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
  o *Clean and disinfect high-touch surfaces, and minimize shared items.*
  o *Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case.*
  o *Institute cleaning and communication protocols when employees are sent home with symptoms.*
  o *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
  o *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.*
  o *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.*
  o *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
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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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