Local Businesses,

The resources provided in the following pages are meant to provide you with ideas to implement strategies to keep our employees and clients safe. Ultimately, employers must determine how to best implement these screening measures to keep their employees and clients safe.

If you still have questions, please utilize our Public Health Information Line at 231-882-2197.
COVID-19 RE-ENGAGEMENT RESOURCES FOR BUSINESSES

Resource Navigation
What to Expect from Public Health
Workplace Health & Safety Hierarchy of Controls
Industry Specific Risk Assessment

Handouts for Employers
EO 2020-161 Response Requirements
Confirmed COVID-19
Workplace Guidelines for Employers
Coronavirus (COVID-19) SAMPLE Workplace Health Screening Preventive
Travel Guidance
BLDHD Public Health Advisory
MDHHS: Cleaning & Disinfection for Facilities After Suspected or Confirmed COVID-19 Exposure
CDC: Top 10 Tips to Protect Employees’ Health
PPE Resources

Handouts for Employees
How a Mask Works
CDC: Important Information About Your Cloth Face Coverings
CDC: How to Safely Wear and Take Off a Cloth Face Covering
CDC: Use of Cloth Face Coverings to Help Slow the Spread of COVID-19
MDHHS: Face Coverings: How to wear a face covering
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
Social Distancing for Indoor Facilities
Face Mask or Face Covering for Indoor Facilities
CDC: Stop – Feeling Sick?
CDC: Clean Hands Keep You Healthy
The Benzie-Leelanau District Health Department (BLDHD) is committed to our mission of protecting the health of all persons in Benzie and Leelanau 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 Benzie and Leelanau County. 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.

Until a vaccine or treatment is available, social distancing measures are crucial in preventing illness and death from COVID-19 within a community.

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

Handouts for Employers

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Coronavirus (COVID-19) SAMPLE Workplace Health Screening
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CDC: Top 10 Tips to Protect Employees’ Health
PPE Resources
Business Safe Guards to EO2020-161 REQUIRES:

All businesses or operations that require their employees to leave the homes or residences for work must, at a minimum:

- Develop a COVID-19 preparedness and response plan
  - OSHA COVID-19 Guidance
  - MIOSHA COVID-19 Worksite Guidelines
- Designate one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed under subsection (a). The supervisor must remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.
- Provide COVID-19 training to employees that covers, at a minimum:
  - Workplace infection-control practices.
  - The proper use of personal protective equipment.
  - Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
  - How to report unsafe working conditions.
- Provide any communication and training on COVID-19 infection control practices in the primary languages common in the employee population.
- Place posters in the languages common in the employee population that encourage staying home when sick, cough and sneeze etiquette, and proper hand hygiene practices.
- Conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
- Keep everyone on the worksite premises at least six feet from one another to the maximum extent possible, including through the use of ground markings, signs, and physical barriers, as appropriate to the worksite.
- Provide non-medical grade face coverings to their employees, with supplies of N95 masks and surgical masks reserved, for now, for health care professionals, first responders (e.g., police officers, fire fighters, paramedics), and other critical workers.
Business Safe Guards to EO2020-161 REQUIRES:

- Require face coverings to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace, and consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.
- Require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways.
- Increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (e.g., door handles), paying special attention to parts, products, and shared equipment (e.g., tools, machinery, vehicles).
- 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.
- Follow Executive Order 2020-36, and any executive orders that follow it, that prohibit discharging, disciplining, or otherwise retaliating against employees who stay home or who leave work when they are at particular risk of infecting others with COVID-19.
- Establish a response plan for dealing with a confirmed infection in the workplace, including protocols for sending employees home and for temporary closures of all or part of the workplace to allow for deep cleaning.
- Restrict business-related travel for employees to essential travel only.
- Encourage employees to use personal protective equipment and hand sanitizer on public transportation.
- Promote remote work to the fullest extent possible.
- 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.
When an employee is identified with a confirmed case of COVID-19:

- Immediately notify the local public health department
- Within 24 hours, notify any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.
  - An employer will allow employees with a confirmed or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the Centers for Disease Control and Prevention (“CDC”) and they are released from any quarantine or isolation by the local public health department.
Employers should continue to review the U.S. Centers for Disease Control (CDC) and Occupational Safety and Health Administration (OSHA) websites to ensure their workplace policies and procedures are based on the most up-to-date information available.

