



COVID-19 Workplace Guidelines

EMPLOYEE'S GUIDE

WORKPLACE SAFETY AND HEALTH

For additional industry specific guidelines on Michigan Executive Orders, click here: [COVID-19 Workplace Safety Guidance](#)

Important Note:

The best practice and guidance information provided in this presentation, follows information and guidance provided through the CDC and OSHA, **as of June 8, 2020**

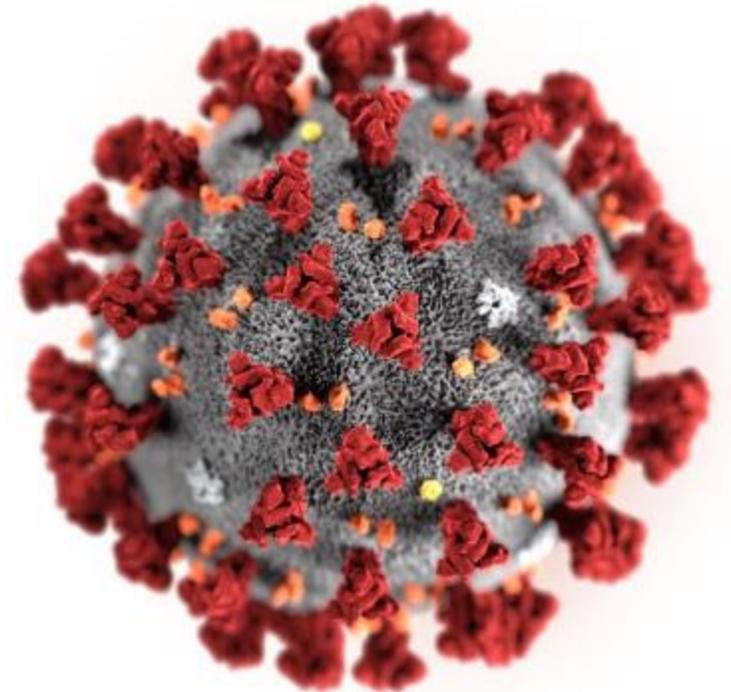
Employers should continue to review CDC and OSHA websites, to ensure their workplace policies and procedures are based on the most up-to-date information available.

Objectives

- Overview – Coronavirus & COVID-19
- Employer Requirements
- General Workplace Procedures
- Employee Responsibilities

Overview - Coronavirus

- Coronaviruses are a family of viruses that can cause illness in people. Coronaviruses circulate among animals, including camels, cattle, and cats.
- **SARS-CoV-2**, the seventh known human coronavirus and the virus that causes **COVID-19**, is thought to have jumped species from animals to begin infecting humans.
- Other coronaviruses have caused other outbreaks – Severe Acute Respiratory Syndrome (SARS) & Middle East Respiratory Syndrome (MERS)



Overview – Signs & Symptoms

- COVID-19 causes mild to severe respiratory illness – can cause a severe pneumonia-like illness
- Typical symptoms
 - Fever (>100.4°F)
 - Cough
 - Shortness of Breath
 - Fatigue
 - Headache
 - Muscle or body aches
 - New loss of taste or smell
- Symptoms begin 2-14 days after exposure

How COVID-19 is Spread?

- Person to Person Spread
 - Exposure to respiratory droplets from someone who is infected
 - People without symptoms are able to spread the virus
- Contaminated Surfaces and then touching eyes, nose or mouth



[CDC - COVID19](#)

Employer Requirements

Employer Requirements



Exposure Control Plan



Hygiene/Disinfecting



Reporting



Engineering Controls



Administrative Controls



Personal Protective Equipment (PPE)

