



LENAWEE COUNTY HEALTH DEPARTMENT

Coronavirus – Guidance for Businesses Updated 8-28-2020

The health department is providing the following guidance so that everyone can remain safe and healthy during this pandemic. Everyone’s actions can help limit the spread.

For further information, please see Governor Whitmer’s Executive Order No 2020-161: Safeguards to protect Michigan’s workers from COVID-19. This executive order contains specific requirements that pertain to different types of businesses:

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-535196--,00.html.

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FORMS

- [Business Reporting COVID-19 Positive Case 8-28-2020.pdf](#)
- [Exposure to COVID Positive Individual Form 8-28-2020.pdf](#)
- [Business Guidance Screening Form 8-28-2020.docx](#)



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Designate a COVID-19 Supervisor

- Designate a primary and back-up supervisor who will implement, monitor, train and report on COVID-19 control strategies. One of these individuals should be on-site at all times.

Actively encourage sick employees to stay home

- Ensure that your sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.
- Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
- Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
- Employers should be aware that more employees may need to stay home to care for sick children or other sick family members more than is usual.
- Employers should give consideration for allowing an employee to work from home if the employee or a family member in their household are at higher risk for developing severe illness from COVID-19 due to age (65 or older) or underlying medical condition.

Employee Screening

- Employees should be screened daily for COVID-19 symptoms which may include: fever (temperature above 100.4° Fahrenheit*), dry cough, (excluding chronic cough due to known medical reason or allergies), shortness of breath, new loss of taste or smell, chills or shivering, headache, sore throat, runny nose or congestion, muscle aches, abdominal pain, fatigue, nausea, vomiting, diarrhea. See attached sample screening form for more details.
- A verbal confirmation of lack of fever is sufficient if a touchless thermometer is unavailable.
*You may wish to consider a lower threshold for determination for fever if an employee knows their temperature is higher than is normal for them. The number listed above is a maximum. Many COVID-19 positive individuals have reported low grade fevers, less than 100.4°.
- Employees who have symptoms should stay home and contact their healthcare provider to determine if testing is indicated. Employees will not be able to work until it has been at least 10 days since the symptoms started, AND the individual has been fever free for at least 24 hours without the use of fever-reducing medication AND other symptoms have improved (for example, when their cough or shortness of breath have improved). Refer to the section "Scenarios with Action Steps" for more details.
- If an employee tests positive, the health department will contact them and determine when they are allowed to return to work. For more information:
http://www.lenawee.mi.us/DocumentCenter/View/5590/MDHHS_COVID-19_When_to_Safe_to_Leave_Home



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- If an employee tests positive, the employer **must** notify the health department using the attached form “Business Reporting COVID-19 Positive Case”. This form also asks for information regarding close contacts at work.
- If an employer becomes aware that an employee has been exposed to a COVID positive individual outside of work, they should notify the health department using the attached form “Exposure to COVID Positive Individual”.
- Employees who begin to experience symptoms during the day, should be sent home immediately.
- See also “Scenarios with Action Steps” for more details.

Respiratory Etiquette and Hand Hygiene

- Place posters that identify symptoms and encourage staying home when sick, cough and sneeze etiquette, and hand hygiene in your workplace where they are likely to be seen.
- Provide tissues and no-touch disposal receptacles for use by employees.
- Encourage employees to frequently wash their hands with soap and water for at least 20 seconds. They can also use hand sanitizer containing at least 60% alcohol if soap and water is not immediately available.
- Provide soap and water and alcohol based hand sanitizer in the workplace. Ensure that adequate supplies are maintained. Place hand sanitizer in multiple locations throughout the facility to encourage hand hygiene.
- Discourage handshaking – encourage the use of other noncontact methods of greeting.

Personal Protective Equipment (PPE)

- Face coverings must be worn by all employees and customers, if medically able to tolerate, in enclosed public spaces or outdoors when unable to maintain six feet of distance from others.
- Face coverings must also be worn in common areas such as hallways, restrooms, conference rooms, copy rooms etc. and any other area where you may come within six feet of another individual. For example, if you are sitting in your office by yourself, you do not need to wear a face covering. If someone comes into your office, you both need to put on a face covering.
- Consider providing cloth face coverings or disposable masks to customers/visitors.
- Cloth face masks are meant to protect others from possible exposure by people who may not know they have COVID-19. They reduce respiratory droplet spread and are most effective when they are worn by everyone when in enclosed spaces.
 - Masks should be worn covering the nose and mouth and fit snugly.
 - Cloth masks should contain multiple layers of fabric and should be laundered by the wearer after each day’s use.
 - Disposable masks should be thrown away in a trash receptacle.
 - When removing a mask, do not touch the eyes, nose, or mouth.
 - Wash hands after removing mask.
- Train employees on when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.



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Social Distancing

- The goal of social distancing in the workplace is to eliminate close contacts in the event that a COVID positive individual is identified. In general, anyone who has been within six feet of an individual for 15 minutes or more, is considered a close contact. See further explanation in the Contact Tracing section.
- Promote remote work whenever possible.
- Use visual markings and signage to reinforce physical distancing of at least six feet.
- When possible, space employees so they are six feet apart from each other.
- Discourage employees from using other employees' phones, desks, offices, or other work tools and equipment, when possible.
- Install a clear barrier such as plexiglass in between employees and in between employees and customers.
- Remove chairs from break rooms to discourage employees from gathering.
- Consider staggering shifts to reduce the number of staff in the workspace at any given time.
- Change processes to eliminate the need for close contacts to the extent possible. For example, eliminate waiting areas and have people wait in their cars until you can accommodate them.
- Limit the number of customers within the workspace.
- Offer appointment only service to minimize contact.
- Evaluate other options to engage with customers other than in-person, such as curbside pick-up.
- Use teleconferencing or a virtual online platform to hold meetings, even if everyone is in the same building.

