

\* Michigan Safer at Home order has been rescinded as of June 1, 2020

# COVID-19 GUIDE FOR EMPLOYERS

\*\* This guide is base on Executive Orders [2020-110](#), [2020-114](#), & [2020-115](#)



**Genesee County  
Health Department**  
Your Health. Our Work.



Last updated: 06/08/2020

# GUIDANCE FOR BUSINESSES

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# 1

## **GUIDANCE ON PROTECTING STAFF + CUSTOMERS**

**3**

- Guidance from Executive Orders 2020-110, 2020-114, and 2020-115
- Enhanced Safety Precautions Checklist

**4**

**6**

# GUIDANCE FROM EXECUTIVE ORDERS 2020-70 & 2020-71

To protect the health and safety of Michigan residents, Governor Gretchen Whitmer signed **Executive Order (EO) [2020-110](#), [2020-114](#), and [2020-115](#)**. These orders outline which businesses must remain closed, when businesses are allowed to reopen, and what safety precautions are required for a safe reopening.

**Per EO [2020-110](#), the following places of public accommodation are to remain closed to members of the public :**

*\* Exceptions to this list are noted on page 5*

- Theaters, cinemas, and indoor and outdoor performance venues
- Gymnasiums, fitness centers, recreation centers, indoor sports facilities, indoor exercise facilities, exercise studios, and the like
- Casinos, racetracks, and millionaire Parties licensed by the Michigan Gaming Control Board
- Facilities offering non-essential personal care services, including:
  - Hair, nail, and tanning salons
  - Massage and traditional spas
  - Tattoo, body art, and piercing services
  - Other similar personal care services where individuals must be within six feet of one another
- Indoor services or facilities, or outdoor facilities involving close contact for amusement or other recreational or entertainment purposes, including, but not limited to:
  - Amusement parks
  - Arcades
  - Bingo halls
  - Bowling alleys
  - Indoor climbing and dance facilities
  - Skating or trampoline parks

# Per EO [2020-110](#) and EO [2020-115](#), the following businesses may reopen on the dates listed below:

\* Exceptions are listed below

\*\* These businesses are subject to enhanced precautions and capacity restrictions, see "Safety Precautions Checklist for Reopening Michigan Businesses"

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- Beginning [June 4, 2020](#), retailers may reopen
- Unless prohibited by a local regulation, the following businesses may reopen fully on [June 8, 2020](#):
  - Restaurants, food courts, cafes,
  - Coffeehouses,
  - Bars and taverns,
  - Brew pubs, breweries, and microbreweries,
  - Distilleries, wineries, and tasting rooms,
  - Special licenses, clubs, and like businesses
- On [June 8, 2020](#), outdoor swimming pools and day camps for children may reopen fully
  - \* *Indoor pools must remain closed at this time*
- On [June 15, 2020](#), non-essential personal care services may resume activities, following the precautions in [EO 2020-114](#)

# Per EO [2020-110](#), the following are exempt from the above restrictions:

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- Outdoor fitness classes, athletic practices, training sessions, or games, *provided that*:
  - Coaches, spectators, and participants not residing in the same household remain *at least six feet apart* at all times, and
  - Equipment is shared as minimally as possible and cleaned and disinfected often
- Services necessary for medical treatment as determined by a licensed professional
- Healthcare facilities, residential care facilities, congregate care facilities, and juvenile justice facilities
- Crisis shelters or similar institutions
- Food courts inside secured zones of airports
- Employees, contractors, vendors, or suppliers who enter, use, or occupy the places required to remain closed to the public in their professional capacity

# SAFETY PRECAUTIONS CHECKLIST FOR REOPENING MICHIGAN BUSINESSES

*Below is breakdown of the requirements for businesses reopening and/or remaining open per [Executive Order 2020-110](#) & [Executive Order 2020-115](#). [Executive Order 2020-114](#) establishes safe guards for employees and patrons. These must be followed when reopening.*

## **EO [2020-114](#) REQUIRES ALL BUSINESSES MINIMALLY DO THE FOLLOWING:**

- ☐ Develop a COVID-19 preparedness and response plan consistent with [OSHA guidelines](#)
- ☐ Designate one or more worksite supervisors to implement, monitor, and report on the plan developed as a result of the above
- ☐ Provide COVID-19 training to employees that covers, at a minimum: workplace infection-control practices, the proper use of personal protective equipment, steps to notify the employer of a positive COVID-19 test or symptoms, and how to report unsafe working conditions
- ☐ Conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at minimum, a questionnaire covering symptoms and suspected or confirmed exposures to people with COVID-19
- ☐ Maintain a distance of 6 feet between all people at the business to the maximum extend possible using ground markings, signs, physical barriers, etc.
- ☐ Provide non-medical grade face coverings to their employees
- ☐ Require face coverings to be worn when employees cannot consistently maintain 6 feet of separation from others in the workplace
- ☐ Increase facility cleaning and disinfection, especially for high-touch surfaces
- ☐ Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace
- ☐ Make cleaning supplies available to employees upon arrival at work and allow time for them to wash their hands or use hand sanitizer frequently
- ☐ Notify the local health department if an employee tests positive for COVID-19, as well as any coworkers, contractors, or suppliers who may have come in contact with the employee
- ☐ Follow the latest CDC guidance for allowing employees to return to work after a COVID-19 infection; see "[When to Discontinue Self-Isolation](#)"
- ☐ Follow [EO 2020-36](#), and any order that follows, prohibiting discharge, 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 protocol for sending employees home, temporary space closures, and 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 work-from-home 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

## **BUSINESSES OR OPERATIONS WHOSE WORK IS PRIMARILY PERFORMED OUTDOORS MUST:**

*\* In addition to the precautions required on page 6*

- ☐ Prohibit gatherings of any size in which people cannot maintain six feet of distance
- ☐ Limit in-person interaction with clients and patrons to the maximum extent possible; bar any interaction in which six feet of distance cannot be maintained
- ☐ Provide and require the use of personal protective equipment (i.e. gloves, goggles, face shields, and face coverings) as appropriate for the activity being performed
- ☐ Adopt protocols to limit the sharing of tools and equipment to the maximum extent possible
- ☐ Ensure frequent and thorough cleaning and disinfection of tools, equipment, and any frequently touched surfaces

## **BUSINESSES OR OPERATIONS IN THE CONSTRUCTION INDUSTRY MUST:**

*\* In addition to the precautions required on page 6*

- ☐ Create dedicated entry point(s) at every worksite for daily screening, if possible, or in the alternative, issue stickers or other markers to show that workers have passed the screening
- ☐ Provide instructions for the distribution of personal protective equipment and designate on-site locations for soiled face coverings
- ☐ Require the use of work gloves where appropriate to prevent skin contact with contaminated surfaces
- ☐ Identify choke points and high-risk areas where employees must stand near each other and control access to, and use of, these areas to maintain social distancing
- ☐ Ensure there are sufficient hand-washing or hand-sanitizing stations at the worksite to enable easy access to employees
- ☐ Notify contractors (if a subcontractor) or owners (if a contractor) of any confirmed COVID-19 cases among employees at the worksite
- ☐ Restrict unnecessary movement between project sites
- ☐ Create protocols for minimizing personal contact upon delivery of materials to the worksite