EMPLOYER REQUIREMENTS

✔ Establish Exposure Determination for Employees

• The employer should evaluate routine and anticipated tasks to determine anticipated employee exposure to COVID-19.

• The employer should categorize jobs into the following risk categories:

  o **Lower exposure risk** – do not require contact with public or other workers.

  o **Medium exposure risk** – require frequent and/or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. Workers in this category have contact with the general public and coworkers.

  o **High exposure risk** – high potential for exposure to known sources of COVID-19, these could include healthcare professionals, law enforcement, nursing home employees, medical transport or mortuary workers.

  o **Very high exposure risk** – high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers in this category include healthcare, dental and morgue workers performing aerosol-generating procedures.

✔ Create a COVID-19 Preparedness and Response Plan

• The employer should develop and implement a written plan to prevent employee exposure to COVID-19.

• The plan should include exposure determination and detail the measures the employer will implement to reduce employee exposure, including any:

  o **Engineering controls** – barriers between the worker and exposure to the virus.

  o **Administrative controls** – policies, procedures and practices such as staggered work schedule, teleworking and increase social distancing measures.

  o **Hand hygiene and environmental surface disinfection** – regularly clean and disinfect surfaces and equipment.

  o **Personal protective equipment** – employees in frequent or prolonged close contact with known or suspected cases of COVID-19 must be provided with and wear, at a minimum, an N95 respirator.

  o **Health surveillance** – screening protocols to identify known or suspected COVID-19 cases at the start of work shifts, employees should report any signs or symptoms of COVID-19.

  o **Training** – employers should provide COVID-19 exposure prevention training to employees, including steps to report signs and symptoms of COVID-19.
Establish Workplace Procedures

- Identify a workplace COVID-19 coordinator.
- Examine and update policies like telework.
- Establish a chain of communication.
- Train employees on new procedures and policies.
- Employee health screening procedures – prior to work.

Workplace Procedures - Cleaning

- The employer should routinely clean and disinfect all areas such as offices, common areas, bathrooms, shared electronic equipment and frequently touched surfaces.
- If a sick employee is suspected or confirmed to have COVID-19, perform enhanced cleaning and disinfection of the workplace.

Workplace Procedures - Sick Employees

- Require employees to report when they receive a positive test or are experiencing symptoms of COVID-19.
- Require employees to self-isolate. Employees should notify supervisors and stay home. Do not allow employees to return until home isolation criteria is met (Follow CDC Guidance) and inform other employees of possible workplace exposure (ADA compliant – Keep confidentiality).
- Record COVID-19 illnesses on MIOSHA 300 Log
  - Employers are to make work-related determinations based on reasonably available, objective evidence that the illness is work-related.
  - Follow the OSHA Enforcement Memo for Recording COVID-19 Cases.

Employee Training

Training should cover new policies and procedures like screening procedures, telework duties and employee reporting policy. Be sure to train on new controls like personal protective equipment (PPE) requirements and cleaning of workspace.

Contact MIOSHA

Michigan Occupational Safety and Health Administration (MIOSHA)
530 W. Allegan Street
P.O. Box 30643
Lansing, Michigan 48909-8143

If you need further information, call 855-SAFEC19 (855-723-3219). To request consultation, education and training services, call 517-284-7720 or visit our website at Michigan.gov/MIOSHA

For more information visit OSHA.gov/Coronavirus or call 800-321-OSHA (6742) or visit the U.S. Centers for Disease Control at CDC.gov/coronavirus.
COVID-19 Workplace Health Screening

Company Name: __________________________________________________________________________________
Employee: ____________________________________________________________ Date: ______________________
Time In: ____________________

1. In the last 14 days, have you developed any of the following symptoms that are new/different/worse from baseline of any chronic illness:

<table>
<thead>
<tr>
<th>Symptom</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subjective fever, or temperature of 100.4 or greater:</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>New or worsening cough:</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Shortness of breath or difficulty breathing:</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>New loss of taste or smell:</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

2. In the last 14 days, have you developed any of the following symptoms that are new/different/worse from baseline of any chronic illness:

<table>
<thead>
<tr>
<th>Symptom</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chills:</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Headache:</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Sore throat:</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Runny nose or congestion:</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Muscle aches:</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Abdominal pain:</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Fatigue:</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Nausea:</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Vomiting:</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Diarrhea:</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>What is your current temperature?</td>
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<td></td>
</tr>
</tbody>
</table>

DISCLAIMER: This screening tool is subject to change based on the latest information on COVID-19

If you answered **YES** to any of the symptoms listed in section 1, **OR** **YES** to two or more of the symptoms listed in section 2, **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.

