Local Businesses,

The resources provided in the following pages are meant to provide you with ideas, guidance, and information as you are creating a reopening plan. Ultimately, employers must determine their own Response and Preparedness Plan that works with their business procedures and locations to keep their employees and clients safe.

If you still have questions, the CDC and MDHHS have also shared resources to help businesses put together a plan, and you can always call our Public Health Information Line at 1-800-386-5959.
COVID-19 RE-ENGAGEMENT
RESOURCES FOR BUSINESSES

Resource Navigation

Northern Michigan Public Health Alliance (NMPHA) Public Health Travel Advisory
What to Expect from Public Health
Workplace Health & Safety Hierarchy of Controls

Handouts for Employers
SAMPLE Workplace Health Screenings
COVID-19 Webinars and Training Videos
MDHHS: Cleaning & Disinfection for Facilities After Suspected or Confirmed COVID-19 Exposure
CDC: Top 10 Tips to Protect Employees’ Health
COVID-19 Prevention Practices

Handouts for Employees
Reduce Your Risk infographic
CDC: Use of Cloth Face Coverings to Help Slow the Spread of COVID-19
MDHHS: Face Coverings: Frequently Asked Questions
MDHHS: I think I have been exposed to COVID-19, what should I do?
MDHHS: When is it safe to leave home
MDHHS: COVID-19 testing process
Information for Community Supports

Signs for the Workplace
Occupancy Limited
Social Distancing for Indoor Facilities
Face Mask or Face Covering for Indoor Facilities
We Mask to Protect You, Thank You for Masking to Protect Us
CDC: Stop – Feeling Sick?
Hand Washing: What you need to know
Hand Washing Steps
CDC: Clean Hands Keep You Healthy
PUBLIC HEALTH ADVISORY

Issued June 10, 2020

The Health Department of Northwest Michigan, in collaboration with the Northern Michigan Public Health Alliance (NMPHA), issues the following advisory to protect the health of the public in the 31-county NMPHA region:

On June 5th, 2020, the Governor signed Executive Order 2020-114 and 2020-115 which includes temporary restrictions on certain events, gatherings, and businesses, and safeguards to protect Michigan workers. These actions allow for Michigan Economic Recovery Council Regions 6 & 8 to move to phase 5 of the MI Safe Start Plan on June 10th, allowing additional businesses to open across the state, no longer requires Michigan residents to stay home, and allows for indoor social gatherings of up to 50 people and outdoor social gatherings of up to 250 people.

During summer, many individuals make plans with family and friends to travel to the beautiful coastlines of Michigan or to northern Michigan. While we understand that many travelers, seasonal, and full-time residents enjoy the beautiful scenery and activities that northern Michigan has to offer, we encourage everyone to keep in mind that we are moving carefully through the phases of re-opening our state. It is important that everyone continues to follow best practices and safety precaution as additional businesses and travel are phased back in.

The increased population to the northern Michigan area places a substantial strain on the local communities, including local healthcare systems. Increased movement in and about local business establishments presents additional risk to employees and community members. In order to protect our residents, visitors, and employees, the Health Department of Northwest Michigan, in addition to the Northern Michigan Public Health Alliance, is advising that you abide by the following guidelines:

1. If you are sick, stay at home. Do not leave your residence and do not go to work.
2. If you have symptoms suggestive of COVID-19, contact your healthcare provider or local health department for assistance and to seek testing as soon as possible.
3. If you have been in close contact with someone who has a confirmed COVID-19 infection, self-quarantine for 14 days from your last contact with them.
4. All individuals traveling to northern Michigan for vacation, to stay in seasonal homes or are returning from travel out of the area should carefully consider their risk of exposure during travel (ie: attended a large gathering or event, traveled via public transportation such as plane, train, or bus, traveled to an area with a rising rate of cases of COVID-19). If travel is considered higher risk then they are advised to stay at home for 14 days upon arrival to your destination. If they must leave their home, they are advised to wear a face covering, practice social distancing, and frequently wash their hands.
5. All residents, whether full-time or seasonal, and visitors should adhere to the required safety precautions while in business establishments such as stores, bars, and restaurants including face coverings, social distancing, and capacity limits posted at business entrances.
6. Maintain 6-feet of social distance with those outside your household, and avoid crowding on outdoor trails and in recreational areas such as beaches.
7. Comply with limits on gatherings of no more than 50 in an indoor space and no more than 250 in an outdoor space.

