michigan will cause them to be excluded from working for 14 days after return from travel.
- Advise your employees that widespread community transmission is occurring in several areas in Michigan. Please see the attached link for an updated list of these areas so that they can assess the risk associated with essential travel to these areas. [https://www.michigan.gov/coronavirus/0,9753,7-406-98163\\_98173---,00.html](https://www.michigan.gov/coronavirus/0,9753,7-406-98163_98173---,00.html)
- Exclusion for travel does not include commuting from a home location to a work location on a regular basis.

## 5. Perform routine environmental cleaning.

- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA's criteria for use against COVID-19 (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>), and are appropriate for the surface.
- Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.

## Additional Information

Businesses may contact the Lenawee County Health Department with questions at 517-264-5226 option 5 from 8:00 a.m. - 4:30 p.m. Monday through Friday; or email [lenaweehd@lenawee.mi.us](mailto:lenaweehd@lenawee.mi.us).

[www.lenaweehealthdepartment.org](http://www.lenaweehealthdepartment.org)

The Michigan Department of Health and Human Services has established a statewide hotline for the public to ask health related questions at 1-888-535-6136 (operational 8:00 a.m. to 5:00 p.m., seven days a week). Individuals can also email [COVID19@michigan.gov](mailto:COVID19@michigan.gov) 24/7. Emails are answered 7 days a week from 8:00 a.m. - 5:00 p.m.

[www.michigan.gov/coronavirus](http://www.michigan.gov/coronavirus)