In the past 14 days, have you:

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Had close contact with an individual diagnosed with COVID-19?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Traveled Internationally?</td>
<td>☐</td>
<td>☐</td>
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</tbody>
</table>

If you answered **YES** to either of these questions, please do not go into work. Self-quarantine at home for 14 days and contact your primary care physician’s office. If you are given a probable diagnosis or test positive, call your local health department to ensure they are aware.

Signature: ___________________________________________ Date: ______________________

For resources, visit bldhd.org. Contact the Health Department at 231-882-2197.

August 28, 2020
## 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>Fever? 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 which fails to comply with the Stay Home, Stay Safe Executive Order?</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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Loss of taste or smell?</td>
<td></td>
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<td></td>
<td></td>
<td>Cough?</td>
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<td></td>
<td>Shortness of breath?</td>
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<td></td>
<td>Sore throat?</td>
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<td></td>
<td></td>
<td>Vomiting/Diarrhea?</td>
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<td>Loss of taste or smell?</td>
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<td>Cough?</td>
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<td>Shortness of breath?</td>
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<td>Vomiting/Diarrhea?</td>
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</tbody>
</table>
CONSIDERATIONS FOR QUARANTINE AFTER TRAVEL

1. What was your vacation destination and where did you stop for services (other than filling with gas or a similarly brief encounter) while traveling?
   - What was the prevalence of COVID-19 infection at the time you were in that area? *(high prevalence, increasing cases, hospitals at capacity)*
   - Did you observe anyone who appeared ill or was coughing?
   - Did you travel in or through areas with stay at home orders or where travelers were required to quarantine?

2. Have you in the past 14 days spent substantial time indoors with people not part of your household?
   - Were you and others masked?
   - Was six feet of distance between individuals maintained?
   - How many individuals (other than your household members) were present? *(>50, unmasked and no distance)*

3. Have you spent more than 15 minutes in large groups?
   - Were you and others masked?
   - Was six feet of distance between individuals maintained?
   - Approximately how many individuals in the large group? *(>50)*
   - Were you indoors or outdoors? *(indoors, unmasked and no distance)*

4. Have you utilized air travel or other forms of travel where people are seated in enclosed spaces and closer than 6 feet (excluding riding in a car with members of your household)?
   - Were you and others masked?

5. What were your accommodations on your trip?
   - Hotel or VRBO—What procedures were in place to minimize the spread of covid-19
   - Camping/Boating—Were there shared facilities? Close contact with non-household members?
   - Family or friend’s home—was anyone in the household diagnosed with Covid-19 or showing symptoms of covid-19 at any time during your visit.
   - Were you and others masked?
   - Was six feet of distance between individuals maintained?
   - How many individuals (other than your household members) were present? *(>50, indoors, unmasked, no distance)*

### General guidelines for return to work:
*Items in italics indicate high risk. Any combination of indoors, unmasked and no distance elevates risk to high. One of those factors in isolation confers moderate risk.*

1. A low risk trip requires no additional measures before the employee returns to work. Resume daily screening procedure.

2. If risk is moderate to high, the employee may need to self-isolate upon return home. As with international travel, any self-isolation may require the use of personal time, vacation or unpaid leave.

3. Supervisor may consult with the Health Officer or Medical Director if needed.

2. If an employee has traveled internationally, CDC guidelines require a 14 day quarantine. Employees should be notified of this when they request vacation time for international travel. Supervisors will consider all time out of work for both vacation and quarantine when evaluating requests for ability to approve and ensure adequate staffing levels to support extended absence. Employees may check with Human Resources on current policy for paid and unpaid time off for quarantine.
PUBLIC HEALTH ADVISORY

Issued June 10, 2020

The Benzie-Leelanau District Health Department, 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 Benzie-Leelanau District Health Department, 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.

_Benzie and Leelanau County residents who need resources can call 211 or utilize the Health Department’s free Community Connections program by calling 1-833-674-2159._

_____________________________  6/10/2020
Health Officer                  Date
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.

**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.).

**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**.
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.

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.

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)
Top 10 Tips to Protect Employees’ Health

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

• 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.

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

• 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.

• 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.

• 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.

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

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

• 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 (https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html) areas the sick employee visited.

