

COVID-19 OFFICE GUIDELINES



In accordance with Executive Order 2020-97 Offices are REQUIRED to:

- **Develop a COVID-19 preparedness and response plan**

Establish a response plan for dealing with a confirmed infection in the workplace. Designate one or more worksite supervisors to implement, monitor, and report on COVID-19 control strategies. See [Guidance on Preparing Workplaces for COVID-19](#) developed by OSHA. See [COVID-19 Preparedness and Response template](#).

- **Train employees**

At a minimum, cover workplace infection-control practices, proper use of PPE, steps for symptomatic employees, reporting unsafe working conditions.

- **Conduct daily entry self-screening protocol for employees**

Take steps to reduce entry congestion and ensure effectiveness of screening (stagger start times, adopt rotational schedule) Sample workplace health screening available in [Re-Engagement Resources for Businesses](#).

- **Provide non-medical grade face coverings**

Require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways, when employees cannot maintain 6-ft of distance.

- **Increase facility cleaning**

- *Clean and disinfect high-touch surfaces, and minimize shared items.*
- *Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case.*
- *Institute cleaning and communication protocols when employees are sent home with symptoms.*
- *Provide disinfecting supplies and require employees wipe down work stations at least twice daily. Provide time for employees to wash hands frequently or use hand sanitizer.*

Questions?

Contact the Health Department of Northwest Michigan at 1-800-386-5959

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- **Confirmed COVID-19 case(s)**
 - *Notify employees if the employer learns that an individual (including a customer, supplier, or visitor) when a confirmed case of COVID-19 has visited the office.*
 - *If an employee, within 24 hours the employer must contact the local public health department, and any co-workers, contractors or suppliers that came into contact with that person.*
 - *Employer will allow employees with confirmed or suspected COVID-19 to return to work only after they are no longer infectious according to latest [CDC guidelines](#).*
- **Maintain 6-ft distancing**
 - *Assign dedicated entry point(s) for employees to reduce congestion*
 - *Provide visual indicators of appropriate spacing for employees outside the building in case of congestion*
 - *Increase distancing between employees by spreading out workspaces, staggering workspace usage, restricting non-essential common space use, providing visual cues to guide movement and activity*
 - *Prohibit social gatherings and meetings that do not allow for social distancing or create unnecessary movement in offices*
- **Turn off water fountains**
- **Promote remote work to the fullest extent possible**
- **Communications materials**

Post signs about the importance of personal hygiene.

Signs for workplaces are available in [Re-Engagement Resources for Businesses](#).

- **Restrict all nonessential travel, including in-person conference events.**
- **Suspend all nonessential visitors.**

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