By following these simple guidelines, the risk for spreading COVID-19 lowers significantly, protecting everyone who lives, works, and plays in beautiful northern Michigan.

This Advisory replaces the previous Public Health Advisory issued on March 31, 2020 and will remain in place until lifted.

Antrim, Charlevoix, Emmet and Otsego County residents who need resources can call 211 or utilize the Health Department’s free Community Connections program by calling 1-800-432-4121.

___________________________________________________
Date

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

6/10/2020

The Health Department of Northwest Michigan is mandated by the Michigan Public Health Code to promote wellness, prevent disease, provide quality healthcare, address health problems of vulnerable populations, and protect the environment for the residents and visitors of Antrim, Charlevoix, Emmet, and Otsego counties. For more information, visit nwhealth.org.

###
The Health Department of Northwest Michigan (HDNW) is committed to our mission of protecting the health of all persons in Antrim, Charlevoix, Emmet, and Otsego County. As an employer, you may be wondering what to expect if a staff member becomes a positive case.

1. A call from a local public health department will notify the employer of a positive case at the workplace. Depending on where the employee resides, this may be a different public health department than HDNW. Local public health departments will follow-up with cases that live in their jurisdiction.

2. Public health will give the positive case (employee) isolation orders and exclude case (employee) from working.

3. Public health will request assistance from case (employee) and potentially employer to identify and possibly get in touch with workplace contacts (e.g. other employees, clients, visitors). Do not share case name, details or health information with others.

4. Public health will give quarantine notice to contacts which may exclude them from work and will ask contacts to monitor symptoms.

Communicable Disease case work is a critical function of public health. Confidentiality of personal information is essential. As part of a public health investigation, the local health department may ask for information about staff and other persons in connection with the case. This is routine public health practice and follows the Michigan Public Health Code 333.2433 & 333.2446:

To assure compliance with laws enforced by a local health department, the local health department may inspect, investigate, or authorize an inspection or investigation to be made of, any matter, thing, premise, place, person, record, vehicle, incident, or event. Section. 2241 to 2247 apply to an inspection or investigation made under this section.
When businesses, recreational activities, or social events resume, it is critical for these operations to have guidance on how to do so in a safe manner. COVID-19 is highly transmittable virus, and public health responses must attempt to prevent extensive, asymptomatic spread. While widespread testing and swift isolation and quarantine of those infected or exposed is important; due to resource constraints they are not as effective as social distancing.

Controlling exposures to occupational hazards is the fundamental method of protecting workers. Traditionally, a hierarchy of controls has been used as a means of determining how to implement feasible and effective control solutions. One representation of this hierarchy is as follows:

The idea behind this hierarchy is that the control methods at the top of graphic are potentially more effective and protective than those at the bottom. Following this hierarchy normally leads to the implementation of inherently safer systems, where the risk of illness or injury has been substantially reduced.

**Elimination and Substitution**
The most effective at reducing hazards, but tends to be the most difficult to implement in an existing process. Whenever possible, have people work from home. Restructure responsibilities to minimize the numbers of workers that need to be physically present.

**Engineering Controls**
Designed to remove the hazard at the source before it comes in contact with the worker. Create physical barriers between people, such as Plexiglas dividers or tape off seating.

**Administrative Controls and PPE**
Frequently used with existing processes where hazards are not well controlled. Redistribute responsibilities to reduce contact between individuals. Provide PPE for workers as necessary and available.

Content source: The National Institute for Occupational Safety and Health (NIOSH)
COVID-19 RE-ENGAGEMENT RESOURCES FOR BUSINESSES

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CDC: Top 10 Tips to Protect Employees’ Health
COVID-19 Prevention Practices
COVID-19 Daily Health Screening

INSTRUCTIONS: Before leaving your home to travel to an office or worksite, please complete the following daily health screening form.

*Required

*Name: _______________________________________________________________________

*Date: _______________________________________________________________________

*Office or worksite: _____________________________________________________________

*Estimated time of arrival to work location: __________________________________________

*Are you experiencing any of the following symptoms: felt feverish, had a temperature of 100.4°F or higher, cough, shortness of breath, sore throat, vomiting/diarrhea, new loss of taste or smell, muscle pain, or headache?