## **MANUFACTURING FACILITIES MUST:**

*\* In addition to the precautions required on page 6*

- ☐ Create dedicated entry point(s) at every worksite for daily screening, if possible, or in the alternative, issue stickers or other markers to show that workers have passed the screening
- ☐ Suspend all non-essential in-person visits, including tours
- ☐ Train employees on, at a minimum: routes of COVID-19 transmission, distance the virus can travel in the air and how long it may remain, and the use of personal protective equipment (including the proper steps for putting it on and taking it off)
- ☐ Reduce congestions in common spaces, where practicable by, for example, closing salad bars and buffets within cafeterias, requiring 6 feet of distance between employees, placing markings on the floor to maintain 6 feet of distance, offering boxed food via delivery or pick-up points, and reducing cash payments
- ☐ Implement rotational shift schedules where possible to reduce the number of employees in the facility at the same time
- ☐ Stagger meal and break times, as well as start times at each entrance, where possible
- ☐ Install temporary physical barriers, where practicable, between work stations and cafeteria tables
- ☐ Create protocols for minimizing personal contact upon delivery of materials to the facility
- ☐ Adopt protocols to limit the sharing of tools and equipment to the maximum extent possible
- ☐ Discontinue the use of hand dryers

- ☐ Ensure there are sufficient hand-washing and sanitizing stations at the worksite to enable easy access by employees
- ☐ Notify plant leaders and potentially exposed individuals upon identifying a positive case of COVID-19
- ☐ Maintain a central log for symptomatic employees or employees who received a positive test for COVID-19
- ☐ Send potentially exposed individuals home upon identifying a positive case of COVID-19
- ☐ Require employees to self-report to plan leaders as soon as possible after developing symptoms of COVID-19
- ☐ Shut down areas of the facility for cleaning and disinfection if an employee goes home because he or she is displaying symptoms of COVID-19

## RESEARCH LABORATORIES MUST:

**\*\*** Not for laboratories performing diagnostic testing

**\*** In addition to the precautions required on page 6

- ☐ Assign dedicated entry points(s) and/or times into lab buildings
- ☐ Create protocols and/or checklists as necessary to conform to the facility's COVID-19 preparedness and response plan
- ☐ Suspend all non-essential in-person visitors (including undergraduate students) until further notice
- ☐ Establish and implement a plan for distributing face coverings
- ☐ Limit the number of people per square feet of floor space permitted in a particular laboratory at one time
- ☐ Close open work-spaces, cafeterias, and conference rooms
- ☐ As necessary, use tape on the floor to demarcate socially distanced work-spaces and to create one-way traffic flow
- ☐ Require all office and dry lab work to be conducted remotely
- ☐ Adopt protocols to limit the sharing of tools and equipment to the maximum extent possible
- ☐ Ensure frequent and thorough cleaning and disinfection of tools, equipment, and any frequently touched surfaces
- ☐ Provide disinfecting supplies and require employees to wipe down their workstations *at least twice daily*
- ☐ Implement an audit and compliance procedure ensuring that cleaning procedures are followed
- ☐ Establish a clear reporting process for any symptomatic individual or any individual with a confirmed case of COVID-19, including notification of lab leaders and the maintenance of a central log
- ☐ Clean and disinfect the worksite when an employee is sent home with symptoms or with a confirmed case of COVID-19
- ☐ Send any potentially exposed co-workers home if there is a positive case in the facility
- ☐ Restrict all non-essential work travel, including in-person conference events

## RETAIL STORES OPEN FOR IN-STORE SALES, LIBRARIES, & MUSEUMS MUST:

**\*** In addition to the precautions required on page 6

- ☐ Create communication materials for customers (e.g. signs, pamphlets) to inform them of changed to practices and explain the precautions being taken
- ☐ Establish lines to regulate entry with markings for patrons to enable standing 6 feet apart (stores should explore alternatives to lines such as a text or phone message system allowing patrons to wait in their cars to enable distancing and accomodate seniors or those with disabilities)

**For stores of less than 50,000 square feet of customer floor space must:**

- ☐ Limit the number of people in the store, *including employees*, to 25% of the total occupancy limits established by the State Fire Marshal or local fire marshal



**Stores of more than 50,000 square feet of customer floor space must:**

- ☐ Limit the number of people in the store, *not including employees*, to 4 people per 1,000 square feet of customer floor space
- ☐ Create at least 2 hours per week of dedicated shopping times for vulnerable populations. Vulnerable populations include: people over 60, pregnant women, and those with chronic conditions, including, but not limited to heart disease, diabetes, and lung disease)
- ☐ Post signs at entrance(s) instructing customers of their legal obligation to wear a face covering when inside the store
- ☐ Post signs at entrance(s) informing customers not to enter if they are or have recently been sick
- ☐ Design spaces and activities in a manner that encourages employees and customers to maintain 6 feet of distance from one another
- ☐ Install physical barriers at checkout or other service points that require interaction (plexiglass barriers, tape markers, tables, at appropriate)
- ☐ Establish an enhanced cleaning and sanitizing protocol for high-touch areas like restrooms, credit-card machines, keypads, shopping carts, and other surfaces
- ☐ Train employees on: appropriate cleaning procedures, including training cashiers on cleaning between customers, and how to manage symptomatic customers upon entry or in the store
- ☐ Limit staffing to the minimum number necessary to operate

**OFFICES MUST:**

*\* In addition to the precautions required on page 6*

- ☐ Assign dedicated entry point(s) for all employees to reduce congestion at the main entrance
  - ☐ Provide visual indicators of appropriate spacing for employees outside the building in case of congestion
  - ☐ Take steps to reduce entry congestion and to ensure the effectiveness of screening (e.g. staggering start times, rotational schedules)
- ☐ Require face coverings in shared spaces, including in-person meetings, and in restrooms and hallways
- ☐ Increase distancing between employees by spreading work-spaces, staggering workspace usage, restricting non-essential common space, and providing visual cues to guide activity
- ☐ Prohibit social gatherings and meetings that do not allow for social distancing or that create unnecessary movement in the office; use virtual meetings wherever possible
- ☐ Provide disinfecting supplies and require employees to wipe down their work stations at least twice daily
- ☐ Post signs about the importance of personal hygiene
- ☐ Disinfect high-touch surfaces in offices and minimize shared items when possible
- ☐ Institute cleaning and communication protocols when employees are sent home with symptoms
- ☐ Notify employees if the employer learns that an individual (including a customer, supplier, or visitor) with a confirmed case of COVID-19 has visited the office
- ☐ Suspend all nonessential visitors
- ☐ Restrict all nonessential travel, including in-person conference events

**RESTAURANTS AND BARS MUST:**

*\* In addition to the precautions required on page 6*

- ☐ Limit capacity to 50% of normal seating
- ☐ Require 6 feet of separation between parties or groups at different tables or bar tops (e.g. spread tables out, use every other table, remove or put up chairs or bar stools that are not in use)
- ☐ Create communication material for customers (e.g. signs and pamphlets) to inform them of changes to restaurant or bar practices and explain precautions that are being taken

- ☐ Close waiting areas and ask customers to wait in cars for a notification when their table is ready
- ☐ Close self-serve food and drink options, such as buffets, salad bars, and drink stations
- ☐ Provide physical guides, such as tape on floors or sidewalks and signage on walls to ensure that customers remain at least 6 feet apart in any lines
- ☐ Post signs at entrance(s) informing customers not to enter if they are or have recently been sick
- ☐ Post signs at entrance(s) instructing customers to wear their masks until they are seated at their table
- ☐ Require hosts, servers, and staff to wear face coverings in the dining area
- ☐ Require employees to wear face coverings and gloves in the kitchen area when handling food, consistent with guidelines from the Food and Drug Administration (FDA)
- ☐ Limit shared items for customers (e.g. condiments, menus, etc.) and clean high-contact areas after each customer (e.g. tables, chairs, menus, payment tools)
- ☐ Train employees on: appropriate use of personal protective equipment in conjunction with food safety guidelines, food safety health protocols (e.g. cleaning between customers), and how to manage symptomatic customers upon entry or in the restaurant or bar
- ☐ Notify employees if the employer learns that an individual (including a customer, supplier, or visitor) with a confirmed case of COVID-19 has visited the office
- ☐ Close immediately if an employee shows symptoms of COVID-19, defined as either new onset of cough or new onset of chest tightness or two of the following: fever (measured or subjective), chills, rigors, myalgia, headache, sore throat, or olfactory/taste disorder(s)
  - ☐ Perform a deep clean consistent with guidance from the FDA and CDC (such cleaning may occur overnight)
- ☐ Install physical barriers, such as sneeze guards and partitions at registers, bars, host stands, and other areas where maintaining 6 feet of distance is difficult
- ☐ To the maximum extent possible, limit the number of employees in shared spaces, including kitchens, host stands, break rooms, and offices, to maintain social distancing of at least 6 feet

