COVID-19
PUBLIC HEALTH GUIDANCE FOR OPEN WORKFORCE
District Health Department No. 2

Public Health Guidance for Alcona, Iosco, Ogemaw and Oscoda County industry leaders to reopen or expand current services. This guidance ensures the health and safety of employees, customers, and visitors.

RELEASED MAY 15, 2020
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Businesses and operations open under the current Executive Order issued by Governor Whitmer must take the following actions:

**REQUIREMENTS**

1. Develop a COVID-19 preparedness and response plan, consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Safety and Health Administration. Such plan must be available at company headquarters or the worksite.

   DHD2 developed a template to assist businesses with meeting the requirement of the Executive and Emergency Orders issued by state and local public health authorities. Businesses can complete this template and implement plan recommendations to protect workers and comply with these orders. This plan was developed to be consistent with OSHA planning guidance. This template can be found at www.dhd2.org/covid-19 in business guidance section.

2. Adopt policies to prevent workers from entering the premises if they display symptoms consistent with COVID-19 or have had contact with a person with a confirmed diagnosis of COVID-19.

   Develop and implement a daily screening program for all workers who do not work from their residence. Ask all staff these questions when they report to work for each shift:

   a. Are you experiencing the following symptoms: fever/chills, cough, shortness of breath, sore throat, unusual headache, extreme fatigue, loss or smell and/or taste or vomiting/diarrhea?
   
   b. Have you had close contact in the last 14 days with an individual diagnosed with COVID-19?
   
   c. Have you been directed or told by the local health department or your healthcare provider to self-isolate or self-quarantine?

   **If an employee answers “yes” to any of the screening questions, send the employee home immediately. The employee should self-isolate/self-quarantine at home for:**

   - If symptoms are present, a minimum of 10 days since symptoms first appear AND 3 days with no fever.
   
   - 14 days if close contact of a diagnosed case of COVID-19
Communicable Disease case work is a critical function of public health. Confidentiality of personal information is essential. As part of a public health investigation, the local health department may ask for information about staff and other persons in connection with the case. This is routine public health practice and follows the Michigan Public Health Code 333.2433 & 333.2446:

To assure compliance with laws enforced by a local health department, the local health department may inspect, investigate, or authorize an inspection or investigation to be made of, any matter, thing, premise, place, person, record, vehicle, incident, or event. Section. 2241 to 2247 apply to an inspection or investigation made under this section.
When businesses, recreational activities, or social events resume, it is critical for these operations to have guidance on how to do so in a safe manner. COVID-19 is highly transmittable virus, and public health responses must attempt to prevent extensive, asymptomatic spread. While widespread testing and swift isolation and quarantine of those infected or exposed is important; due to resource constraints they are not as effective as social distancing.

- Develop a COVID-19 preparedness and response plan
- Prepare to implement basic infection prevention measures
- Develop policies and procedures for prompt identification and isolation of sick people
- Develop, implement, and communicate about workplace flexibility and protections
- Implement workplace controls

Until a vaccine or treatment is available, social distancing measures are crucial in preventing illness and death from COVID-19 within a community.

**Physical Distancing**
Wherever possible, have people work from home. This should include restructuring responsibilities to minimize the numbers of workers that need to be physically present.

**Engineering Controls**
Create physical barriers between people, such as Plexiglas dividers or tape off seating.

**Administrative Controls**
Redistribute responsibilities to reduce contact between individuals.

**Personal Protective Equipment (PPE)**
Have people wear cloth face coverings.
Local public health guidance for each of the following industries in DHD2 jurisdiction addresses the considerations needed before reopening. It is crucial also to follow all industry standards, and adhere to licensing and regulatory guidelines as issued by your specific industry. Information about COVID-19 is rapidly changing. We are committed to providing reliable and accurate information throughout this pandemic. Each specific industry guidance can be found at www.dhd2.org/covid-19 in the Business Guidance Section.

**Industry**
- Outdoor
- Retail, Libraries and Museums
- Outpatient Health Care Facilities: Clinics, Primary Care Physician Offices, Dental Offices, and Veterinary Clinics Offices
- Restaurants and Bars
- In-Home Services
- Personal Services: Barbering, Cosmetology, Body Art Services, Tanning, Massage, and similar personal care services
- Construction
- Manufacturing
- Research Labs
- Sports and Entertainment Facilities
- Exercise and Sports Facilities


MANAGING COVID-19 IN THE WORKPLACE

DHD2 businesses and entities that are open must follow the guidelines established by the State to ensure the safety of employees and customers.