□ Yes □ No  

Current temperature: ____________

*Have you had close contact with an individual diagnosed with COVID-19 in the last 14 days?

□ Yes □ No

*Have you engaged in any activity or travel within the last 14 days that puts you at higher risk to contract COVID-19, such as being around large groups of people without engaging in social distancing measures and wearing a face covering?

□ 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

*Did you answer YES to Questions 5, 6, 7 or 8?

□ I answered YES to one or more of the screening questions or reported a temperature of 100.4°F or higher. I am not able to report to the office and I will contact my supervisor.

□ I DID NOT answer yes to any of the screening questions. I am approved to report to the office or worksite.
Coronavirus Disease (COVID-19) Workplace Health Screening

Company Name: ________________________________

Employee Name: _______________ Date: _______________ Time In: __________

In the past 24 hours, have you experienced:

Subjective fever (felt feverish): □ Yes □ No  New loss of taste or smell: □ Yes □ No
New or worsening cough: □ Yes □ No  Muscle pain: □ Yes □ No
Shortness of breath: □ Yes □ No  Headache: □ 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 10 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 that puts you at higher risk to contract COVID-19, such as being around large groups of people without engaging in social distancing measures and wearing a face covering? □ 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 any of the above questions, please do not go into work. Self-isolate at home and contact your primary care physician’s office for direction.
## Coronavirus Disease (COVID-19) Workplace Health Screening

**Company Name:** ____________________________________________________  **Date:** _______________________

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Time in:</th>
<th>In the past 24 hours, have you experienced:</th>
<th>Current Temp:</th>
<th>Have you had close contact in the last 14 days with an individual diagnosed with COVID-19?</th>
<th>Have you engaged in any activity or travel within the last 14 days that puts you at higher risk to contract COVID-19?</th>
<th>Have you been directed or told by the local health department or your healthcare provider to self-isolate or self-quarantine?</th>
<th>PASS or FAIL SCREENING</th>
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COVID-19 Webinar and Video List for Businesses

Business Operations:
- Planning Your Next Move
- The 4 Key Things Business Owners Should Be Focused on Right Now
- CARES Act in Simple Terms
- Get Back to Work Safely
- Step-by-Step Business Recovery Plan
- MIOSHA COVID-19 Workplace Guidelines - Employee Version
- MIOSHA COVID-19 Workplace Guidelines - Employer Version

Health and Safety:
- How to Avoid Fogged Lenses Wearing a Facemask
- When and how to wear medical masks to protect against the new coronavirus
- What You Need To Know About Handwashing
- MIOSHA Workplace Guidelines and Safety Precautions

HR Resources:
- Understanding HR Issues related to CARES Act and Executive Orders
- Bringing Your Employees Back to Work
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.

**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.

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.).
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.

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)

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.

For more information, visit Michigan.gov/Coronavirus.
Top 10 Tips to Protect Employees’ Health

Healthy employees are crucial to your business. Here are 10 ways to help them stay healthy.

1. **Actively encourage sick employees to stay home.** Develop policies that encourage sick employees to stay at home without fear of reprisals, and ensure employees are aware of these policies.

2. **Develop other flexible policies for scheduling and telework (if feasible) and create leave policies to allow employees to stay home to care for sick family members or care for children if schools and childcare close.**

3. **Promote etiquette for coughing and sneezing** [visit link](https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html) and **handwashing** [visit link](https://www.cdc.gov/handwashing/index.html). Provide tissues, no-touch trash cans, soap and water, and hand sanitizer with at least 60% alcohol.

4. **Perform routine environmental cleaning.** Routinely clean and disinfect all frequently touched surfaces, such as workstations, countertops, handrails, and doorknobs. Discourage sharing of tools and equipment, if feasible.

5. **Provide education and training materials** in an easy to understand format and in the appropriate language and literacy level for all employees, like **fact sheets and posters** [visit link](https://www.cdc.gov/coronavirus/2019-ncov/communication/index.html).

6. **Have conversations with employees about their concerns.** Some employees may be at higher risk for severe illness, such as older adults [visit link](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/older-adults.html) and those with chronic medical conditions.

7. **Talk with companies that provide your business with contract or temporary employees about their plans.** Discuss the importance of sick employees staying home and encourage them to develop non-punitive “emergency sick leave” policies.

