



Requirements For Your Workplace as Michigan Reopens



COVID-19


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Overview



EXECUTIVE ORDER
No. 2020-97
Safeguards to protect Michigan's workers from COVID-19
Rescission of Executive Order 2020-91

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Overview



- Executive Order 2020-96
 - Region 6 and Region 8
- Executive Order 2020-99
 - Extends State of Emergency to June 19, 2020
- Executive Order 2020-100
 - June 12, 2020

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Requirements for All Businesses

All business must, **at a minimum**:

- Develop COVID-19 Preparedness and Response Plan consistent with OSHA guidance
 - By June 1, or within 2 weeks of resuming operations
 - Make available to employees, labor unions and customers whether via website, internal network or hard copy
- Designate one or more worksite supervisors to implement, monitor and report on COVID-19 control strategies

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Requirements for All Businesses

All business must, **at a minimum**:

- Provide COVID-19 employee training
 - Workplace infection-control practices
 - Proper use of PPE
 - Steps employees must take to notify business they are having symptoms of or have a suspected/confirmed diagnosis of COVID-19
 - How to report unsafe working conditions

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Requirements for All Businesses

All business must, **at a minimum**:

- Provide non-medical grade face coverings to employees
- Require face coverings to be worn if an employee cannot consistently maintain 6 feet of separation



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Requirements for All Businesses

All business must, **at a minimum:**

- Conduct daily entry self-screenings for all employees and contractors
- Keep everyone on the worksite premise at least 6 feet away from one other, to extent possible
 - Use ground markings, signs, physical barriers

COVID-19 SYMPTOMS

- FATIGUE
- DRY COUGH
- FEVER
- LOSS OF TASTE/SMELL

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Requirements for All Businesses

All business must, **at a minimum:**

- Increase facility cleaning and disinfection
- Adopt protocols for cleaning and disinfection if positive COVID-19 case
- Make cleaning supplies available at entry and around the worksite
- Provide time to wash hands and use sanitizer

COVID-19 SYMPTOMS

- FATIGUE
- DRY COUGH
- FEVER
- LOSS OF TASTE/SMELL

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Requirements for All Businesses

All business must, **at a minimum:**

Within 24 hours of a confirmed case, notify 1) local public health department and 2) any employees, contractors or suppliers who may have come in contact with the employee

- Must keep a record of this

Can only allow an employee with a confirmed or suspected case to return after they are no longer infectious according to CDC guidance

COVID-19 SYMPTOMS

- FATIGUE
- DRY COUGH
- FEVER
- LOSS OF TASTE/SMELL

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Requirements for All Businesses

All business must, at a minimum:

- Establish response plan for dealing with confirmed infection in workplace
- Encourage employees to use PPE and hand sanitizer on public transports
- Promote remote work to fullest extent possible
- Restrict business travel to essential travel only
- Do not retaliate under EO 2020-36

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Requirements for All Businesses

Catch-all:

ADOPT ANY ADDITIONAL INFECTION-CONTROL MEASURES THAT ARE REASONABLE IN LIGHT OF THE WORK PERFORMED AND THE RATE OF INFECTION IN THE SURROUNDING COMMUNITY

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Industries Primarily Outdoors

- Prohibit gatherings and interactions where people cannot remain 6 feet apart
- Limit in-person interaction, and bar any such interaction in which people cannot maintain 6 feet of distance
- Provide and require use of PPE
- Adopt protocols to limit sharing of tools and equipment, and ensure frequently cleaning of such items

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Construction

- Conduct daily entry screening (all individuals on worksite), including questionnaire
- If possible, conduct daily temperature screenings
- Create dedicated points of entry for daily screening or indicator to show individual has been screened



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Construction

- Restrict unnecessary movement between project sites
- Provide PPE distribution and disposal instructions
- Require gloves where appropriate to prevent contact with contaminated surfaces

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Construction

- Identify high-traffic areas and control access so social distancing is maintained
- Ensure sufficient handwashing and sanitizing stations
- Notify contractors or owners of any confirmed case of employees on worksite
- Create protocols for minimizing contact during deliveries to worksite

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Manufacturing

- Conduct daily screening
- Conduct temperature screenings as soon as no-touch thermometers available
- Create dedicated entry points with physical barriers
- Suspend non-essential in-person visits
- Conduct COVID-19 employee training
- Reduce congestion in common areas



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Manufacturing (cont.)