## **ALL BUSINESSES OR OPERATIONS OFFERING IN-HOME SERVICES MUST:**

**Including cleaners, repair persons, painters, and the like**

*\* In addition to the precautions required on page 6*

- ☐ Maintain an accurate appointment record, including date and time of service, name of client, and contact information to aid in contact tracing
- ☐ Limit direct interaction with customers using electronic means of communication whenever possible
- ☐ Prior to entering the home, inquire with the customer whether any household member has symptoms of COVID-19, is a confirmed case of COVID-19, or has had close contact with anyone with COVID-19 -- if yes, the appointment must be rescheduled
- ☐ Limit the number of employees inside a home to the minimum number needed to perform the work in a timely manner
- ☐ Gloves should be worn when practical and disposed of in accordance to CDC guidance

## **OUTPATIENT HEALTH-CARE FACILITIES MUST:**

**Including clinics, primary care physician offices, dental offices, and veterinary clinics**

*\* In addition to the precautions required on page 6*

- ☐ Post signs at entrance(s) instructing patients to wear a face covering when inside
- ☐ Limit waiting-area occupancy to the number of individuals who can be present while staying 6 feet apart; if possible, have patients wait inside their cars for appointments to be called
- ☐ Mark waiting rooms to enable 6 feet of distance
- ☐ Enable contactless sign-in (e.g. sign in on phone app) as soon as practicable
- ☐ Add special hours for highly vulnerable patients, including elderly and those with chronic conditions
- ☐ Place hand sanitizer and face coverings at patient entrance(s)

- ☐ Conduct a common screening protocol for all patients, including a temperature check and questions about COVID-19 symptoms
- ☐ Require employees to make proper use of personal protective equipment in accordance with guidance from the CDC and OSHA
- ☐ Require patients to wear a face covering while in the facility, except as needed to facilitate an exam or procedure
- ☐ Install physical barriers at sign-in, temperature screening, or other service points that normally require personal interaction
- ☐ Employ telehealth and telemedicine to the greatest extent possible
- ☐ Limit the number of appointments to maintain social distance and allow adequate time between appointments for cleaning
- ☐ Employ special procedures for patients with high temperature or respiratory symptoms (e.g. special entrance, having them wait in their care)
- ☐ Deep clean examination rooms after patients with respiratory symptoms and clean rooms between all patients
- ☐ Establish procedures for building disinfection in accordance with CDC guidance if it is suspected that an employee or patient has COVID-19 or there is a confirmed case

## **ALL BUSINESSES OR OPERATIONS THAT PROVIDE BARBERING, COSMETOLOGY, BODY ART, TANNING, MASSAGE, OR SIMILAR PERSONAL CARE SERVICES MUST:**

**"Body Art" includes tattooing and body piercing**

*\* In addition to the precautions required on page 6*

- ☐ Maintain an accurate appointment record, including date and time of service, name of client, and contact information to aid in contact tracing
- ☐ Post signs at entrance(s) informing customers not to enter if they are or have recently been sick
- ☐ Restrict entry to customers, the care giver of those customers, or to the minor dependents of those customers
- ☐ Limit waiting-area occupancy to the number of individuals who can be present while staying 6 feet apart; if possible, have patients wait inside their cars for appointments to be called
- ☐ Discontinue all self-serve refreshments
- ☐ Require in-use work-stations to be separated by at least 6 feet apart, and if feasible, install physical barriers between work-stations
- ☐ Discard magazines in waiting areas and other nonessential shared items that cannot be disinfected
- ☐ Require employees to make proper use of personal protective equipment in accordance with CDC and OSHA guidance
- ☐ Require employees and customers to wear face coverings at all times, except when customer must remove the covering for a service
  - ☐ If customer face covering must be removed for a service, the employee must wear goggles or a face shield in addition to the face covering
- ☐ Install physical barriers, such as sneeze guards at cash registers, where maintaining physical distance of at least 6 feet is difficult
- ☐ Cooperate with the local public health department if a confirmed case of COVID-19 is identified in the facility

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# EMPLOYER SCREENING GUIDE

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Employers should create and implement an active health screening plan. **The following items should be considered:**

- Screening table location(s) and staffing
- Signage to support screening activity
- Rules to allow and prohibit entry
- Alcohol-based sanitizer available at screening table
- Handout explaining the changes to employees
- Policies for employees that may be ill and work from home options

*\* Screening employee temperature with a touch-less thermometer is highly encouraged*

## Screening Questions

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- 1) Do you have any of the following symptoms: fever/feverish, chills, dry cough, shortness of breath, or diarrhea (excluding diarrhea due to a known medical condition other than COVID-19)?
- 2) Have you traveled internationally or outside of Michigan in the last 14 days, excluding commuting from a home location outside Michigan?
- 3) Have you been in close contact with someone that is presumptive positive or confirmed positive for COVID-19?

*\* Daily screening log is included*

## Passing the Screening

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If the employee answers **NO** to all screening questions, they have passed and are cleared to being working

- 1) If the employee answers **YES** to any of the symptoms or their screened temperature is 100.4 degrees or higher, the **employee is to be excluded**
  - For at least 7 days from the onset of symptoms, AND
  - Until at least 72 hours without fever have passed

*\* see "When to Discontinue Self-Isolation"*
- 2) If the employee answers **YES** to non-work related travel (or commuting), **they may work at the employers' discretion -- provided that they remain asymptomatic**
- 3) If the employee answers **YES** to having been in close contact with a person confirmed to have COVID-19, **they may continue to work at the employer's discretion -- provided they remain asymptomatic**
  - The employee should self-monitor
  - If the employee begins to experience symptoms while at work, they should leave immediately

# COVID-19 SCREENING CHECKLIST: FOR USE BY SCREENING STAFF

All individuals entering the facility must be screened for symptoms of respiratory illness.

**1** Has the individual washed their hands or used an alcohol-based hand sanitizer upon entry?

☐ Yes

☐ No - please ask them to do so

**2** Does the individual have any of the following symptoms?

\* Screening log is included (page 15)

☐ Fever

\* May check temperature with a touch-less thermometer

\* Temperature of 100.4 degrees or higher is considered fever

☐ Sore throat

☐ New or worsening cough

☐ Diarrhea

☐ Shortness of breath

If YES to any, restrict them from entering the building

If NO to all, proceed to #3

**3** Has the employee traveled internationally or domestically in the last 14 days?

☐ Yes

☐ No

If YES, they may work at the employers discretion -- provided they remain asymptomatic

If NO, proceed to #4

**4** Has the employee been in close contact with a person confirmed to have COVID-19 in the last 14 days?

☐ Yes

☐ No

If YES, they may work at the employer's discretion -- provided they remain asymptomatic

If NO, allow entry.

- A "Pre-Work Health Checklist" has been included for employee reference
- If an employee fails the screening or is sent home during their shift (having developed symptoms, distribute information on "When to Discontinue Self-Isolation" and "Social Distancing, Self-Monitoring, & Isolation" for reference

## Start of Shift Daily Employee Screening Log

[illegible]

# PRE-WORK HEALTH CHECKLIST FOR EMPLOYEES

## IN THE PAST 24 HOURS, HAVE YOU EXPERIENCED ANY OF THE FOLLOWING:

- |                                  |                              |                             |
|----------------------------------|------------------------------|-----------------------------|
| Subjective fever (felt feverish) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| New or worsening cough           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Shortness of breath              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Sore throat                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Diarrhea                         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| New loss of taste or smell       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

**If you answered yes** to any of the above, or you have a temperature of **100.4°F or higher: PLEASE DO NOT GO TO WORK.** Self-isolate at home and contact a physician or urgent care facility for further direction.