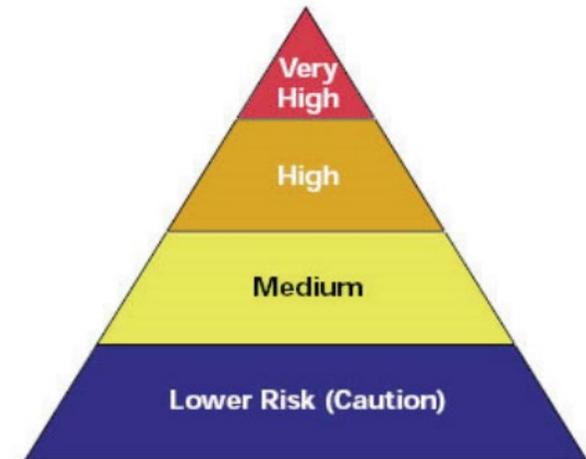


Training

Exposure Determination

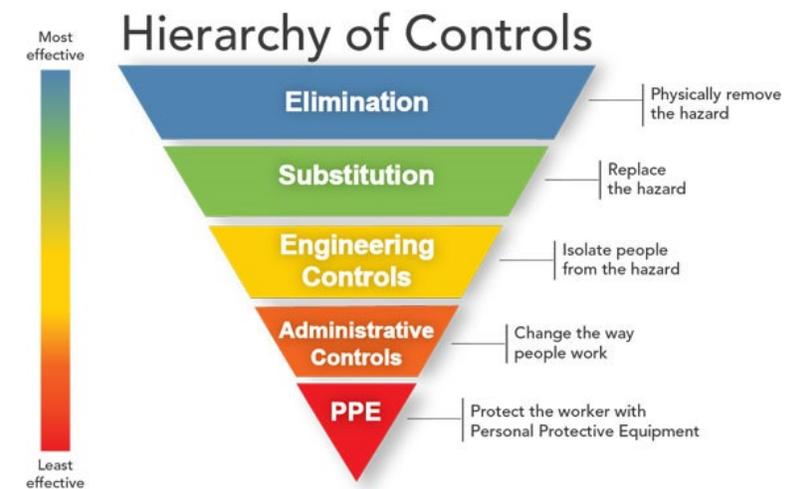
- **Very High Risk**
 - High potential exposure to known or suspected sources of COVID-19
 - Healthcare, laboratory, morgue employees during specific procedures
- **High Risk**
 - High potential exposure to known or suspected sources of COVID-19
 - Could include - licensed health care professionals, medical first responders, nursing home employees, law enforcement, correctional officers, or mortuary workers
- **Medium Risk**
 - Jobs that require frequent and/or close contact (within 6 ft) with people who may be infected, but are not known or suspected COVID-19 patients
 - In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from locations with widespread SARS-CoV-2 transmission.
 - In areas where there is ongoing community transmission, workers in this category may have contact with the general public (for example, schools, high-population-density work environments, high-volume retail settings).
- **Lower Risk**
 - Jobs that do not require contact with people known or suspected of being infected with coronavirus
 - No frequent close contact (within 6ft) with the general public
 - Minimal contact with co-workers

**Occupational Risk Pyramid
for COVID-19**



Exposure Controls

- Engineering Controls
 - High-efficiency Air Filters & Increased Ventilation Rates
 - Physical Barriers – Clear plastic barriers & sneeze guards
 - Installing a drive-thru window
- Administrative Controls
 - Require use of cloth face coverings
 - Increase physical space between employees & customers
 - Move machines & equipment to increase distances between employees
 - Implement flexible work hours, staggered shifts & breaks
 - Implement telework, teleconferencing & web conferencing



Personal Protective Equipment (PPE)

OSHA – COVID-19 Hazard Recognition

Very High & High Risk Exposure

- Workers shall wear
 - Gloves
 - Gown
 - Face shield or goggles and
 - N95 or higher respiratory protection

Medium Risk Exposure

- Workers may need to wear a combination of
 - Gloves
 - Gown
 - Face mask
 - Face shield or goggles
- PPE worn will depend on results of job task hazard assessment
- Masks are mandatory when social distancing and physical barriers are not possible
- Employer may make it mandatory for customers to wear a mask in order to enter their facility

Lower Risk Exposure

- No need for additional PPE beyond what is typically used for job tasks
- Masks are voluntary when social distancing is possible

Face Coverings vs Respirators

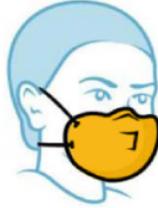
COVID-19 FACEMASKS VS. RESPIRATORS



Cloth or Paper Face Mask



Surgical Face Mask



Filtering Facepiece Respirator (e.g. N95)