8. **Plan to implement practices to minimize face-to-face contact between employees if social distancing is recommended by your state or local health department.** Actively encourage flexible work arrangements such as teleworking or staggered shifts.

9. **Consider the need for travel and explore alternatives.** Check CDC’s Travelers’ Health [visit link](https://wwwnc.cdc.gov/travel) for the latest guidance and recommendations. Consider using teleconferencing and video conferencing for meetings, when possible.

10. **If an employee becomes sick while at work,** they should be separated from other employees, customers, and visitors and sent home immediately. Follow CDC guidelines for cleaning and disinfecting [visit link](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html) areas the sick employee visited.

COVID-19
Prevention Practices

Practices to Provide a Safe and Healthy Workplace and Prevent COVID-19:

Conduct A Risk Assessment – evaluate the current workplace
- Does your business have existing cleaning procedures?
- Do you have employees and customers that need resources in multiple languages?
- Are there locations where employees routinely congregate?
- Do you frequently use tools or equipment shared by staff members?
- Does customer flow and staff workspace allow for social distancing?

Workplace Distancing – staff/customers should stay away from others
- Everyone who can work remotely, should work remotely
- Restrict access to common areas and actively discourage congregating (break rooms, cafeterias, meeting rooms, etc)
- Restrict in-person meetings as much as possible
- Create physical barriers between workspaces
- Restrict travel, external meetings, other in-person interactions
- Stagger breaks, lunches, and shifts if possible
*Additional information and sign on social distancing included

Sanitation and Hygiene – keep things clean and well ventilated
- Frequently disinfect facilities, equipment, and surfaces
- Make handwashing facilities easily accessible and promote regular usage
- Place restrictions on shared tools, machinery, equipment
- Use HEPA filters on HVAC systems
- Provide improved ventilation to minimize recirculation

Questions?
Contact the Health Department of Northwest Michigan at 1-800-386-5959
COVID-19 
Prevention Practices

Contract Tracing, Isolation and Isolation – Create a system for contact identification and workplace exclusion

- Ensure there is a process to quickly identify close contacts of all workers
- Develop notification protocols (co-workers, Human Resources, local health department, etc.)
- Develop quarantine and return-to-work procedures (may differ for critical infrastructure workers and resumed businesses, as well as situation)
- Establish facility cleaning and shutdown procedure

Access Control – keeping the sick away

- Ask everyone, at least once a day, about COVID-19 symptoms
- Perform on-site temperature checks with a touchless thermometer (where possible)
- Determine and provide an intake procedure for visitors
- Create and post guidelines for delivery areas
*Sample workplace health screening included

Personal Protective Equipment (PPE)

- At the minimum, everyone should wear a cloth face cover at work in common areas
- Disposable gloves can be used. Gloves should be put on, removed, and disposed of properly
- Allow employees to wear their own PPE if it's more protective than the minimum standard
- Other types of PPE should be used for the workplace if appropriate (gowns, face shields, etc)

Questions?
Contact the Health Department of Northwest Michigan at 1-800-386-5959
COVID-19 RE-ENGAGEMENT
RESOURCES FOR BUSINESSES

Handouts for Employees
Reduce Your Risk infographic
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MDHHS: Face Coverings: Frequently Asked Questions
MDHHS: I think I have been exposed to COVID-19, what should I do?
MDHHS: When is it safe to leave home
MDHHS: COVID-19 testing process
Information for Community Supports
The more low-risk choices you make, the more protection you have from getting or spreading COVID-19.

<table>
<thead>
<tr>
<th></th>
<th>SAFEST</th>
<th>SAFER, SOME RISK</th>
<th>MOST RISK</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Face Covering</strong></td>
<td>Everyone is wearing a mask or face covering</td>
<td>Most wearing masks</td>
<td>Some wearing masks</td>
</tr>
<tr>
<td><strong>Social Distance</strong></td>
<td>Not engaging in any activity in person; virtual only</td>
<td>Staying 6 feet or more from others</td>
<td>Staying under 6 feet from others</td>
</tr>
<tr>
<td><strong>Droplet Spread</strong></td>
<td>Breathing normally</td>
<td>Speaking or breathing heavily</td>
<td>Shouting, yelling or singing</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>Outdoors in an open space</td>
<td>Staying under a shelter (gazebo, covered porch) outdoors</td>
<td>Large, indoor rooms with good air flow</td>
</tr>
<tr>
<td><strong>Food</strong></td>
<td>Only bringing and touching your own food</td>
<td>Serving pre-portioned food, using good hand hygiene</td>
<td>Family style, but using your own serving utensils</td>
</tr>
<tr>
<td><strong>Groups</strong></td>
<td>Only household members</td>
<td>Small groups (two households, under 10 people)</td>
<td>Large groups over 10 people</td>
</tr>
</tbody>
</table>