- Isolate at home for at least 7 days from the onset of symptoms
- Do not return to work/volunteer until you've had 3 days without fever and respiratory symptoms have improved

## IN THE LAST 14 DAYS:

Have you traveled domestically or internationally? \* ☐ Yes ☐ No

**If yes, SELF-MONITOR FOR SYMPTOMS**

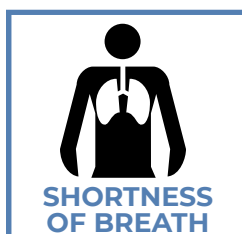
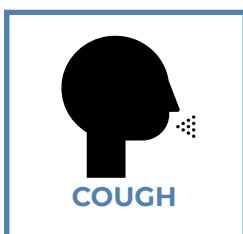
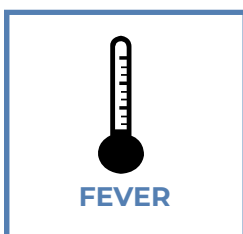
Have you been in close contact with a person diagnosed with COVID-19? \* ☐ Yes ☐ No

**If yes, SELF MONITOR FOR SYMPTOMS**

\* You make work at your employer's discretion -- provided that you remain asymptomatic

## COVID-19 SPREADS THROUGH CLOSE CONTACT

### KNOW THE SYMPTOMS



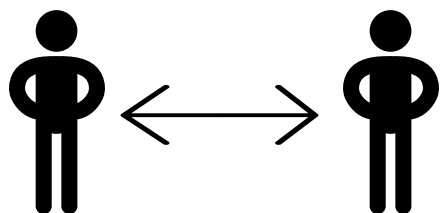
### PRACTICE SIMPLE PRECAUTIONS





# SOCIAL DISTANCING, SELF-MONITORING, & ISOLATION

## WHAT DOES IT MEAN?



### SOCIAL DISTANCING

Staying 6 feet away from others at all times

This helps protect the most vulnerable in our communities

#### What should individuals do?

- Keep 6 feet between you and others as possible
- Use curbside pick-up for groceries + takeout
- Avoid large social group activities
- Avoid public places at the busiest times

#### What should businesses & organizations do?

- Have employees work-from-home and limit in-person meetings
- Modify daily operations to allow for online options and restrict gatherings of people
- Put up signs for all to maintain a 6 foot distance
- Mark floors with tape to ensure 6 foot distance between employees and/or customers

## YOU MAY BE ASKED TO DO ANY OF THE FOLLOWING:

### Who should do this?

Those without symptoms, but with low-risk exposure like being in an airport or restaurant with someone with a confirmed case of COVID-19

### SELF MONITOR



- Practice social-distancing
- Check temperature twice daily + watch for symptoms
- If you develop symptoms. CALL your doctor to explain prior to seeking care

### Who should do this?

Those without symptoms but with a higher risk of illness due to travel or having contact with someone being tested for COVID-19

### SELF QUARANTINE



- Stay home + self-monitor for 14 days
- Family or roommates should practice social-distancing
- If you become symptomatic, family + roommates should also self-quarantine

### Who should do this?

People who have symptoms of COVID-19 and are not sick enough to require hospitalization

### SELF ISOLATE



- Stay in separate room from others in your home
- Use a separate bathroom if possible
- Family/roommates should practice self-quarantine
- Wear a mask if in shared spaces



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# WHEN TO DISCONTINUE SELF-ISOLATION

If you are experiencing **mild symptoms** of COVID-19: **SELF-ISOLATE.**

fever,  
cough,  
shortness  
of breath

## COVID-19 SPREADS THROUGH **CLOSE** CONTACT

### ISOLATION For people who are **sick**

- Stay in separate room from others in your home
- Use a separate bathroom if possible
- Family/roommates should practice self-quarantine
- Wear a mask if you go into shared spaces

### QUARANTINE If you've been **exposed** but aren't sick

- Stay home + self-monitor for 14 days
- Family or roommates should practice social-distancing
- If you become symptomatic, family + roommates should also self-quarantine

## Discontinue self-isolation under the following conditions:

- At least 10 days have passed since your symptoms first appeared OR positive test result
- AND**
- You have been fever free for 72 hours (3 days) without fever reducing medications
- AND**
- All symptoms have improved (cough and shortness of breath have improved)

**If you develop emergency warning signs for COVID-19, get medical attention immediately.** These signs may include\*:

- Trouble breathing
- Pain or pressure in your chest
- Confusion or inability to arouse
- Bluish lips or face

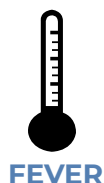
*\* Consult a healthcare provider about any other symptoms that are concerning or severe.*

If your symptoms progress, contact a health care provider.

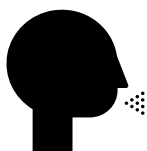
## COVID-19 SPREADS THROUGH **CLOSE** CONTACT

### KNOW THE SYMPTOMS

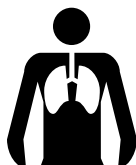
### PRACTICE SIMPLE PRECAUTIONS



FEVER



COUGH



SHORTNESS OF BREATH



WASH YOUR HANDS OFTEN



DON'T TOUCH YOUR FACE



AVOID THOSE THAT ARE SICK



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## **BEST PRACTICES FOR CLEANING + DISINFECTING**

Frequent cleaning and disinfecting is essential in containing the spread of COVID-19. This CDC guide will help you and your staff decide where to concentrate cleaning efforts to keep both staff and customers safe.

# Cleaning And Disinfecting Your Facility

## Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

### How to clean and disinfect

**Wear disposable gloves** to clean and disinfect.

#### Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.



#### High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



#### Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Recommend use of EPA-registered household disinfectant.** **Follow the instructions on the label** to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label)
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

**Follow manufacturer's instructions** for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

**Leave solution** on the surface for **at least 1 minute**

**To make a bleach solution, mix:**

- 5 tablespoons (1/3rd cup) bleach per gallon of water
- OR
- 4 teaspoons bleach per quart of water
- **Alcohol solutions with at least 70% alcohol.**

### Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.



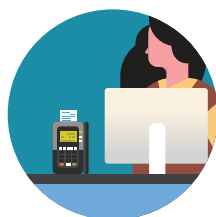
- **Launder items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.** [These disinfectants](#) meet EPA's criteria for use against COVID-19.

## Electronics

- For electronics, such as **tablets, touch screens, keyboards, remote controls, and ATM machines**
- Consider putting a **wipeable** cover on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
  - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol.** Dry surface thoroughly.



## Laundry

For clothing, towels, linens and other items

- **Wear disposable gloves.**
- **Wash hands with soap and water** as soon as you remove the gloves.
- **Do not shake** dirty laundry.
- Launder items according to the manufacturer's instructions. Use the **warmest appropriate water setting** and dry items completely.
- Dirty laundry from a sick person **can be washed with other people's items.**
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.



## Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the sick person.
- **Open outside doors and windows** to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the sick person**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- If **more than 7 days** since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
  - Continue routine cleaning and disinfection.



## When cleaning

- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
  - Additional personal protective equipment (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.
- **Wash your hands often** with soap and water for 20 seconds.
  - Always wash immediately after removing gloves and after contact with a sick person.



- Hand sanitizer: If soap and 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 water.

- **Additional key times to wash 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).