	Cloth or Paper Face Mask	Surgical Face Mask	Filtering Facepiece Respirator (e.g. N95)
Testing & Approval	Not tested or approved, but recommended by the CDC	Cleared by the U.S. Food and Drug Administration per 21 CFR 878.4040	Evaluated, tested and approved by NIOSH per 42 CFR Part 84
Intended Use & Purpose	To prevent transmission of the virus between people in close proximity	A fluid resistant barrier designed to protect the wearer from large droplets, splashes or sprays of bodily or other hazardous fluids.	Reduces the wearer's exposure to small particle aerosols and large droplets

COVID-19 VOLUNTARY VS. REQUIRED RESPIRATOR USE



The employer determines the necessary PPE required for the job task(s). The employer is responsible for payment, replacement, maintenance, cleaning, laundering and disposal of PPE. Training should be provided to employees regarding proper use, limitations, care and maintenance of PPE. Where respirators are provided, the following table outlines additional requirements:

Guidelines for Employees Using Respiratory Protection

	Filtering Facepiece Respirator (e.g. N95)	
	Required	Voluntary
Fit Testing	Yes	No
Medical Evaluation	Yes	No
Facial Hair Prohibited	Yes	No
Appendix D Provided	No	Yes
Training per 1910.134(k)	Yes	No
Cleaning, Storage & Maintenance of Respirator	Yes	Yes

- Know the difference between cloth face coverings and respirators
- NIOSH Certified Respirators require compliance to the Respiratory Protection Program
- [Facemasks vs Respirators Factsheet](#)
- [Voluntary vs Required Respirator Use Factsheet](#)



Employee Training

- Train new policies and procedures
 - Screening Procedures
 - Telework Duties
 - Employee Sick Policy
 - Employee Leave Policy
- New Controls
 - Barriers, Drive-Thru/Pick-up Policies,
 - Cleaning of workspace
 - PPE Requirements
 - Training on new disinfectant chemicals
 - Changes in shift schedules

General Workplace Procedures

General Workplace Practices – OSHA

Ten Steps All Workplaces Can Take to Reduce Risk of Exposure to Coronavirus

All workplaces can take the following infection prevention measures to protect workers:

- 1 Encourage workers to stay home if sick.
- 2 Encourage respiratory etiquette, including covering coughs and sneezes.
- 3 Provide a place to wash hands or alcohol-based hand rubs containing at least 60% alcohol.
- 4 Limit worksite access to only essential workers, if possible.
- 5 Establish flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), if feasible.
- 6 Discourage workers from using other workers' phones, desks, or other work tools and equipment.
- 7 Regularly clean and disinfect surfaces, equipment, and other elements of the work environment.
- 8 Use Environmental Protection Agency (EPA)-approved cleaning chemicals with label claims against the coronavirus.
- 9 Follow the manufacturer's instructions for use of all cleaning and disinfection products.
- 10 Encourage workers to report any safety and health concerns.

For more information, visit www.osha.gov/coronavirus or call 1-800-321-OSHA (6742).

General Workplace Procedures – Cleaning & Disinfecting

- **Cleaning**
 - Refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but removes them
 - Use soap and water
- **Disinfecting**
 - Refers to using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but kills germs on a surface *after* cleaning
- **Common Disinfectants**
 - Bleach Solution - $\frac{1}{3}$ cup bleach per gallon water or 4 teaspoons bleach per quart water
 - 70% alcohol solutions may also be used – wipes or liquid
 - Common Products - not inclusive
 - Windex Disinfectant Cleaner, Comet Disinfecting Bathroom Cleaner, Scrubbing Bubbles Restroom Cleaner II, Lysol Bathroom Cleaner
 - [EPA List N: Disinfectants for Use Against Coronavirus](#)

General Workplace Procedures – Sick Employees



Returning to Work After COVID-19 Guidelines (Non-healthcare settings)

- At least 3 days (72 hours) without fever (without use of fever-reducing medications)

AND

- Improvement in Respiratory Symptoms (cough/shortness of breath)

AND

- At least 10 days have passed since symptoms first appeared
- Current CDC [Guidelines for Discontinuation of Isolation](#)

Employee Responsibilities

30 DAYS TO SLOW THE SPREAD

Listen to and follow the directions of your **STATE AND LOCAL AUTHORITIES**.

IF YOU FEEL SICK, stay home. Do not go to work. Contact your medical provider.