COVID-19 RE-ENAGEMENT RESOURCES FOR BUSINESSES

PPE Resources
Pure Michigan Business Connect COVID-19 Procurement Platform
Michigan Chamber of Commerce PPE Resources
COVID-19 RE-ENGAGEMENT RESOURCES FOR BUSINESSES

Handouts for Employees

How a Mask Works
CDC: Important Information About Your Cloth Face Coverings
CDC: How to Safely Wear and Take Off a Cloth Face Covering
CDC: Use of Cloth Face Coverings to Help Slow the Spread of COVID-19
MDHHS: Face Coverings: How to wear a face covering
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
COVID-19 spreads mainly among people who are in close contact. All of us have droplets in coughs and sneezes that can carry COVID-19 to others. Coughs spray droplets at least 6 feet. Sneezes travel as far as 27 feet. Droplets also may spread when we talk or raise our voice. These droplets can land on your face or in your mouth, eyes and nose. When you wear a mask, it keeps more of your droplets with you. A mask also adds an extra layer of protection between you and other people’s droplets.

Research shows that masks can greatly reduce the chance of spreading COVID-19, especially when approximately 40% of those who have COVID-19 may be asymptomatic. We can only contain the virus and keep Michigan open if everyone stays careful and masks up when they leave home, whether they feel sick or not.

HOW A MASK WORKS

<table>
<thead>
<tr>
<th>CHANCE OF TRANSMISSION</th>
<th>ASYMPTOMATIC OR SICK</th>
<th>UNINFECTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highest</td>
<td>without mask</td>
<td>without mask</td>
</tr>
<tr>
<td>High</td>
<td>without mask</td>
<td>with mask</td>
</tr>
<tr>
<td>Medium</td>
<td>with mask</td>
<td>without mask</td>
</tr>
<tr>
<td>Low</td>
<td>with mask</td>
<td>with mask</td>
</tr>
<tr>
<td>Lowest</td>
<td>social distancing</td>
<td>social distancing</td>
</tr>
<tr>
<td>Practically None</td>
<td>staying home</td>
<td>staying home</td>
</tr>
</tbody>
</table>

For other workplace safety guidelines and resources visit Michigan.gov/COVIDworkplaceSafety or contact MIOSHA using the new hotline at 855-SAFEC19 (855-723-3219).
Important Information About Your Cloth Face Coverings

As COVID-19 continues to spread within the United States, CDC has recommended additional measures to prevent the spread of SARS-CoV-2, the virus that causes COVID-19. In the context of community transmission, CDC recommends that you:

- Stay at home as much as possible
- Practice social distancing (remaining at least 6 feet away from others)
- Clean your hands often

In addition, CDC also recommends that everyone wear cloth face coverings when leaving their homes, regardless of whether they have fever or symptoms of COVID-19. This is because of evidence that people with COVID-19 can spread the disease, even when they don’t have any symptoms. 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 mask without assistance.

How cloth face coverings work

Cloth face coverings prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. If everyone wears a cloth face covering when out in public, such as going to the grocery store, the risk of exposure to SARS-CoV-2 can be reduced for the community. Since people can spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering can protect others around you. Face coverings worn by others protect you from getting the virus from people carrying the virus.

How cloth face coverings are different from other types of masks

Cloth face coverings are NOT the same as the medical facemasks, surgical masks, or respirators (such as N95 respirators) worn by healthcare personnel, first responders, and workers in other industries. These masks and respirators are personal protective equipment (PPE). Medical PPE should be used by healthcare personnel and first responders for their protection. Healthcare personnel and first responders should not wear cloth face coverings instead of PPE when respirators or facemasks are indicated.

General considerations for the use of cloth face coverings

When using a cloth face covering, make sure:

- The mouth and nose are fully covered
- The covering fits snugly against the sides of the face so there are no gaps
- You do not have any difficulty breathing while wearing the cloth face covering
- The cloth face covering can be tied or otherwise secured to prevent slipping

Avoid touching your face as much as possible. Keep the covering clean. Clean hands with soap and water or alcohol-based hand sanitizer immediately, before putting on, after touching or adjusting, and after removing the cloth face covering. Don’t share it with anyone else unless it’s washed and dried first. You should be the only person handling your covering. Laundry instructions will depend on the cloth used to make the face covering. In general, cloth face coverings should be washed regularly (e.g., daily and whenever soiled) using water and a mild detergent, dried completely in a hot dryer, and stored in a clean container or bag.