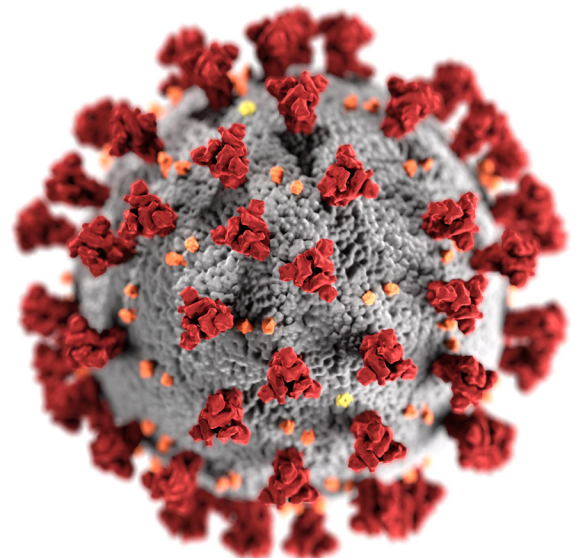
## Additional Considerations for Employers



- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions **on what to do if they develop symptoms within 14 days** after their last possible exposure to the virus.
- Develop **policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
  - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are **trained on the hazards of the cleaning chemicals** used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200](#)).
- **Comply** with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#)).

## For facilities that house people overnight:

- Follow CDC's guidance for [colleges and universities](#). Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.
- For guidance on cleaning and disinfecting a sick person's bedroom/bathroom, review CDC's guidance on [disinfecting your home if someone is sick](#).





# GUIDANCE FOR CLEANING & DISINFECTING

## PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES



SCAN HERE  
FOR MORE  
INFORMATION

### 1 DEVELOP YOUR PLAN

**DETERMINE WHAT NEEDS TO BE CLEANED.**

Areas unoccupied for 7 or more days need only routine cleaning. Maintain existing cleaning practices for outdoor areas.

**DETERMINE HOW AREAS WILL BE DISINFECTED.** Consider the type of surface and how often the surface is touched. Prioritize disinfecting frequently touched surfaces.

**CONSIDER THE RESOURCES AND EQUIPMENT NEEDED.** Keep in mind the availability of cleaning products and personal protective equipment (PPE) appropriate for cleaners and disinfectants.

Follow guidance from state, tribal, local, and territorial authorities.

### 2 IMPLEMENT

**CLEAN VISIBLY DIRTY SURFACES WITH SOAP AND WATER** prior to disinfection.

**USE THE APPROPRIATE CLEANING OR DISINFECTANT PRODUCT.** Use an EPA-approved disinfectant against COVID-19, and read the label to make sure it meets your needs.

**ALWAYS FOLLOW THE DIRECTIONS ON THE LABEL.** The label will include safety information and application instructions. Keep disinfectants out of the reach of children.

### 3 MAINTAIN AND REVISE

**CONTINUE ROUTINE CLEANING AND DISINFECTION.**

Continue or revise your plan based upon appropriate disinfectant and PPE availability. Dirty surfaces should be cleaned with soap and water prior to disinfection. Routinely disinfect frequently touched surfaces at least daily.

**MAINTAIN SAFE PRACTICES** such as frequent handwashing, using cloth face coverings, and staying home if you are sick.

**CONTINUE PRACTICES THAT REDUCE THE POTENTIAL FOR EXPOSURE.** Maintain social distancing, staying six feet away from others. Reduce sharing of common spaces and frequently touched objects.

For more information, please visit **CORONAVIRUS.GOV**



# MAKING YOUR PLAN TO CLEAN AND DISINFECT

**Cleaning** with soap and water removes germs, dirt, and impurities from surfaces. It lowers the risk of spreading infection.

**Disinfecting** kills germs on surfaces. By killing germs on a surface after cleaning, it can further lower the risk of spreading infection.



Is the area indoors?

**YES**

It is an indoor area.

**NO**

**Maintain existing cleaning practices.**

Coronaviruses naturally die in hours to days in typical indoor and outdoor environments. Viruses are killed more quickly by warmer temperatures and sunlight.

Has the area been occupied within the last 7 days?

**YES**

Yes, the area has been occupied within the last 7 days.

**NO**

The area has been unoccupied within the last 7 days.  
The area will need only routine cleaning.



Is it a frequently touched surface or object?

**YES**

Yes, it is a frequently touched surface or object.

**NO**

**Thoroughly clean these materials.**

Consider setting a schedule for routine cleaning and disinfection, as appropriate.



What type of material is the surface or object?

**Hard and non-porous materials  
like glass, metal, or plastic.**

**Visibly dirty surfaces should be cleaned prior to disinfection.**

Consult EPA's list of disinfectants for use against COVID-19, specifically for use on hard, non-porous surfaces and for your specific application need. More frequent cleaning and disinfection is necessary to reduce exposure.

**Soft and porous materials like carpet,  
rugs, or material in seating areas.**

**Thoroughly clean or launder materials.**

Consider removing soft and porous materials in high traffic areas. Disinfect materials if appropriate products are available.





# GUIDANCE FOR CLEANING AND DISINFECTING

## PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES



SCAN HERE  
FOR MORE  
INFORMATION

This guidance is intended for all Americans, whether you own a business, run a school, or want to ensure the cleanliness and safety of your home. Reopening America requires all of us to move forward together by practicing social distancing and other [daily habits](#) to reduce our risk of exposure to the virus that causes COVID-19. Reopening the country also strongly relies on public health strategies, including increased testing of people for the virus, social distancing, isolation, and keeping track of how someone infected might have infected other people. This plan is part of the larger [United States Government plan](#) and focuses on cleaning and disinfecting public spaces, workplaces, businesses, schools, and can also be applied to your home.

### **Cleaning and disinfecting public spaces including your workplace, school, home, and business will require you to:**

- Develop your plan
- Implement your plan
- Maintain and revise your plan

Reducing the risk of exposure to COVID-19 by cleaning and disinfection is an important part of reopening public spaces that will require careful planning. Every American has been called upon to slow the spread of the virus through social distancing and prevention hygiene, such as frequently washing your hands and wearing face coverings. Everyone also has a role in making sure our communities are as safe as possible to reopen and remain open.

The virus that causes COVID-19 can be killed if you use the right products. EPA has compiled a list of disinfectant products that can be used against COVID-19, including ready-to-use sprays, concentrates, and wipes. Each product has been shown to be effective against viruses that are harder to kill than viruses like the one that causes COVID-19.



This document provides a general framework for cleaning and disinfection practices. The framework is based on doing the following:

1. Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure.
2. Disinfection using [EPA-approved disinfectants against COVID-19](#) can also help reduce the risk. Frequent disinfection of surfaces and objects touched by multiple people is important.
3. When [EPA-approved disinfectants](#) are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together--this can cause fumes that may be very dangerous to breathe in. Keep all disinfectants out of the reach of children.

Links to specific recommendations for many public spaces that use this framework, can be found at the end of this document.

***It's important to continue to follow federal, state, tribal, territorial, and local guidance for reopening America.***

### A Few Important Reminders about Coronaviruses and Reducing the Risk of Exposure:

- Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects.
- Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.
- Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infection. [EPA-approved disinfectants](#) are an important part of reducing the risk of exposure to COVID-19. If disinfectants on this list are in short supply, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions).
- Store and use disinfectants in a responsible and appropriate manner according to the label. Do not mix bleach or other cleaning and disinfection products together--this can cause fumes that may be very dangerous to breathe in. Keep all disinfectants out of the reach of children.
- Do not overuse or stockpile disinfectants or other supplies. This can result in shortages of appropriate products for others to use in critical situations.
- Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product. For more information, see [CDC's website on Cleaning and Disinfection for Community Facilities](#).
- Practice social distancing, wear facial coverings, and follow proper prevention hygiene, such as washing your hands frequently and using alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available.