**EXEMPLARY**

- Staying home with only people you live with
- Small outdoor gathering, keeping at least 6 feet apart
- Singing with a large choir in a small room

**ALWAYS REMEMBER**

- Washing hands well and often reduces risk in all situations. If you don't have soap and water, use a hand sanitizer that contains at least 60% alcohol.
- Stay home if you're feeling any mild symptoms, except to get medical care.

nwhealth.org/covid19 1-800-386-5959
How to Wear Cloth Face Coverings
Cloth face coverings should—
• fit snugly but comfortably against the side of the face
• be secured with ties or ear loops
• include multiple layers of fabric
• allow for breathing without restriction
• be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Cloth Face Coverings
CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), especially in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?
Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?
A washing machine should suffice in properly washing a cloth face covering.

How does one safely remove a used cloth face covering?
Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.

cdc.gov/coronavirus
Sewn Cloth Face Covering

Materials
- Two 10"x6" rectangles of cotton fabric
- Two 6” pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

Tutorial
1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the cloth face covering as if it was a single piece of fabric.

2. Fold over the long sides ¼ inch and hem. Then fold the double layer of fabric over ½ inch along the short sides and stitch down.

3. Run a 6-inch length of 1/8-inch wide elastic through the wider hem on each side of the cloth face covering. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight. Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the cloth face covering behind your head.

4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the cloth face covering on the elastic and adjust so the cloth face covering fits your face. Then securely stitch the elastic in place to keep it from slipping.
Quick Cut T-shirt Cloth Face Covering (no sew method)

Materials
- T-shirt
- Scissors

Tutorial
1. Cut 7–8 inches into t-shirt.
2. Cut coffee filter 6–7 inches.
3. Place rubber bands or hair ties about 6 inches apart.
4. Tie strings around neck, then over top of head.
5. Fold filter in center of folded bandana.
6. Fold top down. Fold bottom up.
7. Fold side to the middle and tuck.

Bandana Cloth Face Covering (no sew method)

Materials
- Bandana (or square cotton cloth approximately 20”x20”)
- Coffee filter
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

Tutorial
1. Cut coffee filter
2. Fold filter in center of folded bandana.
3. Fold top down. Fold bottom up.
4. Place rubber bands or hair ties about 6 inches apart.
5. Fold side to the middle and tuck.
Face Coverings: Frequently Asked Questions

The Michigan Department of Health and Human Services recommends that Michiganders wear a face covering when outside of their home to help stop the spread of coronavirus disease 2019 (COVID-19).

Wearing a face covering is an additional precaution we can take that may help stop the spread of COVID-19. The best way to keep from getting sick is to stay home as much as possible, practice social distancing – keep at least 6 feet of distance from others, and good hand hygiene.

What is a face covering?
- A face covering is any well-secured cloth (like a bandana or scarf) that covers your mouth and nose.
- A face covering is different from a surgical or N95 mask which must be reserved for healthcare workers.

Who should and should not wear a face covering?
Cloth face coverings should not be placed on:
- young children under age 2,
- anyone who has trouble breathing, is unconscious, incapacitated, and
- anyone otherwise unable to remove the mask without assistance.

Cloth face coverings should be worn by:
- All others when they need to be outside their home and within 6 feet of others.
- People who are sick should wear a face covering while at home if they cannot maintain at least 6 feet of distance from others.
- People who are sick and who need to leave home, such as to get urgent medical care, should always wear a face covering.

