

# COVID-19 BUSINESS GUIDELINES for essential service businesses



PER HEALTH DEPARTMENT OF NORTHWEST MICHIGAN EMERGENCY ORDER 2020-1 FOR ANTRIM, CHARLEVOIX, EMMET & OTSEGO COUNTIES EFFECTIVE APRIL 6, 2020 AT 12:00PM AND SHALL BE EFFECTIVE UNTIL APRIL 13, 2020 AT 11:59PM.

Businesses and operations remaining open under EO 2020-21 must only be conducting operations that require employees to leave their homes or places of residence for functions that are necessary to sustain or protect life or to conduct minimum basic operations as defined by EO 2020-21 and must take the following actions:

## REQUIREMENTS

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### 1. 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, cough, shortness of breath, sore throat, or vomiting/diarrhea?
- b. Have you had close contact in the last 14 days with an individual diagnosed with COVID-19?
- c. Have you engaged in any activity or travel within the last 14 days which fails to comply with the *Stay Home, Stay Safe* Executive Order 2020-21 (COVID-19)?
- d. 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 7 days since symptoms first appear AND 3 days with no fever.
- 14 days if close contact of a diagnosed case of COVID-19
- 14 days following any activity or travel as described in (c) above

#### Screening Notes:

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, which is required by this Emergency Order, 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 100.4°F or above.

2. Develop and implement a plan to manage and control social/physical distancing (at least 6 ft spacing) for workers alongside one another and customers waiting in lines within or outside the business.
3. Limit capacity inside facilities to provide for social distancing of customers and between customers and workers including, but not limited to, visual markings and signage, entrance limits, and specialized hours.
4. Post the Health Department of Northwest Michigan's EMERGENCY ORDER 2020-1 FOR CONTROL OF EPIDEMIC/PANDEMIC and maintain the posting of the Emergency Order at each entrance to the facility and additionally document distribution of this Emergency Order to all critical infrastructure workers.

## MESSAGES YOU CAN USE TO PREVENT THE SPREAD OF VIRUSES AND STAY HEALTHY

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 Practice these healthy habits to prevent the spread of viruses:

- ♦ Wash your hands with soap and warm water for 20 seconds. If unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol.
- ♦ Avoid touching your eyes, nose, and mouth with unwashed hands.
- ♦ Cover your nose and mouth with a tissue when you cough or sneeze, or cough/sneeze in your upper sleeve.
- ♦ Immediately throw away used tissues in the trash, then wash hands. Clean and disinfect frequently touched surfaces, such as doorknobs, handles, light switches, tables, toilets, faucets, sinks and cell phones.
- ♦ Avoid touching common surfaces in public places -- elevator buttons, door handles, handrails, etc. Use elbows or knuckles to push buttons/door handles when you do not have a tissue or sleeve to cover your hand/finger.
- ♦ Make sure others in your household, or anyone you are regularly in close contact with, follow these precautions.

*For more information, visit the CDC's Resources for Businesses and Employers (<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>).*

*For questions, utilize the Public Health Information Line at 1-800-386-5959.*

# Coronavirus Disease (COVID-19 Workplace Health Screening)

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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

Vomiting/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

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

Have you engaged in any activity or travel within the last 14 days which fails to comply with the *Stay Home, Stay Safe* Executive Order?  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.





*The mission of the Health Department of Northwest Michigan is to serve our entire community and to achieve health equity by promoting well-being, preventing disease, and protecting the environment through partnerships, innovation, and excellence in public health practice.*

**Lisa Peacock, Health Officer**  
1-800-432-4121

**EMERGENCY ORDER (2020-1) FOR CONTROL OF EPIDEMIC/PANDEMIC**  
**Required screening and social distancing measures at open businesses and operations subject to the Governor's Executive Order 2020-21**

This Emergency Order is made pursuant to Section 2453 of the Public Health Code, being MCL 333.2453.

Matters concerning the public health of the residents of Antrim, Charlevoix, Emmet and Otsego Counties have been brought to the attention of the Health Department of Northwest Michigan Local Health Officer. The Local Health Officer has determined that controls are necessary to reduce transmission of COVID-19 to protect the public's health of Antrim, Charlevoix, Emmet and Otsego Counties based on the following facts:

1. A State of Emergency was declared March 10, 2020 with an Executive Order expanding the emergency declaration and declaring a State of Disaster on April 1, 2020 by Governor Whitmer and Michigan is under threat of a pandemic virus that has reached epidemic status in Michigan.
2. On April 2, 2020, an Emergency Order regarding the Governor's Executive Orders was issued by Michigan Department of Health and Human Services Director, Robert Gordon, which declared COVID-19 an epidemic in the State of Michigan.
3. All Emergency Orders (also called "Executive Orders") of the Governor related to the Coronavirus and the Emergency Order of the MDHHS Director are incorporated herein by reference.
4. COVID-19 and its effects have been detected within **Antrim, Charlevoix, Emmet and Otsego Counties.**
5. Coronavirus, which causes COVID-19, is a communicable disease and can be transmitted from person to person.
6. The Coronavirus transmission is possible even though the infected person has no symptoms and is unaware of the infection.
7. In order to control and limit the spread of this communicable disease, it is necessary to prevent infected people from coming into contact with uninfected people. It is also imperative that critical infrastructure workers (hereafter, call "worker" or "workers") be protected.
8. Although healthcare workers and their employers are exempt from compliance with Part 1, Section b., Item ii in this Emergency Order, it is recommended that these parties reference the guidance issued in the memorandum dated March 20, 2020 as well as any subsequent guidance from Dr. Joneigh Khaldun, Chief Medical Executive of the Michigan Department of Health and Human Services.