RECOMMENDED CHECKLIST

<table>
<thead>
<tr>
<th>ESSENTIAL OR NOT?</th>
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<tr>
<td>Critical infrastructure workers have jobs where in-person presence is necessary to sustain or protect life. Examples include but are not limited to:</td>
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<tr>
<td>Healthcare</td>
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<td>Food service</td>
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<td>Grocery</td>
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<td>Manufacturers of lifesaving equipment</td>
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<td>If exposed to COVID-19 these workers must monitor for the development of any symptoms but do not have to quarantine for 14 days unless required by their employer.</td>
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<tr>
<td>Other types of workers, including resumed businesses, and ones who need to work on-site but not for critical infrastructure, still need to quarantine for 14 days after an exposure.</td>
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- **Screen everyone.** Check employees for fever or other symptoms if they will enter facilities or buildings.
- Any employee with symptoms or underlying health conditions must stay home or work remotely.
- Maintain 6 feet of distance between people.
- Emphasize frequent and proper hand washing. Make sure sinks are well supplied.
- 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.
- Employees should work remotely if at all possible.
- Require employees to wear cloth masks, unless medically unable to. Medical masks should be reserved for those in health care.
**FAQS**

One of our employees just tested positive for COVID-19. Should I send everyone home?
Instruct the employee to stay home and self-isolate; it is not necessary to send everyone home. Notify the health department. The COVID+ employee should not return to work for at least 10 days after symptoms first started and 72 hours (3 full days) after fever has resolved without the use of fever-reducing medicines and symptoms have improved, whichever is longer. Thoroughly clean the employee's workspace, equipment, and surfaces such as doorknobs or elevator buttons.

An employee had close contact with a “suspected” OR a confirmed case of COVID-19. What should I do?
If the employee is not a health care or critical infrastructure worker, the employee is not permitted on the worksite and should self-quarantine at home for 14 days. If the employee is a health care or critical infrastructure worker, the employee may continue to work if they do not have symptoms. The employee should wear a mask while at work.

What should I do if visitors or customers have symptoms of illness, such as coughing or sneezing?
You and your employees should follow social distancing guidance and maintain at least a 6-foot distance from anyone, especially those who are having symptoms. If your employee must be closer to the customer, advise them to minimize time spent with symptomatic customers to less than 10 minutes, if possible. Be sure to provide the public with tissues and trash receptacles. Have a no-touch hand sanitizer dispenser near customer entrances. Employees should wear a cloth mask or face covering.

**WHAT IS A "CLOSE CONTACT"?**
Someone has had a "close contact" with an individual with COVID-19 if they were within 6 feet of the ill person for greater than 10 minutes while the ill person had symptoms of COVID-19.

**WHAT IS QUARANTINE?**
Quarantine is for individuals who have been exposed to COVID-19 but are not sick. Quarantine lasts for 14 days. Individuals who are quarantined should not leave their home. Critical infrastructure and healthcare employees do not need to be in quarantine, even after an exposure.

**WHAT IS ISOLATION?**
Isolation is for individuals who have tested positive or are suspected to be sick with COVID-19. Individuals in isolation should not leave their home and should avoid all members of their household. Isolation lasts for 10 days since the onset of and they are 3 days fever-free (lower than 100°F) without medicine.
Coronavirus Disease (COVID-19) Workplace Health Screening

Company Name: ____________________________________________

Employee Name:__________________________ Date:_____________ Time In: _________

In the past 24 hours, have you experienced:

Subjective fever (felt feverish/chills): ☐ Yes ☐ No

New or worsening cough: ☐ Yes ☐ No

Shortness of breath: ☐ Yes ☐ No

Loss of smell and/or taste: ☐ Yes ☐ No

Sore throat: ☐ Yes ☐ No

Vomiting/Diarrhea: ☐ Yes ☐ No

Current temperature: ____________________

If you answer “yes” to any of the symptoms listed above, or your temperature is 100.0°F or higher, please do not go into work. Self-isolate at home and contact your primary care physician’s office for direction.