For more information, go to: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-faq.html

cdc.gov/coronavirus
How to Safely Wear and Take Off a Cloth Face Covering

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2

USE THE FACE COVERING TO PROTECT OTHERS

- Wear a face covering to protect others in case you’re infected but don’t have symptoms
- Keep the covering on your face the entire time you’re in public
- Don’t put the covering around your neck or up on your forehead
- Don’t touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available

TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU’RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see: cdc.gov/coronavirus
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.
The first respirator was certified in the United States one hundred years ago and requirements for respiratory protection in healthcare were made mandatory in the 1990s (CDC, 2019). A lot of information is available about using respirators and masks in healthcare and the workplace in safe and effective ways.

There is not as much information about cloth face coverings, and there is a wide variety in the styles and materials. Because of this, there aren’t standard recommendations available, but we can use what we know about medical masks and respirators to guide how to use cloth face coverings in the safest and most effective way.

Cloth face coverings do not prevent illness in those who wear them like medical masks do (MacIntyre, et al, 2015). Wearing a cloth face covering is hoped to protect those around you in case you are infected. A cloth face covering should be worn whenever people are in a community setting, especially when you may be near people, like in grocery stores and pharmacies. It is not a substitute for social distancing. Cloth face coverings should be able to be laundered and machine dried without damage or change to shape (CDC, 2020).

**How to wear a face covering appropriately (CDC, 2020):**

- Clean your hands with soap and water or alcohol-based hand sanitizer before putting on your face covering.
- Put the face covering over your nose and mouth and secure it under your chin. Cloth face coverings should fit snugly but comfortably against the side of your face, secured with ties or ear loops.
- Make sure you can breathe easily without restriction when wearing the face covering.
- Avoid touching the face covering while wearing, and if you do, clean your hands.
- When removing a face covering, handle only by the ties or ear loops, and fold outside corners together to avoid touching the front of the covering.
- Clean your hands with soap and water or alcohol-based hand sanitizer after removing and handling your face covering.

Cloth face coverings should not be placed on children younger than 2 years of age, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cover without assistance.
While safe for most people, it is possible that wearing a face covering could interfere with your (Johnson, 2016):

1. Breathing
2. Vision
3. Ability to communicate clearly
4. Self-care
5. Ability to regulate your temperature
6. Overall feelings of well-being

Below are some suggestions that may be helpful if you are having any of these problems:

1. Breathing

The cloth face covering may cause you to rebreathe some of the carbon dioxide you have breathed out, which may cause your breathing rate to increase. If the face covering is too tight or too thick, and causes too much resistance, it may cause breathing to slow down. These changes in breathing may cause you to get lightheaded or not feel well. You may not be able to do as much or work as hard when you are wearing a face covering (Johnson, 2016).

People with allergies, runny nose, asthma, or COPD may not be able to tolerate breathing in a face covering well or for as long. Face coverings made with too many layers of cloth, tightly woven cloth, or cloth that has gotten wet from saliva or mucus are often hard to breathe through.

Suggestions:

- Take breaks from your face covering
  - If you are getting episodes of lightheadedness or shortness of breath, make sure to take breaks throughout the day. Go to a private bathroom stall, go outside, go to your car, or somewhere else where you are away from others and remove your face covering for a little while. Remove the face covering by ear straps/ties, wash your hands with soap and water or use an alcohol-based hand sanitizer after removing.
- Make sure the face covering is not too tight and the material is not too thick.
- Change face coverings if it gets wet or damp.
- If you have a health condition that makes wearing a face covering difficult, you do not have to wear one. Try to limit trips and if you do have to go out, social distance to the best of your ability.
- You do not have to wear a face covering if you are exercising or working outside as long as you can maintain social distancing.
2. Vision

Using a poorly placed face covering can cause vision to become obstructed. Glasses or goggles can become fogged up, especially in cold weather or when going from hot weather to an air-conditioned building or vehicle.

Suggestions:

- It is not recommended that you wear a face covering while driving due to these potential hazards.
- To stop glasses from fogging, wash glasses in soapy water and let them air dry. You can also rub a dab of shaving cream into the inside of the lenses. When they are dry, use a clean dry cloth to buff off any extra. The soap or shaving cream residue will prevent fog from forming.