If you oversee staff in a workplace, your plan should include considerations about the safety of custodial staff and other people who are carrying out the cleaning or disinfecting. These people are at increased risk of being exposed to the virus and to any toxic effects of the cleaning chemicals. These staff should wear appropriate PPE for cleaning and disinfecting. To protect your staff and to ensure that the products are used effectively, staff should be instructed on how to apply the disinfectants according to the label. For more information on concerns related to cleaning staff, visit the Occupational Safety and Health Administration's website on [Control and Prevention](#).

## DEVELOP YOUR PLAN

Evaluate your workplace, school, home, or business to determine what kinds of surfaces and materials make up that area. Most surfaces and objects will just need normal routine cleaning. Frequently touched surfaces and objects like light switches and doorknobs will need to be cleaned and then disinfected to further reduce the risk of germs on surfaces and objects.

- First, clean the surface or object with soap and water.
- Then, disinfect using an [EPA-approved disinfectant](#).
- If an EPA-approved disinfectant is unavailable, you can use 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions to disinfect. Do not mix bleach or other cleaning and disinfection products together. Find additional information at [CDC's website on Cleaning and Disinfecting Your Facility](#).

You should also consider what items can be moved or removed completely to reduce frequent handling or contact from multiple people. Soft and porous materials, such as area rugs and seating, may be removed or stored to reduce the challenges with cleaning and disinfecting them. Find additional reopening guidance for cleaning and disinfecting in the [Reopening Decision Tool](#).

It is critical that your plan includes how to maintain a cleaning and disinfecting strategy after reopening. Develop a flexible plan with your staff or family, adjusting the plan as federal, state, tribal, territorial, or local guidance is updated and if your specific circumstances change.

### Determine what needs to be cleaned

Some surfaces only need to be cleaned with soap and water. For example, surfaces and objects that are not frequently touched should be cleaned and do not require additional disinfection. Additionally, disinfectants should typically not be applied on items used by children, especially any items that children might put in their mouths. Many disinfectants are toxic when swallowed. In a household setting, cleaning toys and other items used by children with soap and water is usually sufficient. Find more information on cleaning and disinfection toys and other surfaces in the childcare program setting at [CDC's Guidance for Childcare Programs that Remain Open](#).

These questions will help you decide which surfaces and objects will need normal routine cleaning.

#### Is the area outdoors?

Outdoor areas generally require normal routine cleaning and do not require disinfection. Spraying disinfectant on sidewalks and in parks is not an efficient use of disinfectant supplies and has not been proven to reduce the risk of COVID-19 to the public. You should maintain existing cleaning and hygiene practices for outdoor areas.

The targeted use of disinfectants can be done effectively, efficiently and safely on outdoor hard surfaces and objects frequently touched by multiple people. Certain outdoor areas and facilities, such as bars and restaurants, may have additional requirements. More information can be found on CDC's website on [Food Safety and the Coronavirus Disease 2019 \(COVID-19\)](#).

There is no evidence that the virus that causes COVID-19 can spread directly to humans from water in pools, hot tubs or spas, or water play areas. Proper operation, maintenance, and disinfection (for example, with chlorine or bromine) of pools, hot tubs or spas, and water playgrounds should kill the virus that causes COVID-19. However, there are additional concerns with outdoor areas that may be maintained less frequently, including playgrounds, or other facilities located within local, state, or national parks. For more information, visit CDC's website on [Visiting Parks & Recreational Facilities](#).

### Has the area been unoccupied for the last 7 days?

If your workplace, school, or business has been unoccupied for 7 days or more, it will only need your normal routine cleaning to reopen the area. This is because the virus that causes COVID-19 has not been shown to survive on surfaces longer than this time.

There are many public health considerations, not just COVID-19 related, when reopening public buildings and spaces that have been closed for extended periods. For example, take measures to ensure the [safety of your building water system](#). It is not necessary to clean ventilation systems, other than routine maintenance, as part of reducing risk of coronaviruses. For healthcare facilities, additional guidance is provided on [CDC's Guidelines for Environmental Infection Control in Health-Care Facilities](#).

### Determine what needs to be disinfected

Following your normal routine cleaning, you can disinfect frequently touched surfaces and objects using a product from [EPA's list of approved products that are effective against COVID-19](#).

These questions will help you choose appropriate disinfectants.

### Are you cleaning or disinfecting a hard and non-porous material or item like glass, metal, or plastic?

Consult [EPA's list of approved products for use against COVID-19](#). This list will help you determine the most appropriate disinfectant for the surface or object. You can use diluted household bleach solutions if appropriate for the surface. Pay special attention to the personal protective equipment (PPE) that may be needed to safely apply the disinfectant and the manufacturer's recommendations concerning any additional hazards. Keep all disinfectants out of the reach of children. Please visit CDC's website on [How to Clean and Disinfect](#) for additional details and warnings.

Examples of frequently touched surfaces and objects that will need routine disinfection following reopening are:

- tables,
- doorknobs,
- light switches,
- countertops,
- handles,
- desks,
- phones,
- keyboards,
- toilets,
- faucets and sinks,
- gas pump handles,
- touch screens, and
- ATM machines.

Each business or facility will have different surfaces and objects that are frequently touched by multiple people. Appropriately disinfect these surfaces and objects. For example, transit stations have [specific guidance](#) for application of cleaning and disinfection.

### Are you cleaning or disinfecting a soft and porous material or items like carpet, rugs, or seating in areas?

Soft and porous materials are generally not as easy to disinfect as hard and non-porous surfaces. [EPA has listed a limited number of products approved for disinfection for use on soft and porous materials](#). Soft and porous materials that are not frequently touched should only be cleaned or laundered, following the directions on the item's label, using the warmest appropriate water setting. Find more information on [CDC's website on Cleaning and Disinfecting Your Facility](#) for developing strategies for dealing with soft and porous materials.

## Consider the resources and equipment needed

Keep in mind the availability of cleaning and disinfection products and appropriate PPE. Always wear gloves appropriate for the chemicals being used for routine cleaning and disinfecting. Follow the directions on the disinfectant label for additional PPE needs. In specific instances, personnel with specialized training and equipment may be required to apply certain disinfectants such as fumigants or fogs. For more information on appropriate PPE for cleaning and disinfection, see [CDC's website on Cleaning and Disinfection for Community Facilities](#).

## IMPLEMENT YOUR PLAN

Once you have a plan, it's time to take action. Read all manufacturer's instructions for the cleaning and disinfection products you will use. Put on your gloves and other required personal protective equipment (PPE) to begin the process of cleaning and disinfecting.

### Clean visibly dirty surfaces with soap and water

Clean surfaces and objects using soap and water prior to disinfection. Always wear gloves appropriate for the chemicals being used for routine cleaning and disinfecting. Follow the directions on the disinfectant label for additional PPE needs. When you finish cleaning, remember to wash hands thoroughly with soap and water.

Clean or launder soft and porous materials like seating in an office or coffee shop, area rugs, and carpets. Launder items according to the manufacturer's instructions, using the warmest temperature setting possible and dry items completely.

### Use the appropriate cleaning or disinfectant product

[EPA approved disinfectants](#), when applied according to the manufacturer's label, are effective for use against COVID-19. Follow the instructions on the label for all cleaning and disinfection products for concentration, dilution, application method, contact time and any other special considerations when applying.

### Always follow the directions on the label

Follow the instructions on the label to ensure safe and effective use of the product. Many product labels recommend keeping the surface wet for a specific amount of time. The label will also list precautions such as wearing gloves and making sure you have good ventilation during use of the product. Keep all disinfectants out of the reach of children.

## MAINTAIN AND REVISE YOUR PLAN

Take steps to reduce your risk of exposure to the virus that causes COVID-19 during daily activities. [CDC provides tips](#) to reduce your exposure and risk of acquiring COVID-19. Reducing exposure to yourself and others is a shared responsibility. Continue to update your plan based on updated guidance and your current circumstances.