• You should isolate at home for minimum of 10 days since symptoms first appear.
• You must also have 3 days without fevers and improvement in respiratory symptoms

Have you had close contact in the last 14 days with an individual diagnosed with COVID-19? ☐ Yes ☐ No

Have you been directed or told by the local health department or your healthcare provider to self-isolate or self-quarantine? ☐ Yes ☐ No

If you answer “yes” to either of these questions, please do not go into work. Self-quarantine at home for 14 days.
## Coronavirus Disease (COVID-19) Workplace Health Screening

**Company Name:**

**Date:**

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Time in:</th>
<th>In the past 24 hours, have you experienced:</th>
<th>Current Temp:</th>
<th>Have you had close contact in the last 14 days with an individual diagnosed with COVID-19?</th>
<th>Have you been directed or told by the local health department or your healthcare provider to self-isolate or self-quarantine?</th>
<th>PASS or FAIL SCREENING</th>
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*Screening Note—Employers are required to maintain written or digital documentation of the results for each worker who is subject to the daily screening program. All written or digital documentation shall be made available to the local health department or its authorized representative upon request. Items to consider: Stagger shift starting times so employees do not arrive at the same time. Have one person asking staff these questions directly. Or, staff could do a “self-check-in” by entering their information on a computer, tablet, or sheet of paper. Be sure to instruct employees on properly disinfecting equipment or writing utensils. Provide alcohol-based hand sanitizer at the screening station, if possible. If a touchless/contactless thermometer is available, a temperature check is strongly recommended at the worksite. However, in the presence of a shortage of thermometers, employees may self-report temperature. A fever is considered a temperature of 100.0°F or above.
FREQUENTLY ASKED QUESTIONS
About Employee Screenings

What if we or our employees do not have access to a thermometer?
We acknowledge that accessing thermometers can be difficult given the large shortage. Because of this, and to reduce close contact at work, employers can ask employees to screen themselves with a thermometer before they arrive at work or can look for fever-like symptoms. A fever is defined as a temperature of 100.0 degrees or higher. Symptoms that may be associated with fever include shivering, sweating, feeling tired or achy, or loss of appetite. Some people with COVID-19 do not have fever but may have other symptoms of illness (including cough, shortness of breath, sore throat, vomiting/diarrhea).

Do we have to screen employees as they come into work? How do we ensure social distancing while they do this?
We have seen a lot of employers use innovative methods to collect responses to the screening questions. At the health department, we are utilizing a digital collection process. Employees being able to respond to the screening questions before entering the workplace is an option as well. Employers must determine the best process to keep employees safe.

What is the reason behind the order?
With the continued rise in cases across Michigan as well as evidence of community spread in our counties, we are concerned about anyone who has to leave their home to either provide or receive essential services. Those having contact with people outside of their household are at an increased risk to either get or spread the virus. Screening of critical infrastructure employees and implementing social distancing measures cannot completely eliminate the risk of getting COVID-19 but can reduce its spread by requiring consistency and ensuring all businesses implement these practices. We can’t stress enough the importance of staying home and leaving home ONLY for urgent or essential needs.

During screening, an employee answered that they have a cough, but they believe it is due to seasonal allergies. Should this employee stay home, or can they be allowed to work?
If it is a new onset cough, the employee should stay home for 10 days unless a primary care provider can give an alternatedagnosis. If they have chronic cough from allergies or other known cause (other than COVID-19), without any other newsymptoms (sore throat, fever, etc.) then they can work.

We only have a few people physically reporting into the office at a time, on a rotating basis. Should we keep a log of temperatures and symptom responses for the few individuals who are reporting into the office that day?
Yes, you should document the screenings for each employee reporting in-person to work for each shift. There is concern the virus can live on surfaces and could be more contagious through air than originally thought. Additionally, if an individual tested positive for COVID-19, they are considered contagious 48 hours before they begin showing symptoms so it’s important to know every person they could have come into contact with.
Timing and location of cleaning and disinfection of surfaces.  
At a school, daycare center, office, or other facility that **does not house people overnight**:

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

How to clean and disinfect.

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

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

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

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

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

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

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

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

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

Personal protective equipment (PPE) and hand hygiene considerations.

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

Gloves & gowns should be compatible with the disinfectant products being used. Additional PPE might be required based on the cleaning/disinfectant products being used & whether there is a risk of splash.

- Gloves & gowns should be removed carefully to avoid contamination of the wearer & the surrounding area. Be sure to clean hands after removing gloves.
- Gloves should be removed after cleaning a room or area occupied by ill persons.
- Clean hands immediately after gloves are removed.
- Cleaning staff should immediately report breaches in PPE (e.g., tearing gloves) or any potential exposures to their supervisor.