3. Ability to communicate clearly

A covering over the mouth can make it difficult for others to understand what we are saying because words are muffled and visual cues are blocked. This is worse with short or one-word statements because there isn’t context to help others figure out what we are trying to say.

Face coverings also make it harder for the hard of hearing and hearing impaired to understand what you are saying.

Suggestions:

- Be sure to face the person you are talking to and speak in clear, complete sentences.
- Consider coming up with hand singles to use for common questions and answers.
- If you are talking to someone with hearing impairments make sure there is as little background noise as possible, talk slowly and clearly, and consider using a face covering with a clear front so your mouth movements can help with communication.
  - Instructions for making a clear face covering can be found at:
    - How to Make An Accessible, Deaf-Friendly Face Mask
    - Communicator Face Mask
      [https://www.9and10news.com/content/uploads/2020/04/Communicator-Face-Mask.pdf](https://www.9and10news.com/content/uploads/2020/04/Communicator-Face-Mask.pdf)
4. Self-care

Wearing a face covering makes it difficult to eat, drink, scratch your nose, blow your nose, and so on.

Suggestions:

- It is important to take breaks to safely take care of these needs during the day.

5. Ability to regulate your temperature

Using a face covering in hot temperatures can cause you to feel uncomfortable and may cause you to overheat faster. Sweat and wetness may soak into the cloth face covering, and this makes it harder to breathe through the face covering as well, making it less effective.

Suggestions:

- Take extra breaks during hot weather, focusing on hydration and cooling down.
- Pay close attention for signs of heat illness.
- Change face coverings if yours gets wet or damp.

6. Overall feelings of well-being

It is not uncommon to feel some irritation or discomfort from your face covering. For some, it is much worse, and wearing a face covering can cause anxiety or feelings of claustrophobia.

Suggestions:

- If you are worried or nervous about wearing a face covering, start by wearing it loosely for very short periods of time around the house.
  - If this isn’t possible, wear it around your neck or chin until that is tolerable before putting it over your mouth.
- Gradually increase the time until you feel comfortable wearing it outside your home. Make sure you get a face covering you like that feels comfortable.

Other Considerations:

Some experts worry that wearing a face covering or mask may cause people to touch their faces more often as they fit and adjust it. While this hasn’t been proven, be aware of this possibility and avoid touching your face and face covering.
Exhaled air may be forced up into your eyes while you are wearing a face covering which might irritate your eyes. If you notice this happening, use over-the-counter lubricating eye drops but wash hands prior to use.

Dirty face coverings could be a source of germs and infection. Your face covering should be washed and dried routinely depending on the frequency of use. Use a bag or bin to store cloth face coverings until they can be laundered. Use the appropriate washer and dryer settings and detergents for the materials your face covering is made of. The cloth face covering should be washed right away if you were around someone with COVID-19 or if the covering is visibly dirty. If you must re-wear your cloth face covering before washing, wash your hands immediately after putting it back on and avoid touching your face. Over time, washing and drying your cloth face covering will decrease its ability to filter out particles from your breath (Neupane, et al, 2019). Consider replacing your cloth face covering after four or five washes.

In addition, discard cloth face coverings that:

- No longer cover the nose and mouth
- Have stretched out or damaged ties or straps
- Cannot stay on the face
- Have holes or tears in the fabric

References

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
- Someone that has COVID-19 coughed or sneezed on me
- I think my coworker has COVID-19
- I think someone I know has COVID-19

You should self-quarantine and monitor yourself for symptoms. The local health department may ask you to do so.*

Have you developed symptoms of respiratory illness such as Loss of taste or smell, fever, cough, or shortness of breath?

- YES
- NO

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
- NO

Seek immediate medical attention.

Contact your health care provider to discuss your symptoms.

Continue to monitor yourself for symptoms.

If you are concerned about your health, contact your health care provider.

How do I monitor myself?

Pay attention for COVID-19 symptoms:
- Loss of taste or smell
- Cough
- Shortness of Breath

If you are experiencing severe symptoms, contact your health care provider immediately.

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.