- Implement rotational shift schedules where possible
- Stagger meal, break, and entrance times
- Install physical barriers between work stations and cafeteria tables
- Create protocols to minimize contact during deliveries
- Adopt protocols to limit sharing of tools and equipment
- Ensure sufficient handwashing or sanitizing stations

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Manufacturing

- Notify plant leaders and those potentially exposed of confirmed case
- Maintain central log of symptomatic/confirmed employees
- Send potentially exposed individuals home
- Require self-reporting of symptoms to plant leaders
- Shut down areas to clean upon symptomatic employee leaving



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Outpatient Facilities, Dentists, Vets

- Post sign at entrance requiring patients to wear face coverings
- Limit waiting-area occupancy
- Mark waiting rooms to enable 6 feet
- Enable contactless sign-in
- Add special hours for vulnerable patients
- Conduct COVID-19 screenings for all patients including a temperature check and questions
- Place face coverings and hand sanitizer at entrance



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Outpatient Facilities, Dentists, Vets

- Require employees to wear PPE
- Install physical barriers at service points
- Use telehealth to the greatest extent possible
- Limit number of appointments
- Special procedures for high temps or respiratory symptoms
- Clean between every patient and deep clean after patient with respiratory symptoms
- Building disinfection plan in case of suspected/confirmed case

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Retail

- Customer communication materials on changes and precautions to prevent infections
- Establish lines to ensure 6 feet distance
- Limit occupancy
 - Less than 50,000 square feet, limit to 25% of total occupancy
 - More than 50,000 square feet, limit to 4 people per 1,000 square feet
- Post signs at store entrance instructing customers to wear face coverings and to not enter if individual is or has been sick

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Retail

- Design spaces to encourage employees to maintain 6 feet
- Physical barriers at check-out and service points
- Establish enhanced cleaning and sanitizing for high-touch areas
- Train employees
- Notify employees if employer learns individual with confirmed case visited store
- Limit staffing to minimum necessary to operate

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Offices

- Assign dedicated entry points with indicators of appropriate spacing
- Provide visual indicators of appropriate spacing outside
- Reduce entryway congestion
- Require face coverings in shared spaces
- Increase distancing between employees
- Restrict non-essential common spaces
- Turn off water fountains



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Offices

- Prohibit meetings, gatherings that don't allow for social distancing
- Provide disinfecting supplies and require employees to clean work stations 2/day
- Post signs about importance of hygiene
- Disinfect high-touch items and minimize sharing of items
- Cleaning and communications protocols when employee sent home for symptoms
- Notify employees of confirmed case of COVID-19
- Suspend all non-essential visitors and travel

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Restaurants & Bars

- Capacity capped at 50% of normal seating
- 6 feet of separation between parties
- Create communication materials for customers on changes, precautions
- Close waiting areas and ask customers to instead wait in car until table is ready



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Restaurants & Bars

- Close self-serve food and drink options
- Provide physical guides to ensure 6 feet
- Post signs at store entrance instructing customers to wear face coverings and to not enter if individual is or has been sick
- Require hosts and servers to wear face coverings in dining area
- Require face coverings and gloves in kitchen area consistent with FDA

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Restaurants & Bars

- Limit shared items and clean high-contact areas
- Train employees
- Notify employees if employer learns someone with confirmed case visited
- Close restaurant immediately if employee shows multiple COVID-19 symptoms and perform deep clean (may be done overnight)
- Install physical barriers at cash registers, host stands, other areas
- Limit number of employees in shared spaces to ensure 6 feet separation

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Burning questions . . .



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Question and Answer

Is the employer required to take temperature checks on employees, or can we ask employees to self-administer and report?



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Question and Answer

Does our business need to take temperature readings and document the answers to the questions identified each day?



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Question and Answer

Are there any requirements in the Executive Order to relax or change the company's attendance policy?

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Question and Answer

The new Executive Order requires employee training. What satisfies these COVID-19 training requirements?



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Question and Answer

At her press conference, Governor Whitmer stated that employers must submit written plans to the state for approval. How?

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Question and Answer

With respect to face coverings, must employees wear the face coverings if they can maintain 6 feet of social distancing?



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Question and Answer

The Executive Order refers to "returning to work." Do these same rules and requirements apply to companies that have been able to continue operations during the stay home, stay safe period?

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Question and Answer

Are employees required to return to the office, or can they continue to work remotely at home?



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Question and Answer

Can a business begin to authorize or require sales staff and other employees to travel?



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Question and Answer

Do these rules and requirements apply to employers of all sizes, including small employers?



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Question and Answer

Does Warner Norcross & Judd have a template for a COVID-19 Preparedness and Response Plan?

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Question and Answer

What are the penalties if a business does not comply with the requirements of the Executive Order?

PENALTY

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Conclusion

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