



MANAGING COVID-19 IN THE WORKPLACE

Bay County businesses and entities may remain open if they provide essential services to sustain or protect life, or are resumed under EO 2020-59. These businesses and entities must follow the guidelines established by the State to ensure the safety of employees and customers.

ESSENTIAL OR NOT?

Critical infrastructure workers have jobs where in-person presence is necessary to sustain or protect life. Examples include but are not limited to:

- Healthcare
- Food service
- Grocery
- Manufacturers of lifesaving equipment

If exposed to COVID-19 these workers must monitor for the development of any symptoms but do not have to quarantine for 14 days unless required by their employer.

Other types of workers, including resumed businesses, and ones who need to work on-site but not for critical infrastructure, still need to quarantine for 14 days after an exposure.

RECOMMENDED CHECKLIST



Screen everyone. Check employees for fever or other symptoms if they will enter facilities or buildings.



Any employee with symptoms or underlying health conditions must stay home or work remotely.



Maintain 6 feet of distance between people.



Emphasize frequent and proper hand washing. Make sure sinks are well supplied.



Do not share space or equipment. If this is not possible, have employees wash their hands before and after using shared equipment. Clean and sanitize equipment between uses.



Employees should work remotely if at all possible.



Require employees to wear cloth masks, unless medically unable to. Medical masks should be reserved for those in health care.

FAQS

One of our employees just tested positive for COVID-19. Should I send everyone home?

- Instruct the employee to stay home and self-isolate; it is not necessary to send everyone home.
- Notify the health department.
- The COVID+ employee should not return to work for at least 10 days after symptoms first started and 24 hours (1 full day) after fever has resolved without the use of fever-reducing medicines and symptoms have improved, whichever is longer.
- Thoroughly clean the employee's workspace, equipment, and surfaces such as doorknobs or elevator buttons.

An employee had close contact with a “suspected” OR a confirmed case of COVID-19. What should I do?

- If the employee **is not** a health care or critical infrastructure worker, the employee is not permitted on the worksite and should self-quarantine at home for 14 days.
- If the employee **is** a health care or critical infrastructure worker, the employee may continue to work if they do not have symptoms. The employee should wear a mask while at work.

What should I do if visitors or customers have symptoms of illness, such as coughing or sneezing?

- You and your employees should follow social distancing guidance and maintain at least a 6-foot distance from anyone, especially those who are having symptoms.
- If your employee must be closer to the customer, advise them to minimize time spent with symptomatic customers to less than 10 minutes, if possible. Be sure to provide the public with tissues and trash receptacles. Have a no-touch hand sanitizer dispenser near customer entrances. Employees should wear a cloth mask or face covering.

WHAT IS A "CLOSE CONTACT"?

Someone has had a "close contact" with an individual with COVID-19 if they were within 6 feet of the ill person for greater than 10 minutes while the ill person had symptoms of COVID-19.

WHAT IS QUARANTINE?

Quarantine is for individuals who have been exposed to COVID-19 but are not sick. Quarantine lasts for 14 days. Individuals who are quarantined should not leave their home. Critical infrastructure and healthcare employees do not need to be in quarantine, even after an exposure.

WHAT IS ISOLATION?

Isolation is for individuals who have tested positive or are suspected to be sick with COVID-19. Individuals in isolation should not leave their home and should avoid all members of their household. Isolation lasts for 10 days since the onset of symptoms and they are 3 days fever-free (lower than 100.4°F) without medicine.



www.baycounty-mi.gov/health/covid19/

www.michigan.gov/coronavirus

www.cdc.gov/covid19