Do I need to wear a face covering all the time when outside my house?
- If you are sick, yes. Remember you must stay home if you are sick and only leave for essential medical care. Arrange for essential items, like groceries, to be delivered to you through a delivery service or through friends or family.
- If you are not sick, you should wear a face covering whenever you need to leave home and might be closer than 6 feet from others. Examples include using public transportation, riding in a taxi or car service, walking on a busy street, going to pharmacies and grocery stores, and going to the doctor or a hospital.
- Essential workers should also wear a face covering at work when they cannot maintain at least 6 feet of distance between themselves and others.
Do I need to wear a face covering when I am exercising?
No — as long as you maintain at least 6 feet from others.

People should only do exercises that allow them keep physical distance from others. Walking, running, and biking outside are good examples of activities that do not require shared equipment or close contact with others.

I was confirmed to have COVID-19 and am better now. Do I still need to wear a face covering?
Yes – everyone that is able should wear a face covering when outside of their home and it is not possible to maintain at least 6 feet of distance between others. Social distancing is still necessary, even when using a face covering.

We don’t yet know how long the virus remains in a person’s body, or whether it is possible to get sick again. Using facemasks in public and practicing social distancing is still important for people who were sick and recovered.

Remember if you had or may have had COVID-19, you should not leave the house except for essential medical care or to get essential needs until all the following are true:

- It has been at least 7 days since your symptoms started or since you tested positive for COVID-19 and
- You have been fever-free for the last 3 days without taking fever-reducing drugs such as Tylenol or ibuprofen and
- Your overall illness has improved (for example, when your cough or shortness of breath have improved).

Why is this being recommended now?
As we learn more about COVID-19, sometimes recommendations change. There is increasing evidence that people without symptoms may be able to spread the virus, and that droplets produced when breathing, speaking, or singing may spread COVID-19 from person to person.

This evidence informed the decision to recommend face coverings. The use of face coverings is one more simple tool that may help reduce the spread of the virus – especially from people who are infected and don’t know it yet.

How often do I need to wash my face covering?
If you are using a cloth face covering, we recommend washing once a day by hand or machine using detergent. The face covering should be fully dry before using. You should have a couple of face coverings so you can rotate for washing.

Are there precautions I should take with my face covering?
- In taking on and off a face covering, you will likely touch your face. As such, please wash your hands with soap and warm water for at least 20 seconds. If soap and warm water are not
available, use an alcohol-based sanitizer that contains at least 60% alcohol every time before and after removing or putting on your mask.

- Do not put a used face covering in places where others can touch them or where germs trapped in your face covering can touch other surfaces, such as counter tops or your kitchen table.
- Do not throw your face covering loose in a bag or backpack. We recommend keeping a paper bag with you to store your face covering if you will be taking it off outside your house.

Is it possible to make your own face covering?
Yes! A face covering can be a scarf, bandana or other cloth. Watch this video from the U.S. Surgeon General to see ideas about creating a face covering with household items.

What is the best fabric for a mask?
Use tightly woven cotton, such as quilting fabric or cotton sheets.

Are medical grade masks such as N95 or surgical masks better than home made masks?
Medical grade masks need to be saved for use by health care providers only. Use of homemade masks for people with lower risk exposure is a good way to decrease the chance of exposure to COVID-19.
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**
  - You should self quarantine and monitor yourself for symptoms. The local health department may ask you to do so.*

- **Someone that has COVID-19 coughed or sneezed on me**
  - You do not need to self quarantine, but it is a good idea to be vigilant and monitor yourself for symptoms.

- **I think my coworker has COVID-19**
  - You do not need to self quarantine, but it is a good idea to be vigilant and monitor yourself for symptoms.

- **I think someone I know has COVID-19**
  - 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**
  - 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**
      - Seek immediate medical attention.
    - **NO**
      - Contact your health care provider to discuss your symptoms.

- **NO**
  - Continue to monitor yourself for symptoms.

**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.*
When is it safe to leave home if you have symptoms of COVID-19 or live with someone who does?

**Employers can't retaliate against workers for taking time away from work under these circumstances, but you must notify your employer.**
If necessary, file a complaint with MIOSHA. Learn more at Michigan.gov/MIOSHAcomplaint.

**For Me (Home Isolation)**
- I have been diagnosed with COVID-19.
- You have had no fever for **at least 72 hours (3 full days), without the use of medicine that reduces fevers,**
  — **AND** —
  other symptoms, like cough or shortness of breath, **have improved,**
  — **AND** —
  **at least 10 days** have passed since your symptoms first appeared.
- If you answered yes to all conditions, you may end home isolation.