Contact Tracing

Contact tracing is a process of identifying close contacts of a COVID positive individual so that they can be quarantined to reduce the spread of the virus.

Who is a close contact? Anyone who has been in **close contact with someone who has COVID-19**.

What counts as close contact?

- You were within 6 feet of someone who has COVID-19 for at least 15 minutes (cumulative)
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

Businesses play an important role in helping to determine close contacts in the workplace. If an employee tests positive, the employer must notify the health department using the attached form "Business Reporting COVID-19 Positive Case". You will also be asked to provide information regarding close contacts in the workplace. This information will be utilized to identify those who were potentially exposed and need to take steps to protect themselves and the workspace.



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Scenarios with Action Steps

The following scenarios are examples of the steps to follow if an employee tests positive or is exposed to an individual who is COVID positive.

Scenario 1: An employee is confirmed to have COVID-19 (tests positive for COVID-19 with a nasal/throat swab).

The employer must notify the health department. The employee **AND** all household members of the employee are **immediately** isolated.

The employee is isolated until:

- 24 hours with no fever (without the use of fever-reducing medication) **and**
- Symptoms have improved **and**
- 10 days since symptoms first appeared.

Household members and other close contacts of the COVID positive individual will be quarantined for 14 days after their last date of close contact.

Scenario 2: An employee is symptomatic and lab results for COVID-19 are pending.

The employee is isolated at home until results of the test are available.

If the test are positive, see scenario 1.

If test results are negative and the ill employee is a close contact to someone with COVID-19, they must still finish their quarantine.

If negative, and no known exposure to COVID-19, the employee may return based on guidance from their physician based on their predominate symptoms.

Household members and employees who are close contacts of the *pending* case with no history of COVID-19 exposure (prior to lab results) should be monitored for symptoms while waiting for test results. They do not need to be isolated. If symptoms develop, they should call their medical provider to be tested for COVID-19.

Scenario 3: An employee is symptomatic and no testing for COVID-19 is done.

The employee should be isolated until:

- 24 hours with no fever (without the use of fever-reducing medication) **and**
- Symptoms have improved **and**
- 10 days since symptoms first appeared.



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If the symptomatic employee had close contact with a confirmed case of COVID-19 and suspicion for COVID-19 are high, then household members and other close contacts need to be quarantined for 14 days after their last date of close contact. Consult with the health department.

Otherwise, close contacts of the symptomatic employee do not need to be quarantined. If symptoms develop, they should call their medical provider to be tested for COVID-19.

Scenario 4: An employee is a close contact to a confirmed COVID-19 case.

The employee must quarantine for **14 days since last date of close contact**.

Household members of the quarantined employee, and other employees at the worksite, do not need to quarantine since they are a contact of a contact. They should monitor for symptoms. If symptoms develop, they should call their medical provider to be tested for COVID-19.

Scenario 5: Household member of an employee has been confirmed to have COVID-19.

The employee must quarantine for **14 days** after the last date of close contact while they are contagious.

Scenario 6: An employee is symptomatic, pending results, and has had close contact with a known case.

The symptomatic employee should isolate until lab results are known.

Household members or close contacts of the symptomatic employee should monitor for symptoms.

If the test is positive, then the household members and close contacts must quarantine for 14 days.

If the test is negative, the symptomatic employee must complete their quarantine, but their close contacts do not need to be in quarantine.

Scenario 7: An employee's household member is a close contact to a COVID positive individual.

Close contacts of close contacts do not need to be quarantined.

If COVID-19 symptoms develop in the exposed individual, then his or her close contacts should be quarantined and excluded from work.

If symptoms develop, they should call their medical provider to be tested for COVID-19.

Travel

- Avoid all non-essential travel.



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- Advise your employees that widespread community transmission is occurring in several areas in Michigan and the US. Please see the following links for updated lists of these areas so that they can assess the risk associated with essential travel to these areas:
<https://www.michigan.gov/coronavirus>
<https://www.mistartmap.info/>
<https://www.cdc.gov/covid-data-tracker/index.html>

Cleaning and Disinfecting

- Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA's criteria for use against COVID-19 (<https://cfpub.epa.gov/giwiz/disinfectants/index.cfm>), and are appropriate for the surface.
- Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.
- See further guidance for how to clean your facility after someone is identified as being sick with coronavirus: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility-H.pdf>.
- If using a water fountain, disinfect it frequently. Encourage individuals to bring their own refillable water bottles.
- Water that sits unmoving in building plumbing for extended periods is at increased risk for leaching of metals (such as lead), reduced effectiveness of water treatment chemicals and bacterial growth. Take steps to ensure that all water systems are safe to use after a prolonged facility shutdown to minimize these risks. See: Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation <https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html>

Ventilation

Consider improving the engineering controls using the building ventilation system.

- Increase ventilation rates.
- Increase the percentage of outdoor air that circulates into the system.

Additional Information

[Guidance on Preparing Workplaces for COVID-19](#) by OSHA.

Michigan COVID-19 Business Response Center: <https://www.blmccovid19.com/>

Businesses may contact the Lenawee County Health Department with questions at 517-264-5226 option 5 from 8:00 a.m. - 4:30 p.m. Monday through Friday; or email lenaweehd@lenawee.mi.us. Further information is also available on the health department's website: www.lenaweehealthdepartment.org.



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The Michigan Department of Health and Human Services has established a statewide hotline for the public to ask health related questions at 1-888-535-6136 (operational 8:00 a.m. to 5:00 p.m., seven days a week). Individuals can also email COVID19@michigan.gov 24/7. Emails are answered 7 days a week from 8:00 a.m. - 5:00 p.m. www.michigan.gov/coronavirus.