IF YOUR CHILDREN ARE SICK, keep them at home. Do not send them to school. Contact your medical provider.

IF SOMEONE IN YOUR HOUSEHOLD HAS TESTED POSITIVE for the coronavirus, keep the entire household at home. Do not go to work. Do not go to school. Contact your medical provider.

IF YOU ARE AN OLDER PERSON, stay home and away from other people.

IF YOU ARE A PERSON WITH A SERIOUS UNDERLYING HEALTH CONDITION that can put you at increased risk (for example, a condition that impairs your lung or heart function or weakens your immune system), stay home and away from other people.

DO YOUR PART TO SLOW THE SPREAD OF THE CORONAVIRUS

Even if you are young, or otherwise healthy, you are at risk and your activities can increase the risk for others. It is critical that you do your part to slow the spread of the coronavirus.

Work or engage in schooling **FROM HOME** whenever possible.

IF YOU WORK IN A CRITICAL INFRASTRUCTURE INDUSTRY, as defined by the Department of Homeland Security, such as healthcare services and pharmaceutical and food supply, you have a special responsibility to maintain your normal work schedule. You and your employers should follow CDC guidance to protect your health at work.

AVOID SOCIAL GATHERINGS in groups of more than 10 people.

Avoid eating or drinking at bars, restaurants, and food courts — **USE DRIVE-THRU, PICKUP, OR DELIVERY OPTIONS.**

AVOID DISCRETIONARY TRAVEL, shopping trips, and social visits.

DO NOT VISIT nursing homes or retirement or long-term care facilities unless to provide critical assistance.

PRACTICE GOOD HYGIENE:

- Wash your hands, especially after touching any frequently used item or surface.
- Avoid touching your face.
- Sneeze or cough into a tissue, or the inside of your elbow.
- Disinfect frequently used items and surfaces as much as possible.

Employee Requirements

STOP THE SPREAD OF GERMS

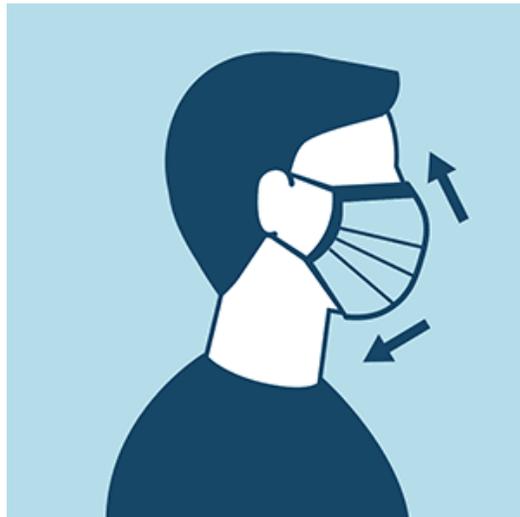
Help prevent the spread of respiratory diseases like COVID-19.

When in public, wear a cloth face covering over your nose and mouth.



Employee Responsibilities – Protecting Yourself

- Know how it spreads
- Avoid close contact
 - [CDC Guideline for Social Distancing](#)
 - Stay at least 6 ft apart (~2 arms length)
- Use cloth face masks – cover mouth & nose
- Wash your hands often
- Cover coughs & sneezes



[CDC Guidelines for Cloth Face Coverings](#)

Employee Responsibilities— Cloth Face Coverings

- Proper wear, use, & maintenance
 - Fit snugly (but comfortably) against the face
 - Secured with ties or ear loops
 - Include multiple layers of fabric
 - Be able to be laundered & dried without damage
- Protection
 - Serves protect people around you if you are infected but do not have symptoms
 - Not an N95 respirator
- Still maintain proper social distancing

Employee Responsibilities – Hygiene Etiquette

- Avoid touching eyes, nose, or mouth with unwashed hands
- Handwashing
 - Use soap and water
 - Wash for 20 seconds
 - Scrub all hand surfaces – between fingers, backs of hand, fingernails
- Hand Sanitizer
 - Use when soap and water are unavailable
 - Sanitizer should be $\geq 60\%$ alcohol
- Coughing & Sneezing
 - Cover your mouth and nose with tissue
 - If you don't have a tissue use your upper sleeve **NOT YOUR HANDS**
 - Remember to wash your hands after