**Close Contacts (Quarantine)**
- I live with someone who has developed one or more symptoms of COVID-19.
- I live with someone diagnosed with COVID-19.
- **Stay home for 14 days** after your last contact with the sick person.
  **Monitor yourself for symptoms twice a day.**
- If one or more symptoms **do not appear within the 14-day quarantine period,** you may end home quarantine.

**How do I monitor myself?**
Check your temperature twice a day and look for common symptoms like:
- Fever
- Cough
- Shortness of breath

For a full list of symptoms, visit bit.ly/2xQkl60. If you are concerned about your health or have developed symptoms, contact your health care provider or urgent care.

**Should I wear a face covering?**
If you must leave home, every person regardless of health, should cover their nose and mouth with a homemade mask, scarf, bandana or handkerchief, especially when a 6-feet distance is difficult to maintain.

*If you had a test to determine if you are still contagious, you can leave home after receiving two negative tests in a row, at least 24 hours apart. All processes on this chart are for the general public. They do not specifically apply to workers at a health-care facility, first responders (e.g., police officers, fire fighters, paramedics), and prison employees.*
COVID-19 TESTING PROCESS*

Local Health Department monitors travelers and individuals who are close contacts with COVID-19 cases, as appropriate.

Cough, fever, shortness of breath? **YES**

- Refer to health care provider to discuss symptoms.

Cough, fever, shortness of breath? **NO**

- If no symptoms develop during monitoring period, DISCONTINUE MONITORING.

Screening at health care provider.

Doctor determines patient meets prioritization criteria. **YES**

- Health care provider obtains MDSS Investigation ID

Doctor determines patient does not need testing. **NO**

- Order test from commercial or hospital laboratory

Individual contacts or presents at health care provider.

If no symptoms develop during monitoring period, DISCONTINUE MONITORING.

**OPTION A**
CALL PROVIDER HOTLINE

**OPTION B**
CONTACT LOCAL HEALTH DEPARTMENT

Send sample to Bureau of Laboratories

Health care provider obtains MDSS Investigation ID

Submitter (health care provider) receives results

ENTER POSITIVE RESULTS INTO MDSS

Results are available for the county in which the patient resides and to the submitting provider.

POSITIVE RESULTS provided to local health department

Submitter provides result to patient

*Testing process for general public, does not specifically apply to health care workers.*

SEOC TA-2594043 03/25/2020
Information for Community Supports

Community Connections is a FREE program offering connections to community resources for adults, children and families. Community Health Workers in your local health department will help you access community resources. Please call:

**1-888-217-3904 (option #3)**
District Health Department #10 HUB serving Crawford, Kalkaska, Manistee, Missaukee, Wexford, Lake, Mason, Mecosta, Newaygo, Oceana

**1-800-432-4121**
Northwest Michigan HUB serving Antrim, Charlevoix, Emmet, Otsego

**1-800-221-0294**
Northeast Michigan HUB serving Cheboygan, Presque Isle, Montmorency, Alpena

**2-1-1**
Get Connected. Get Help.

If you need assistance finding food, paying housing bills, or other essential services, go to 211.org or dial 211 to speak with a community resource specialist in your area who will help with:

- food and nutrition programs
- shelter, housing and utilities assistance
- employment and education
- health care, vaccination and health epidemic information
- support groups for individuals with mental illnesses or special needs
- a safe, confidential path out of physical and/or emotional domestic abuse
- emergency information/disaster relief
- services for veterans
- addiction prevention and rehabilitation programs

**COVID-19**
Protect yourself and others

Local Hotline Numbers:

- **231-935-0951** Munson TC
- **231-547-8858** Munson Charlevoix
- **231-487-5550** McLaren N. MI
- **800-445-7356** Mid-Michigan
- **888-700-9011** Mercy Health
- **833-559-0659** Spectrum Health

- Wash your hands, often with soap and warm water for 20 seconds. If not available, use hand sanitizer.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Cover your mouth and nose with a tissue or upper sleeve when coughing or sneezing.
- Avoid contact with people who are sick
- If you are sick, stay home and avoid contact with others.
- Replace handshakes with a friendly wave from 6 feet away.
- Stay at least 6 feet away from others when in a public setting.