### Continue routine cleaning and disinfecting

Routine cleaning and disinfecting are an important part of reducing the risk of exposure to COVID-19. Normal routine cleaning with soap and water alone can reduce risk of exposure and is a necessary step before you disinfect dirty surfaces.

Surfaces frequently touched by multiple people, such as door handles, desks, phones, light switches, and faucets, should be cleaned and disinfected at least daily. More frequent cleaning and disinfection may be required based on level of use. For example, certain surfaces and objects in public spaces, such as shopping carts and point of sale keypads, should be cleaned and disinfected before each use.

Consider choosing a different disinfectant if your first choice is in short supply. Make sure there is enough supply of gloves and appropriate personal protective equipment (PPE) based on the label, the amount of product you will need to apply, and the size of the surface you are treating.

### Maintain safe behavioral practices

We have all had to make significant behavioral changes to reduce the spread of COVID-19. To reopen America, we will need to continue these practices:

- social distancing (specifically, staying 6 feet away from others when you must go into a shared space)
- frequently washing hands or use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available
- wearing cloth face coverings
- avoiding touching eyes, nose, and mouth
- staying home when sick
- cleaning and disinfecting frequently touched objects and surfaces

It's important to continue to follow federal, state, tribal, territorial, and local guidance for reopening America. Check this resource for [updates on COVID-19](#). This will help you change your plan when situations are updated.

### Consider practices that reduce the potential for exposure

It is also essential to change the ways we use public spaces to work, live, and play. We should continue thinking about our safety and the safety of others.

To reduce your exposure to or the risk of spreading COVID-19 after reopening your business or facility, consider whether you need to touch certain surfaces or materials. Consider wiping public surfaces before and after you touch them. These types of behavioral adjustments can help reduce the spread of COVID-19. There are other resources for more information on [COVID-19](#) and how to [Prevent Getting Sick](#).

Another way to reduce the risk of exposure is to make long-term changes to practices and procedures. These could include reducing the use of porous materials used for seating, leaving some doors open to reduce touching by multiple people, opening windows to improve ventilation, or removing objects in your common areas, like coffee creamer containers. There are many other steps that businesses and institutions can put into place to help reduce the spread of COVID-19 and protect their staff and the public. More information can be found at [CDC's Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission](#).

## CONCLUSION

Reopening America requires all of us to move forward together using recommended best practices and maintaining safe daily habits in order to reduce our risk of exposure to COVID-19. Remember: We're all in this together!

### Additional resources with more specific recommendations.

<b>HEALTHCARE SETTINGS</b>	<b>Long-term Care Facilities, Nursing Homes</b>	<a href="#">Infection Control in Healthcare Settings</a>
		<a href="#">Using Personal Protective Equipment</a>
		<a href="#">Hand Hygiene</a>
		<a href="#">Interim Guidance for Infection Prevention</a>
		<a href="#">Preparedness Checklist</a>
		<a href="#">Things Facilities Should Do Now to Prepare for COVID-19</a>
		<a href="#">When there are Cases in the Facility</a>
	<b>Dialysis Facilities</b>	<a href="#">Infection Control in Healthcare Settings</a>
		<a href="#">Using Personal Protective Equipment</a>
		<a href="#">Hand Hygiene</a>
		<a href="#">Interim guidance for Outpatient Hemodialysis Facilities</a>
		<a href="#">Patient Screening</a>
	<b>Blood and Plasma Facilities</b>	<a href="#">Infection control in Healthcare Settings</a>
		<a href="#">Infection Control and Environmental Management</a>
		<a href="#">Using Personal Protective Equipment</a>
		<a href="#">Hand Hygiene</a>
		<a href="#">Interim Guidance for Blood and Plasma Collection Facilities</a>
	<b>Alternate Care Sites</b>	<a href="#">Infection Prevention and Control</a>
	<b>Dental Settings</b>	<a href="#">Infection Control in Healthcare Settings</a>
		<a href="#">Using Personal Protective Equipment</a>
		<a href="#">Hand Hygiene</a>
		<a href="#">Interim Guidance for Dental Settings</a>
	<b>Pharmacies</b>	<a href="#">Infection Control in Healthcare Settings</a>
		<a href="#">Using Personal Protective Equipment</a>
		<a href="#">Hand Hygiene</a>
		<a href="#">Interim Guidance for Pharmacies</a>
		<a href="#">Risk-Reduction During Close-Contact Services</a>
	<b>Outpatient and ambulatory care facilities</b>	<a href="#">Infection Control in Healthcare Settings</a>
		<a href="#">Using Personal Protective Equipment</a>
		<a href="#">Hand Hygiene</a>
		<a href="#">Interim Guidance for Outpatient &amp; Ambulatory Care Settings</a>
	<b>Postmortem Care</b>	<a href="#">Using Personal Protective Equipment</a>
		<a href="#">Hand Hygiene</a>
		<a href="#">Collection and Submission of Postmortem Samples</a>
		<a href="#">Cleaning and Waste Disposal</a>
		<a href="#">Transportation of Human Remains</a>

COMMUNITY LOCATIONS	<b>Critical Infrastructure Employees</b>	<a href="#">Interim Guidance for Critical Infrastructure Employees</a>
		<a href="#">Cleaning and Disinfecting your Facility</a>
	<b>Schools and childcare programs</b>	<a href="#">K-12 and Childcare Interim Guidance</a>
		<a href="#">Cleaning and Disinfecting your Facility</a>
		<a href="#">FAQ for Administrators</a>
		<a href="#">Parent and Teacher Checklist</a>
	<b>Colleges and universities</b>	<a href="#">Interim Guidance for Colleges &amp; Universities</a>
		<a href="#">Cleaning and Disinfecting your Facility</a>
		<a href="#">Guidance for Student Foreign Travel</a>
		<a href="#">FAQ for Administrators</a>
	<b>Gatherings and community events</b>	<a href="#">Interim Guidance for Mass Gatherings and Events</a>
		<a href="#">Election Polling Location Guidance</a>
		<a href="#">Events FAQ</a>
	<b>Community- and faith-based organizations</b>	<a href="#">Interim Guidance for Organizations</a>
		<a href="#">Cleaning and Disinfecting your Facility</a>
	<b>Businesses</b>	<a href="#">Interim Guidance for Businesses</a>
	<b>Parks &amp; Rec Facilities</b>	<a href="#">Guidance for Administrators of Parks</a>
	<b>Law Enforcement</b>	<a href="#">What Law Enforcement Personnel Need to Know about COVID-19</a>
	<b>Homeless Service Providers</b>	<a href="#">Interim Guidance for Homeless Service Providers</a>
	<b>Retirement Homes</b>	<a href="#">Interim Guidance for Retirement Communities</a>
		<a href="#">FAQ for Administrators</a>
	<b>Correction &amp; Detention Facilities</b>	<a href="#">Interim Guidance for Correction &amp; Detention Facilities</a>
		<a href="#">FAQ for Administrators</a>
HOME SETTING	<b>Preventing Getting Sick</b>	<a href="#">How to Protect Yourself and Others</a>
		<a href="#">How to Safely Sterilize/Clean a Cloth Face Covering</a>
		<a href="#">Cleaning and Disinfecting your Home</a>
		<a href="#">Tribal - How to Prevent the Spread of Coronavirus (COVID-19) in Your Home</a>
		<a href="#">Tribal - How to Care for Yourself at Home During Covid-19</a>
	<b>Running Errands</b>	<a href="#">Shopping for Food and Other Essential Items</a>
		<a href="#">Accepting Deliveries and Takeout</a>
		<a href="#">Banking</a>
		<a href="#">Getting Gasoline</a>
		<a href="#">Going to the Doctor and Pharmacy</a>
	<b>If you are sick</b>	<a href="#">Steps to Help Prevent the Spread of COVID19 if You are Sick</a>



