

Coronavirus Disease (COVID-19) Workplace Checklist



HEALTH
Department

Allegan County businesses and entities may remain open if they provide essential services to sustaining or protecting life. Under the [recent guidance](#), Allegan County Health Department strongly encourages these businesses and entities to take the following actions to ensure the safety of employees and customers.

Screen staff reporting to work sites

Ask all staff these questions when they report for work for each shift:

1. Do you have symptoms of fever, cough, shortness of breath, sore throat, 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 or domestically 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 for:

- If symptoms are present, a minimum of 7 days since symptoms first appear. Must also have 3 days without fevers and improvement in respiratory symptoms.
- 14 days if the employee had close contact with an individual diagnosed with COVID-19.
- 14 days following international or domestic travel via **airplane**.

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 [this form](#) to record answers. You are not required to record answers to the 3 screening questions, or record employee temperature results. We recommend it, but you are not required to do so.

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. 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. A fever is considered a temperature of 100.4°F or above.

If your facility is already following other appropriate or more-stringent infection control procedures (like CDC guidelines), please continue to use those procedures.

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).

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, entrance limits, and specialized hours. You may also need to limit capacity inside facilities to provide for social distancing between customers and employees.

For questions, visit www.allegancounty.org/health. Contact the Allegan County Health Department at COVID-19@allegancounty.org or 269-686-4546.

Coronavirus Disease (COVID-19) Workplace Health Screening



HEALTH
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Company Name: _____

Employee Name: _____

Date: _____

Time In: _____

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: 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’s office for direction.

- You should isolate at home for minimum of 7 days since symptoms first appear.
- You must also have 3 days without fevers and improvement in respiratory symptoms

In the past 14 days, have you:

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

Travelled via airplane internationally or domestically? Yes No

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

For questions, visit www.allegancounty.org/health. Contact the Allegan County Health Department at COVID-19@allegancounty.org or 269-686-4546.

March 31, 2020

Managing Coronavirus Disease (COVID-19) in the Workplace



HEALTH
Department

For essential businesses and organizations that continue to operate during the COVID-19 pandemic, Allegan County Health Department recommends:

- Screen everyone. Check employees for fever or other symptoms if they will enter facilities or buildings.
- Maintain 6 feet of distance between people.
- Emphasize frequent and proper hand washing. 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.
- Any employee with cold symptoms or underlying health conditions should stay home or work remotely.

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. If they are 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.

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, if feasible.

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 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. Offer remote work assignments if the employee is well enough 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 persons the name or 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 doorknobs/pushbars, elevator buttons, restroom doors, etc. Use EPA-approved disinfectants and use according to label instructions.

If the employee had been working while ill, 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. **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 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 or known case of COVID-19 should be in [self-quarantine](#) at home for 14 days. If they develop symptoms while in quarantine, then they should follow the return to work guidelines noted above (7 days after symptoms started and 3 days after fevers have resolved and symptoms improved, whichever is longer).

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

You would follow all 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. Offer remote work if feasible.

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 10 minutes, then the employee should [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 self-quarantine at home for 14 days, as well.

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)] 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 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 (7 days after symptoms started and 3 days after fevers have resolved and symptoms improved, whichever is longer).

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:

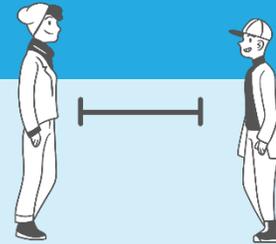
- Allegan County: www.allegancounty.org/health
- Michigan: michigan.gov/coronavirus
- National: cdc.gov/COVID19

For additional questions, contact the Allegan County Health Department at 269-686-4546.

Directions for Isolation, Quarantine, Monitoring, and Social Distancing

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 large 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 twice a day, once in the morning and once in the evening.
- Report any temperature of 100.4 °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.
- Household members should practice social distancing.
- If you develop symptoms of illness you will move into Self-Isolation (see page 3).



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 twice a day, once in the morning and once in the evening.
- Report any temperature of 100.4 °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% to 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.



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.
 - 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. Separate toothbrushes.
 - If you share a shower, do not share razors, washcloths or body sponges/poufs
 - 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 (see page 2)

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

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 that covers your mouth and nose while you are in the vehicle with them
- If you are driving yourself, apply a mask that covers your mouth and nose before exiting your vehicle