The Michigan Department of Health and Human Services has launched several statewide platforms to answer questions about Coronavirus Disease (COVID-19) and to keep residents up to date as information continues to change rapidly during this pandemic. For the latest news and information, or to subscribe to the statewide e-newsletter go to Michigan.gov/Coronavirus

**888-535-6136 COVID-19 hotline**
8:00am to 5:00pm every day

**COVID-19@michigan.gov** Email
8:00am to 5:00pm every day

“Follow” and “Like” your Local Health Department for current information and additional resources available in your area.
COVID-19 RE-ENGAGEMENT RESOURCES FOR BUSINESSES

**Signs for the Workplace**

Occupancy Limited
Social Distancing for Indoor Facilities
Face Mask or Face Covering for Indoor Facilities
We Mask to Protect You, Thank You for Masking to Protect Us
CDC: Stop – Feeling Sick?
Hand Washing: What you need to know
Hand Washing Steps
CDC: Clean Hands Keep You Healthy
TO ENSURE social distancing occupancy is limited to ________ at a time.
CUSTOMERS & EMPLOYEES MUST KEEP 6- FEET SOCIAL DISTANCE WHILE INSIDE THIS FACILITY
CUSTOMERS & EMPLOYEES MUST WEAR A FACE MASK OR FACE COVERING WHILE INSIDE THIS FACILITY

An individual may be required to temporarily remove a face covering upon entering an enclosed public space for identification purposes. An individual may also remove a face covering while seated at a restaurant or bar.

*Face masks should not be worn by children under age 2, anyone who has trouble breathing, is unconscious, incapacitated, and anyone otherwise unable to remove the mask without assistance.
We wear face coverings to protect you.

Thank you for wearing face coverings to protect us.
If you feel unwell or have the following symptoms please leave the building and contact your health care provider. Then follow-up with your supervisor.

**DO NOT ENTER** if you have:

- **FEVER**
- **COUGH**
- **SHORTNESS OF BREATH**

[cdc.gov/CORONAVIRUS]
HAND WASHING
What You Need to Know

HAND WASHING STEPS

1. Wet your hands with warm water. Rub your hands together for at least 20 seconds.
2. Wash under fingernails, between fingers, back of hands and wrists.
3. Rinse your hands well under warm running water.
4. Dry your hands completely. In the home, change hand washing towels often.

IN PUBLIC BATHROOMS
- Dry your hands with a single-use paper towel (or with hot air blow dryer).
- If towel dispenser has a handle, be sure to roll the paper down before you wash your hands. This helps to ensure that you will not pick up new germs from the handle.
- For hand-held faucets, turn off water using a paper towel instead of bare hands so you will not pick up new germs on your clean hands.
- Open the bathroom door with the same paper towel.

ALWAYS PRACTICE HEALTHY HABITS
- Cover your mouth and nose with a tissue when sneezing or coughing, or cough/sneeze into your upper sleeve. Immediately throw away used tissues, then wash hands.
- Teach and show children how to wash hands correctly.

WHEN TO WASH HANDS
Wash hands after:
- Coughing, sneezing, or touching objects and surfaces. You can also use hand sanitizer with at least 60% alcohol
- Using the bathroom or helping a child use the bathroom
- Changing a diaper; wash the child’s hands too
- Handling items soiled with body fluids or wastes such as blood, drool, urine, stool, or discharge from nose or eyes
- Arriving home from day care, friend’s home, outing, or school
- Cleaning up messes
- Handling a sick child
- Touching an animal or pet

Wash hands before:
- Preparing or serving food
- Eating or drinking

THE MOST IMPORTANT THING YOU CAN DO TO PREVENT THE SPREAD OF ILLNESS IS WASH YOUR HANDS OFTEN
Washing hands is more effective than hand sanitizer.
Wet your hands with warm water. Rub your hands together for at least 20 seconds.

Wash under fingernails, between fingers, back of hands and wrists.

Rinse your hands well under warm running water.

Dry your hands completely. In the home, change hand washing towels often.

The most important thing you can do to prevent the spread of illness is wash your hands often. Washing hands is more effective than hand sanitizer.
CLEAN HANDS KEEP YOU HEALTHY.

Wash your hands with soap and water for at least 20 SECONDS.

LIFE IS BETTER WITH CLEAN HANDS

www.cdc.gov/handwashing

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