Cleaning staff and others should clean hands often.

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

Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth.

Additional key times to clean hands include:

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

For more information, visit Michigan.gov/Coronavirus.
Face Coverings: Frequently Asked Questions

The Michigan Department of Health and Human Services recommends that Michiganders wear a face covering when outside of their home to help stop the spread of coronavirus disease 2019 (COVID-19).

Wearing a face covering is an additional precaution we can take that may help stop the spread of COVID-19. The best way to keep from getting sick is to stay home as much as possible, practice social distancing – keep at least 6 feet of distance from others, and good hand hygiene.

What is a face covering?

- A face covering is any well-secured cloth (like a bandana or scarf) that covers your mouth and nose.
- A face covering is different from a surgical or N95 mask which must be reserved for healthcare workers.

Who should and should not wear a face covering?

Cloth face coverings **should not** be placed on:

- young children under age 2,
- anyone who has trouble breathing, is unconscious, incapacitated, and
- anyone otherwise unable to remove the mask without assistance.

Cloth face coverings **should** be worn by:

- All others when they need to be outside their home and within 6 feet of others.
- People who are sick should wear a face covering while at home if they cannot maintain at least 6 feet of distance from others.
- People who are sick and who need to leave home, such as to get urgent medical care, should always wear a face covering.

Do I need to wear a face covering all the time when outside my house?

- **If you are sick**, yes. Remember you must stay home if you are sick and only leave for essential medical care. Arrange for essential items, like groceries, to be delivered to you through a delivery service or through friends or family.
- **If you are not sick**, you should wear a face covering whenever you need to leave home and might be closer than 6 feet from others. Examples include using public transportation, riding in a taxi or car service, walking on a busy street, going to pharmacies and grocery stores, and going to the doctor or a hospital.
- **Essential workers** should also wear a face covering at work when they cannot maintain at least 6 feet of distance between themselves and others.

For more information, visit [Michigan.gov/Coronavirus](https://www.michigan.gov/Coronavirus).
Do I need to wear a face covering when I am exercising?
No — as long as you maintain at least 6 feet from others.

People should only do exercises that allow them keep physical distance from others. Walking, running, and biking outside are good examples of activities that do not require shared equipment or close contact with others.

I was confirmed to have COVID-19 and am better now. Do I still need to wear a face covering?
Yes – everyone that is able should wear a face covering when outside of their home and it is not possible to maintain at least 6 feet of distance between others. Social distancing is still necessary, even when using a face covering.

We don’t yet know how long the virus remains in a person’s body, or whether it is possible to get sick again. Using facemasks in public and practicing social distancing is still important for people who were sick and recovered.

Remember if you had or may have had COVID-19, you should not leave the house except for essential medical care or to get essential needs until all the following are true:

- It has been at least 7 days since your symptoms started or since you tested positive for COVID-19
- You have been fever-free for the last 3 days without taking fever-reducing drugs such as Tylenol or ibuprofen
- Your overall illness has improved (for example, when your cough or shortness of breath have improved).

Why is this being recommended now?
As we learn more about COVID-19, sometimes recommendations change. There is increasing evidence that people without symptoms may be able to spread the virus, and that droplets produced when breathing, speaking, or singing may spread COVID-19 from person to person.

This evidence informed the decision to recommend face coverings. The use of face coverings is one more simple tool that may help reduce the spread of the virus – especially from people who are infected and don’t know it yet.

How often do I need to wash my face covering?
If you are using a cloth face covering, we recommend washing once a day by hand or machine using detergent. The face covering should be fully dry before using. You should have a couple of face coverings so you can rotate for washing.

Are there precautions I should take with my face covering?
- In taking on and off a face covering, you will likely touch your face. As such, please wash your hands with soap and warm water for at least 20 seconds. If soap and warm water are not
available, use an alcohol-based sanitizer that contains at least 60% alcohol every time before and after removing or putting on your mask.

- Do not put a used face covering in places where others can touch them or where germs trapped in your face covering can touch other surfaces, such as counter tops or your kitchen table.
- Do not throw your face covering loose in a bag or backpack. We recommend keeping a paper bag with you to store your face covering if you will be taking it off outside your house.

Is it possible to make your own face covering?
Yes! A face covering can be a scarf, bandana or other cloth. Watch this video from the U.S. Surgeon General to see ideas about creating a face covering with household items.

