

COVID-19 *In-Home Service* Industry Guidelines



In accordance with Executive Order 2020-114 businesses or operations that require employees to leave their residence are **REQUIRED** to at a minimum:

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

Establish a response plan for dealing with a confirmed infection in the workplace, have available within two weeks of resuming in-person activities. 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.

- **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 at entry points*
- *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*

For the purpose of this document, in-home services include: cleaners, repair persons, painters, etc.

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- **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.*
 - *Make cleaning supplies available to employees upon entry and at the worksite and provide time for employees to wash hands frequently or to use hand sanitizer.*
- **Confirmed COVID-19 cases**
 - *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 worksite.*
 - *If an employee, the employer must immediately contact the local public health department, and within 24 hours must contact 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](#).*
- **Establish a response plan for dealing with a confirmed infection in the workplace.**

Include protocols for sending employees home and for temporary closures of all or part of the workplace to allow for deep cleaning.
- **Adopt any additional infection-control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community.**

Questions?

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

COVID-19 *In-Home Service Industry Guidelines*



In accordance with Executive Order 2020-114 In-Home Service Industry Operations are **REQUIRED** to:

- **Require their employees (or, if a sole-owned business, the business owner) to perform a daily health screening prior to going to the job site.**

Sample workplace health screening available in [Re-Engagement Resources for Businesses](#).

- **Maintain accurate appointment record**
Including date and time of service, name of client, and contact information, to aid with contact tracing should it become necessary.
- **Limit direct interaction with customers by using electronic means of communication whenever possible.**
- **Prior to entering the home, inquire with the customer:**
 - *Whether anyone in the household has been diagnosed with COVID-19*
 - *If anyone is experiencing symptoms of COVID-19, or has had close contact with someone who has been diagnosed with COVID-19.*
 - *If so, the business or operation must reschedule for a different time.*
- **Limit the number of employees inside a home to the minimum number necessary to perform the work in a timely fashion.**
- **Gloves should be worn when practical and disposed of in accordance with guidance from the CDC.**

Questions?

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