



# COVID-19

# REOPEN TOOLKIT

## Manufacturing in Response to EO 2020-77 is REQUIRED to:

- **Create a plan**

*Make a COVID-19 Preparedness and Response Plan which should be made available for review at company headquarters or work site.*

- **Screen employees DAILY for COVID-19 symptoms**

*A Sample Employee Screening Checklist is included for your convenience.*

- **Provide visible guidance of 6-ft physical distancing**

*Guidance included in this packet about Social Distancing and how to establish visual distance markings in your facility for workers, clients, patrons and vendors.*

- **Limit capacity to comply with 6-ft social distancing**

*Capacity should be limited based on the size of your facility to maintain appropriate social distancing requirements.*

- **Make hand-washing and hand-sanitizing stations available and accessible**

*Also, do not continue the use of hand dryers*

- **Disinfect surfaces, equipment, and tools and discourage sharing of items.**

- **Provide masks and allow employees to wear PPE**

- **Provide training for employees regarding COVID-19**

For questions please contact the Grand Traverse County Health Department

Call: 231-995-6800 or Email: [gtchd@gtchd.org](mailto:gtchd@gtchd.org)



# COVID-19

# PREVENTION PRACTICES

## Practices to Provide a Safe and Healthy Work Facilities and Prevent COVID-19:

### Create a COVID-19 Preparedness and Response Plan - know the plan

- *Make a plan that is available for anyone to read or reference at company headquarters or worksite*
- *Plan must be consistent with the OSHA's recommendations in Guidance on Preparing Workplaces for COVID-19*
- *Include steps taken to reconfigure the workspace and workflows for optimal worker distancing*
- *Include policies governing social distancing, personal hygiene, cleaning and disinfecting, and personal protective equipment*
- *Include exposure controls and response policies*
- *Define the scope of the response team*
- *Provide training process for employees regarding COVID-19*

### Workplace Distancing - keep workers/patrons away from others

- *Restrict the numbers of workers present to no more than strictly necessary*
- *Prohibit gatherings in, restrict access to, and/or provide physical barriers in common areas (break rooms, cafeterias etc)*
- *Reduce congestion in common spaces by marking the floor with visual 6 ft distancing markers*
- *Suspend all non-essential in-person interactions, including tours*
- *Stagger worker's breaks, lunches, and shifts if possible*
- *Provide plexiglass barriers between work stations*

*\*Additional information and sign on social distancing included.*

### Sanitation and Hygiene - keep things as clean as possible

- *Frequently disinfect facilities, equipment, and surfaces (2-6x per day)*
- *Make handwashing facilities easily accessible and promote regular usage*
- *Place restrictions on the use of shared tools, machinery or equipment*
- *Discontinue the use of hand dryers*



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# PREVENTION PRACTICES

## Access Control - screening and keeping the sick away

- *Dedicate a single point of entry for every facility*
- *Use physical barriers to ensure no one can bypass the single point of entry*
- *Use entry point to perform DAILY entrance symptom screenings, including temperature checks, of workers, contractors, suppliers, and any other individual entering the facility*
- *Perform the temperature checks with a touchless thermometer (where possible)*
- *Keep a record temperature checks and symptom screenings via a central log*

*\*Symptom checklist for employee monitoring is included.*

## Exposure, Contact Tracing, and Exclusion - case monitoring

- *Ensure there is a process to quickly identify close contacts of all workers*
- *Notify plant leaders and potentially exposed individuals when a COVID-19 case is identified*
- *Keep a central log of all cases and potential exposures*
- *Report confirmed cases and outbreaks to local public health, including any relevant information on circumstances of transmission and contacts of the infected worker*
- *Send potential exposed employees home*
- *Encourage workers to self report to plant leaders when they feel ill*
- *Shutdown area of manufacturing facility for cleaning and disinfecting if/when a worker goes home because of symptoms.*
- *Develop a quarantine and return-to-work procedures in accordance with the more recent state Executive Orders and/or CDC guidance (call local health or state health department with questions)*

## Personal Protective Equipment (PPE)

- *Require masks to be worn when workers cannot consistently maintain six feet of separation in the workplace. Consider face shields when workers cannot consistently maintain three feet of separation from others in the workplace*
- *Provide training on how PPE - including how to put it on and taken it off*
- *Disposable gloves can be used. The gloves should be put on, removed, and disposed of properly*
- *Other types of PPE should be used for the workplace if appropriate (gowns, etc)*



# COVID-19

# SAMPLE SCREENING CHECKLIST

This checklist is a sample only. It is not intended to take the place of medical advice, diagnosis or treatment.

