

UNDERSTANDING RECOMMENDATIONS FOR BUSINESSES TO RE-OPEN



Information as of
4/22/2020



Northern Lakes
ECONOMIC ALLIANCE

OVERVIEW

1. Daily Screenings
2. Policies & Procedures
3. Social Distancing and Limited Capacity
4. Required Postings
5. Sanitary Practices
6. Controls



1. DAILY SCREENINGS

(via Computer or Paper)

- ▶ Questionnaire provided to employees DAILY
- ▶ Must meet requirements in order to work
- ▶ Records of screenings must be maintained by Employer



Daily Screening (via Computer or Paper)*:

<http://nwhealth.org/pubs/04.14.2020%20BUSINESS%20TOOLKIT.pdf>

Fever, cough, shortness of breath, sore throat, vomiting/diarrhea?

Been in contact with individuals diagnosed with COVID-19 in the last 14 days?

Traveled or not complied with "Stay Home, Stay Safe" EO 2020-21?

Been told by health department or healthcare provider to self-isolate/quarantine?

**Employer must keep documented records of Daily Screenings.*

2. CREATE POLICIES & PROCEDURES (per OSHA recommendations)

- Identification and isolation
- Self-Monitoring
- Reporting of symptoms
- Isolating sick employees
- Masks/PPEs for employees

- **Job Risk Levels (OSHA)**

- Low Risk
- Medium Risk
- High Risk
- Very High Risk



Create Policies and Procedures:

<https://www.osha.gov/Publications/OSHA3990.pdf>

Prompt identification and isolation of sick people – If employees answer “yes” to any of the questions in the Daily Screening, they should self-quarantine/isolate for 7-14 days depending on symptoms, activities, and contact with infected individuals.

Self-Monitoring – Employer should encourage employees to self-monitor for symptoms and signs of exposure.

Reporting of symptoms – Employer should develop procedures for how and when employees should report when they are sick or experiencing symptoms.

Isolating sick employees – Employer should designate a space, if available, for employees who become sick or develop symptoms while at work. This should be an enclosed space separated from other employees with a door. Potentially infected employee should remain there until they can be removed from the premises. If an employee has a confirmed case of COVID-19 they should be isolated from ALL employees, including suspected infected employees.

Masks for employees – If possible, employers should provide masks for employees and request they are worn, if tolerated. The mask should cover the mouth and nose.

3. SOCIAL DISTANCING & LIMITED CAPACITY

- Employees – Work 6ft apart*
- Customers – Stand 6ft apart
- Limit capacity based on [Executive Order 2020-59](#) Section 12(b)
- Use visual markings, signage, entrance limits, specialized hours, barriers for traffic flow, etc.

*Social distancing in a workplace may not be available in some essential service positions.



Social Distancing and Limited Capacity:

https://content.govdelivery.com/attachments/MIEOG/2020/04/24/file_attachments/1435194/EO%202020-59.pdf

Employees – Work 6ft apart from each other.

Customers – Stand 6ft apart from each other in and outside establishment.

Use visual markings, signage, entrance limits, specialized hours, barriers for traffic flow, etc.

****Executive Order 2020-59:**

<50k SF – must limit the number of people in the store (including employees) to 25% of total capacity

>50k SF – must limit the number of customers in the store (excluding employees) to 4 per 1k SF. Must create two hours of dedicated shopping time for vulnerable populations.

4. REQUIRED POSTINGS

- ▶ [Emergency Order 2020-1 for Control of Epidemic/Pandemic](#) should be placed at all entrances to establishment
- ▶ EO 2020-1 should be distributed to all workers



Post Health Department of NWM “Emergency Order 2020-1 for Control of Epidemic/Pandemic” at each entrance of establishment. Distribute order to critical infrastructure workers.

http://www.bldhd.org/local/upload/file/4_5_2020%20Public%20Health%20Emergency%20Order%20BLDHD%20Final.pdf

5. SANITARY PRACTICES



- Hand Washing/Disinfecting
- Avoid touching face
- Respiratory Etiquette
- Cleaning/Disinfecting with [EPA-Approved cleaners](#) for Environmental Pathogens
- Avoidance of common surfaces
- Avoidance of mixed-use equipment
- Staggered Shifts



Sanitary Practices:

Wash hands for 20 seconds or use alcohol-based hand sanitizer

Avoid touching face

Cough/sneeze into tissue or upper sleeve, then discard tissue and wash hands immediately

Frequently clean and disinfect (EPA-Approved Environmental Pathogens) common space surfaces, doorknobs, handles, switches, tables, toilets, faucets, sinks, registers, cell phones, etc.

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

**Follow manufacturer's recommended use of cleaning/disinfecting products (concentration, application method, and contact time)*

Avoid touching common space surfaces, buttons, door handles, handrails, etc. (use elbow/knuckle to push buttons/handles)

Avoid mixed use of items between employees (Workspaces, equipment, phones, utensils, pens, etc.)

Stagger employee shifts to increase chances of social distancing

6. CONTROLS – MEDIUM RISK JOBS (Job Risk Level Specified by [OSHA](https://www.osha.gov/Publications/OSHA3990.pdf))

- Physical barriers
- Face masks/PPEs
- Inform customers
- Limit capacity
- Minimize face-to-face contact
- Communicate availability of medical screening or resource



Controls for Medium Exposure Risk Jobs*:

<https://www.osha.gov/Publications/OSHA3990.pdf>

Physical barriers (ie. Plastic sneeze guards)

Offer face masks to ill employees and customers

Inform customers (ie. Place visible signs with information regarding symptoms of COVID-19)

Limit customers in establishment

Minimize face-to-face contact when available (ie. Implement drive-thru window, use phone-based communication, take payments over the phone, etc.)

Communicate availability of medical screening or resources (ie. on-site nurse, telemedicine services)

**Medium Exposure Risk jobs are identified by OSHA as jobs that require frequent and/or close contact (within 6ft) with people who may be infected with, but who are not known or suspected to be COVID-19 patients. (1.) In areas without ongoing community transmission, workers may have frequent contact with travelers who may return from international locations. In areas where there is ongoing community transmission, workers may have contact with general public (ie. Schools, high-density environments, high-volume retail settings).*

RESOURCES

- [Health Department of Northwest Michigan](http://www.nwhealth.org)
- [Occupational Safety and Health Administration](https://www.osha.gov)



<http://www.nwhealth.org>

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THANK YOU!

**This information is a summary of the guidance documents created from Health Department of NW MI and OSHA. This is not intended to be a comprehensive guide of formal Executive Orders or government guidelines.*

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**Employer must keep documented records of Daily Screenings.*