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.**

**Questions?**
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