## WHAT TO DO

- Create and implement an active screening plan including:
  - Location and staffing of the screening table
  - Signage to support the active screening process
  - Rules to allow or prohibit entry
  - Script for screening
  - Alcohol-based hand sanitizer available at the screening table
  - Handout explaining the changes
  - Develop and display sick policies

## SCREENING QUESTIONS TO CONSIDER

- In the past 24 hours, have you experienced:
    - Subjective fever (felt feverish):  Yes  No
    - New or worsening cough:  Yes  No
    - Shortness of breath:  Yes  No
    - Sore throat:  Yes  No
    - Vomiting/Diarrhea:  Yes  No
    - Repeated shaking with chills:  Yes  No
    - New loss of taste or smell:  Yes  No
    - Muscle pain:  Yes  No
    - Headache:  Yes  No
- Current Temperature: \_\_\_\_\_
- If you answer “yes” to any of the symptoms listed above, or your temperature is 100.4 °F or higher, please do not go into work. Self- isolate at home and contact your doctor for direction. If you test positive for COVID -19,
    - You should isolate at home for minimum of 10 days since symptoms first appear **AND**
    - You must also have 3 days without fevers and improvement in respiratory symptoms before returning to work

**(SEE ATTACHED FLOW CHART)**
  - Have you had close contact in the last 14 days with an individual diagnosed with COVID-19?
  - 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?
  - Have you been directed or told by the local health department or your healthcare provider to self-isolate or self-quarantine?
  - If you answer “yes” to either of these questions, please do not go into work. Self-quarantine at home for 14 days.

## HOW TO RESPOND

- If the individual answers NO to all questions, they have passed the screening and can begin working.
- If the individual answers YES to any screening questions, or refuses to answer, they failed the screening. Instruct the employee to return home and quarantine for 14 days. They should also be advised to call their healthcare provider or 911 as needed.
- Please refer to the attached flow chart as needed for guidance on employees returning to work.

For more information, visit [CDC's Resources for Businesses and Employers](#). For questions call 231-995-6800



# SOCIAL DISTANCING

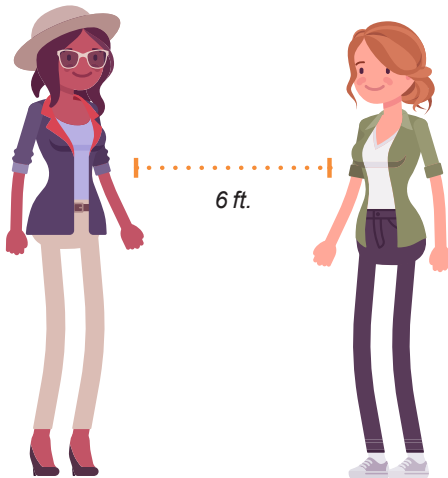
## *What You Need to Know*

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.

Learn more about slowing the spread of COVID-19 from the State of Michigan at <https://bit.ly/3dj7jO4>

# 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.

File a complaint with MIOSHA . Learn more at [Michigan.gov/MIOSHAcomplaint](https://Michigan.gov/MIOSHAcomplaint).

### For Me

I have been diagnosed with COVID-19.

I have developed one or more symptoms of COVID-19.

**Stay home for 10 days** after you were tested or developed symptoms.

After staying home for **10 days**, have you been **symptom-free for 3 days**?

**YES**

You may leave if you are symptom-free.

**NO**

Stay home until 3 days have passed after all symptoms have stopped.

### Close Contacts

I live with someone diagnosed with COVID-19.

I live with someone who has developed one or more symptoms of COVID-19.

**Stay home for 14 days** after your **last contact** with the sick person.  
**Monitor yourself for symptoms.**

You may leave if you are symptom-free.

### How do I monitor myself?



Pay attention for COVID-19 symptoms:

- **Fever**
- **Cough**
- **Shortness of breath**

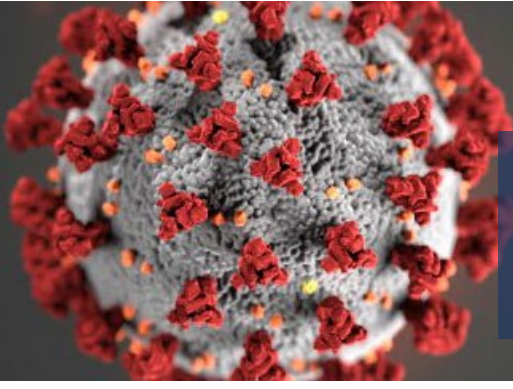
If you are concerned about your health or develop symptoms, contact your health care provider or urgent care.



### Should I wear a mask?

If you or your close contact is symptomatic and you must leave home, you should cover your nose and mouth with a homemade mask, scarf, bandana or handkerchief.

\*Process for general public, does not specifically apply to workers at a health-care facility, first responders (e.g., police officers, fire fighters, paramedics), and prison employees.



## CLEANING & DISINFECTION For Facilities After Suspected or Confirmed COVID-19 Exposure

Michigan.gov/Coronavirus

### 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)**