<table>
<thead>
<tr>
<th>For Me (Home Isolation)</th>
<th>Close Contacts (Quarantine)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have been diagnosed with COVID-19.</td>
<td>I live with someone diagnosed with COVID-19.</td>
</tr>
<tr>
<td></td>
<td>I live with someone who has developed one or more symptoms of COVID-19.</td>
</tr>
<tr>
<td>You have had no fever for at least 24 hours, 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.</td>
<td>Stay home for 14 days after your last contact with the sick person. Monitor yourself for symptoms twice a day.</td>
</tr>
<tr>
<td>If you answered yes to all conditions, you may end home isolation.</td>
<td>If one or more symptoms do not appear within the 14-day quarantine period, you may end home quarantine.</td>
</tr>
</tbody>
</table>

How do I monitor myself?
Check your temperature twice a day and look for common symptoms like:
• Loss of taste or smell
• 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 you had a negative COVID-19 test OR you are cleared by your health care provider or the Health Department. 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.

Loss of taste or smell, cough, or shortness of breath:
- **YES**: Enter positive results into MDSS. Results are available for the county in which the patient resides and to the submitting provider.
- **NO**: Refer to health care provider to discuss symptoms.

If no symptoms develop during monitoring period, DISCONTINUE MONITORING.

**OPTION A**
- CALL PROVIDER HOTLINE

**OPTION B** CONTACT LOCAL HEALTH DEPARTMENT

Individual contacts or presents at health care provider.

Screening at health care provider.

Doctor determines patient meets prioritization criteria:
- **YES**: Order test from commercial or hospital laboratory.
- **NO**: Doctor determines patient does not need testing.

Health care provider obtains MDSS Investigation ID:
- **YES**: Submitter (health care provider) receives results.
- **NO**: Send sample to Bureau of Laboratories.

ENTER POSITIVE RESULTS INTO MDSS

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

SUBMITTER PROVIDES RESULT TO PATIENT

ENTER POSITIVE RESULTS INTO MDSS

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

NO

SUBMITTER PROVIDES RESULT TO PATIENT

ORDER TEST FROM COMMERCIAL OR HOSPITAL LABORATORY

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.*
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

1-833-674-2159  
Grand Traverse Regional HUB serving Grand Traverse, Benzie, Leelanau

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

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**

Social Distancing for Indoor Facilities

Face Mask or Face Covering for Indoor Facilities

CDC: Stop – Feeling Sick?

CDC: Clean Hands Keep You Healthy
Social distancing
What You Need to Know

Social distancing means keeping a physical separation from other people. This includes avoiding groups of people and keeping space between yourself and others. It can include larger measures like closing public spaces and canceling group events. It helps protect people from illness, especially those who are more vulnerable. Social distancing limits the spread of disease by lowering the chance of contact with someone with COVID-19. Please create specific business plans based on these guidelines.

**PRACTICE SOCIAL DISTANCING**

**Individuals Can**
- Keep six (6) feet between yourself and others.
- Avoid getting together in social groups and gatherings.
- Use Skype and FaceTime to visit family and friends.
- Use online, curbside or drive-through services such as banking, groceries, pharmacy and carryout.
- Avoid public places at their busiest times.

**Businesses can**
- Have employees tele-work when possible.
- Modify operations to provide online options.
- Restrict areas where people may gather.
- Limit in-person meetings and use electronic communication methods.
- Assess store layout and modify high traffic areas (i.e. checkout lines, pharmacy counter etc.) to create six (6) feet of space between people:
  - Special store hours for seniors, healthcare workers and first responders to shop.
  - Signage asking people to remain at least 6 feet apart from others.
  - Mark floors of checkout lines with tape for 6 foot spacing between customers.
  - Promote curbside pick-up, delivery and online services.

**Everyone should**
- Stay home when sick.
- Avoid hugging, high-fives, shaking hands, and sharing cups or eating utensils.
- Use good personal hygiene practices whenever you are out in public:
  - Washing your hands often with soap and warm water for 20 seconds, and help young children do the same. If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol.
  - Covering your nose and mouth with a tissue when you cough or sneeze, or cough/sneeze in your upper sleeve. Immediately throw away used tissues in the trash, then wash hands.
  - Avoiding touching your eyes, nose, and mouth with unwashed hands.
  - Cleaning and disinfecting frequently touched surfaces, such as toys and doorknobs.

CUSTOMERS & EMPLOYEES MUST KEEP 6-FEET SOCIAL DISTANCE WHILE INSIDE THIS FACILITY
Per the Latest Executive Order(s)

YOU MUST WEAR A FACE MASK TO ENTER THE BUILDING

A face mask includes a homemade cloth mask, scarf, or bandana. Your mask must cover your nose and mouth.

Benzie-Leelanau District Health Department
Caring for our Communities
Feeling Sick?

Stay home when you are sick!

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
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

This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.