**It is hereby ordered** that businesses and operations remaining open under EO 2020-21 **must** only be conducting operations that require employees to leave their homes or places of residence for functions that are necessary to sustain or protect life or to conduct minimum basic operations as defined by EO 2020-21 and **must** take the following actions:

- 1) Develop and implement a daily screening program for all workers, who do not work from their residence.
  - a) Screening criteria must include asking the worker the following questions and taking the following actions:
    - i) Determine whether the worker is experiencing the following symptoms: fever, cough, shortness of breath, sore throat, diarrhea. When a touchless thermometer is available, a temperature check is strongly recommended in lieu of verbal confirmation. However, in the presence of a shortage of thermometers, employees may self-report temperature.
    - ii) Determine whether the worker has had any close contact in the last 14 days with someone with a diagnosis of COVID-19. "Close contact" means someone identified as "close contact" by the local health department, a household member, or someone within 6 feet for 10 minutes or longer.
    - iii) Determine whether the worker has engaged in any activity or travel within the last 14 days which fails to comply with Executive Order 2020-21 (COVID-19).
    - iv) Determine whether the worker has been directed or told by the local health department or their healthcare provider to self-isolate or self-quarantine.
  - b) A "yes" to any of the screening questions above requires the worker, who is not working from their residence, to be excluded from work:
    - i) 3 days with no fever and 7 days since onset of first symptom.
    - ii) 14 days if close contact of a diagnosed case of COVID-19 as described in 1(a)(ii).
    - iii) 14 days following any activity or travel as described in 1(a)(iii).
  - c) The business and operations remaining open under EO 2020-21 shall maintain written or digital documentation of the results for each worker, who is subject to the daily screening program that is described above. All written or digital documentation, which is required by this Emergency Order, shall be made available to the local health department or its authorized representative upon request.
  - d) Exemptions:
    - i) First responders, healthcare workers, law enforcement, EMS, health-related transportation workers and other essential healthcare workers are exempt from Part 1, Section b., Item ii.
    - ii) Nothing in this order shall limit the operations of first responders, healthcare workers, law enforcement, EMS, health-related transportation workers and other entities that are involved in the mitigation of risk during this pandemic.
- 2) Develop and implement a plan to manage and control social/physical distancing (at least 6 ft spacing) for workers alongside one another and customers waiting in lines within or outside the business.

- 3) Limit capacity inside facilities to provide for social distancing of customers and between customers and workers including but not limited to visual markings and signage, entrance limits, and specialized hours.
- 4) Post this Emergency Order and maintain the posting of this Emergency Order at each entrance to the facility and additionally document distribution of this Emergency Order to all critical infrastructure workers.
- 5) This Emergency Order shall be enforced as provided by law and violations of this Emergency Order shall be subject to any penalty as provided by law, including, but not limited to misdemeanor penalties as provided in MCL 333.2443.

This Emergency Order shall become effective on **April 6 at 12:00 pm (noon)** and shall be effective until **April 13, 2020 at 11:59 pm.**



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Lisa Peacock, Local Health Officer  
Health Department of Northwest Michigan  
Antrim, Charlevoix, Emmet & Otsego Counties, Michigan

04/05/2020

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Date

# 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**

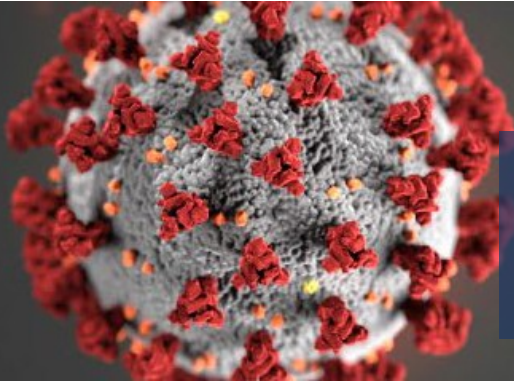
**Sample is sent to a laboratory for testing**

**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.**





## CLEANING & DISINFECTION For Facilities After Suspected or Confirmed COVID-19 Exposure

Michigan.gov/Coronavirus

### 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 cleanser.

- 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.

### **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 and 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 and gowns for all tasks in the cleaning process, including handling trash.**

- **Gloves and gowns should be compatible with the disinfectant products being used.**
- **Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.**
- **Gloves and gowns should be removed carefully to avoid contamination of the wearer and 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., tear in 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)**