What is the best fabric for a mask?
Use tightly woven cotton, such as quilting fabric or cotton sheets.

Are medical grade masks such as N95 or surgical masks better than home made masks?
Medical grade masks need to be saved for use by health care providers only. Use of homemade masks for people with lower risk exposure is a good way to decrease the chance of exposure to COVID-19.
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
- 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**
  - Are you having severe symptoms like difficulty breathing, persistent pain or pressure in the chest, new confusion or inability to arouse or bluish lips or face?
  - **YES**
    - Seek immediate medical attention.
  - **NO**
    - Continue to monitor yourself for symptoms.

- **NO**
  - Contact your health care provider to discuss your symptoms.

If your doctor decides you should be tested for COVID-19, your health care provider can order testing for you.

**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.

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

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**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.**
When is it safe to leave home if you have symptoms of COVID-19 or live with someone who does?

**Employers can’t retaliate against workers for taking time away from work under these circumstances.**
File a complaint with MIOSHA. Learn more at Michigan.gov/MIOSHAcomplaint.

**For Me**

- I have been diagnosed with COVID-19.

  **Stay home for 7 days** after you were tested or developed symptoms.

  After staying home for 7 days, have you been **symptom-free for 3 days?**

  - YES: You may leave if you are symptom-free.
  - NO: Stay home until 3 days have passed after all symptoms have stopped.

**Close Contacts**

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

  **Stay home for 7 days** after you were tested or developed symptoms.

- I live with someone diagnosed with COVID-19.

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

- 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.

**Should I wear a mask?**

If you or your close contact is symptomatic and you must leave home, you should cover your nose and mouth with a homemade mask, scarf, bandana or handkerchief.

**How do I monitor myself?**

Pay attention for COVID-19 symptoms:
- Fever
- Cough
- Shortness of breath

If you are concerned about your health or develop symptoms, contact your healthcare provider or urgent care.

*Process for general public, does not specifically apply to workers at a health-care facility, first responders (e.g., police officers, fire fighters, paramedics), and prison employees.*
How to Protect Yourself and Others

Know how it spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to spread mainly from person-to-person.
  » Between people who are in close contact with one another (within about 6 feet).
  » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid close contact

- Stay home if you are sick.
- Avoid close contact with people who are sick.
- Put distance between yourself and other people.
  » Remember that some people without symptoms may be able to spread virus.
  » This is especially important for people who are at higher risk of getting very sick. www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html

cdc.gov/coronavirus
Cover your mouth and nose with a cloth face cover when around others

- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities.
  » Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes

- If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect

- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection.
- Then, use a household disinfectant. You can see a list of EPA-registered household disinfectants here.
COVID-19 Signs and Symptoms

Employees must familiarize themselves with the symptoms of COVID-19 in order to identify that they may be sick, or other employees, customers or visitors may be sick.

COVID-19 Symptoms include the following:

- Coughing/sore throat
- Fever/Chills
- shortness of breath
- Unusual headache
- Nausea or vomiting
- Extreme fatigue
- Loss of smell and/or taste
GERMS are all around you.

Stay healthy. Wash your hands.

www.cdc.gov/handwashing
Stay home when you are sick, except to get medical care.

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

Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

Clean and disinfect frequently touched objects and surfaces.

Avoid close contact with people who are sick.

Avoid touching your eyes, nose, and mouth.

When in public, wear a cloth face covering over your nose and mouth.

Stay home when you are sick, except to get medical care.

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

cdc.gov/coronavirus
If you are feeling unwell or have the following symptoms, 

**Do Not Enter the Building**

and contact your health care provider.

- Coughing/sore throat
- Fever/Chills
- Shortness of breath
- Unusual headache
- Nausea or vomiting
- Extreme fatigue
- Loss of smell and/or taste
Per latest Executive Order

YOU MUST WEAR A FACE MASK TO ENTER THE BUILDING

A face mask includes a homemade cloth mask, scarf, or bandana. Your mask must cover your nose and mouth.
CUSTOMERS
& EMPLOYEES MUST PRACTICE
6-FEET SOCIAL DISTANCE
WHILE INSIDE THIS FACILITY
Mission: It shall be the responsibility of this board to continually and diligently endeavor to prevent disease, prolong life, and promote the public health through organized programs including prevention and control of environmental health hazards; prevention and control of disease; prevention and control of health problems of particularly vulnerable population groups; development of health care facilities and health service delivery system to the extent provided by law.