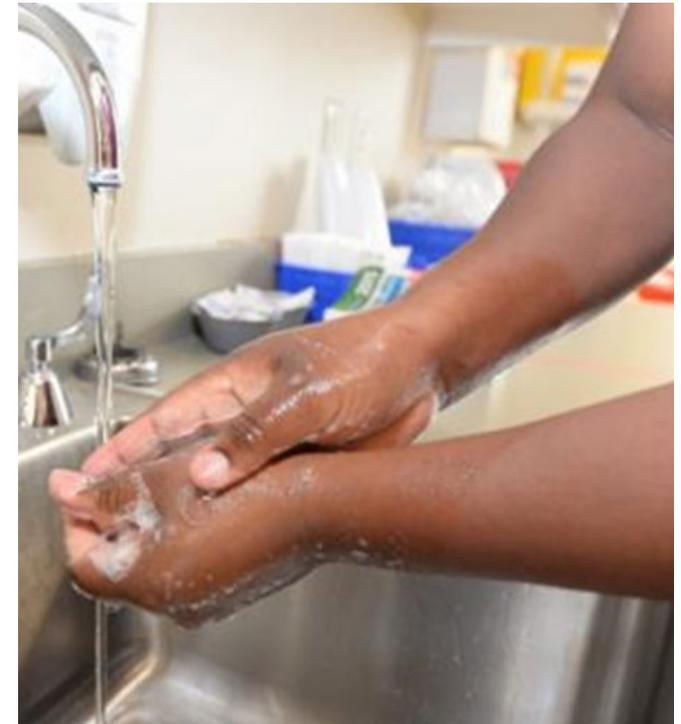


Photo: U.S. Department of Defense

Employee Rights

All workers have the right to:

- Raise a safety or health concern with their employer or MIOSHA
- File a complaint with MIOSHA

Employers cannot retaliate against an employee for:

- Complaining about safety or health condition in the workplace or
- Refusing to do an allegedly imminently dangerous job/task

More information on employee rights

- [How to File a Complaint with MIOSHA](#)
- Attorney General's FAQs – [Employee Rights](#)

Industry Specific Resources

- COVID-19 guidance is available for many industries
- Please go to these websites for industry specific guidance on COVID-19
 - MIOSHA – [COVID-19 Workplace Safety Guidance](#)
 - OSHA – [Control and Prevention](#)
 - CDC – [Worker Safety and Support](#)
 - AIHA – [Back to Work Safely](#)

MIOSHA Resources

[MIOSHA Webpage](#)

[MIOSHA Consultation, Education & Training \(CET\) Division](#)

[MIOSHA Standards](#)

[Request for Consultative Assistance](#)

[PPE Guide for General Industry \(SP #16\)](#)

[Respiratory Protection Program – Sample Written Program \(SP #05\)](#)

[Hazard Communication Program – Sample Written Program \(CET 5530\)](#)

[MIOSHA Training Program](#)

COVID-19 Resources

MIOSHA

- [COVID19 Interim Enforcement Plan](#)
- [COVID19 Workplace Safety Guidance](#)
- [Sample Exposure Control Plan](#)

State of Michigan

- [Coronavirus](#)
- [Frequently Asked Questions](#)

OSHA

- [COVID-19 Information](#)
- [Guidance on Preparing Workplaces for COVID-19](#)
- [Seven Steps to Correctly Wear a Respirator at Work](#)
- [Ten Steps for All Workplaces to Reduce Risk of Exposure to Coronavirus](#)

CDC

- [Coronavirus Disease \(COVID-19\)](#)
- [Prevent Getting Sick](#)
- [Resuming Business Toolkit](#)
- [Interim Guidance for Businesses to Plan and Respond to COVID-19](#)
- [Use of Cloth Face Coverings to Slow the Spread of COVID-19](#)
- [Interim Guidance for Workers Who May Have Had Exposure to a Person with COVID-19](#)
- [Cleaning & Disinfecting Your Facility](#)
- [Discontinuation of Home Isolation](#)

Other

- AIHA – [Back to Work Safely](#)
- NIH – [COVID-19 Training Resources](#)

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 regarding COVID-19

Call 855-SAFEC19 (855-723-3219).

To request consultation, education and training services, call 517-284-7720

or visit our website at:

www.michigan.gov/miosha