<b>TRANSPORTATION</b>	<b>Ships</b>	<a href="#">Interim Guidance for Ships on Managing Suspected COVID-19</a>
	<b>Airlines</b>	<a href="#">Cleaning Aircraft Carriers</a>
		<a href="#">Airline Agents Interim Guidance</a>
	<b>Buses</b>	<a href="#">Bus Transit Operator</a>
	<b>Rail</b>	<a href="#">Rail Transit Operators</a>
		<a href="#">Transit Station Workers</a>
	<b>EMS Transport Vehicles</b>	<a href="#">Interim Guidance for EMS</a>
	<b>Taxis and Rideshares</b>	<a href="#">Keeping Commercial Establishments Safe</a>
<b>RESTAURANTS &amp; BARS</b>		<a href="#">Best Practices from FDA</a>

# 4

## SIGNAGE FOR YOUR BUSINESS

- Executive Order Sign
- Facility Entry Signs
- Reminders for Screening Staff
- Social Distancing Reminders
- Avoid Spreading Germs
- Proper Use of Facemasks & Cloth Face Coverings
- Use of Disposable Gloves

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# ALL OPEN BUSINESSES AND OPERATIONS ARE REQUIRED TO:

- **Screen employees for respiratory symptoms**

The main symptoms of COVID-19 are fever, cough, and shortness of breath.  
A daily health screening will be required before any employee is allowed to work.

- **Limit capacity to comply with 6-foot social distancing measures**

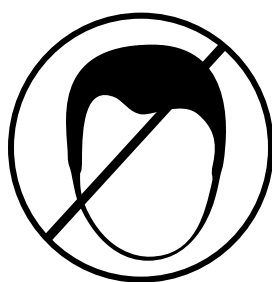
There is a limit on the number of employees and customers allowed in our building at one time, please be patient with us.

COVID-19 SPREADS THROUGH **CLOSE** CONTACT

## PRACTICE SIMPLE PRECAUTIONS



**WASH YOUR  
HANDS OFTEN**



**DON'T TOUCH  
YOUR FACE**



**AVOID THOSE  
THAT ARE SICK**





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**DO NOT ENTER  
THIS FACILITY  
IF YOU ARE  
EXPERIENCING ANY  
RESPIRATORY  
SYMPTOMS**

**OR  
HAVE BEEN IN  
CONTACT WITH A  
CONFIRMED CASE  
OF COVID-19 IN  
THE LAST 14 DAYS**

**ONLY ENTER THIS BUILDING IF:**

- You are NOT experiencing COVID-19 symptoms
- You are wearing a face covering or facemask



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# **YOU MUST WEAR A CLOTH FACE COVERING OR FACEMASK TO ENTER THIS FACILITY**

## **ONLY ENTER THIS BUILDING IF:**

- You are NOT experiencing COVID-19 symptoms
- You are wearing a face covering or facemask



# KEEP YOURSELF & OTHERS SAFE WHILE SCREENING

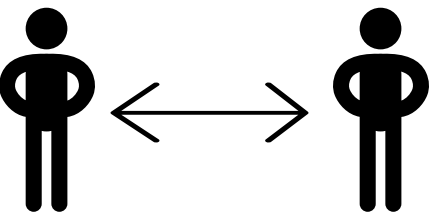
**Wear appropriate PPE**  
mask + gloves



**Do not touch the person  
with your hands**

Ask them to make adjustments to  
hair, glasses, etc., as needed.

**Clean thermometer after use**  
Wipe thermometer after each  
person is screened.



**Encourage social-distancing**

People should remain at least 6 ft.  
apart. Discourage congregating in  
entryway.



In accordance with EXECUTIVE ORDER [2020-114](#)

**CUSTOMERS  
& EMPLOYEES  
MUST MAINTAIN  
6-FEET  
SOCIAL  
DISTANCE  
AT ALL TIMES  
WHILE INSIDE THIS FACILITY**



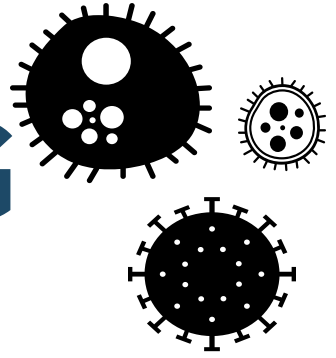
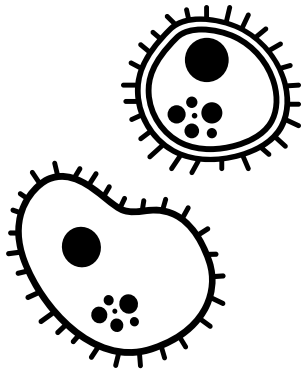
**Genesee County  
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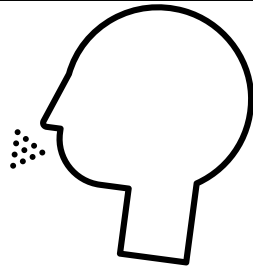
@GeneseeCountyHealthDepartment

COVID-19

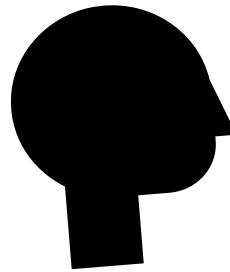
# AVOID SPREADING GERMS



**Avoid close contact** with those sick with fever and/or cough

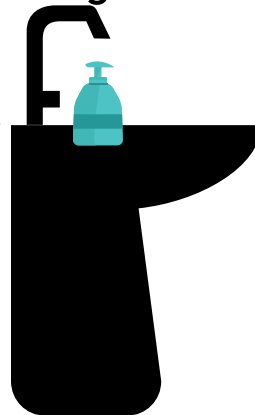


**Cover coughs and sneezes** with elbow or tissue & discard immediately

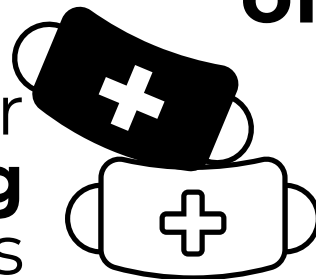


**Disinfect** all frequently touched surfaces and frequently used objects

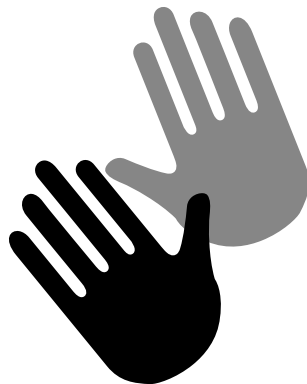
**Wash hands** with soap & water **often**



Wear a **mask** or **cloth face covering** when in public spaces



Avoid touching your **eyes, nose, & mouth**



When sick, **stay home**, except to seek medical care



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# PROPER USE OF FACEMASKS & FACE COVERINGS IN THE WORKPLACE

COVID-19

## CDC GUIDANCE ON CLOTH FACE COVERINGS:

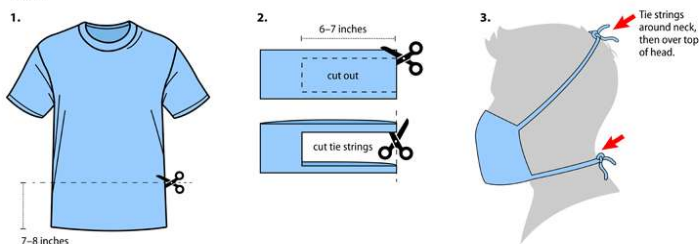
- Face coverings should **fit snugly** against the face
- Coverings should be **secured with either ties or ear loops**
- These face coverings should be made with **multiple layers of fabric**
- Cloth face coverings should be **able to be laundered** and dried without changes or damage to fabric or shape

### Quick Cut T-shirt Cloth Face Covering (no sew method)

#### Materials

- T-shirt
- Scissors

#### Tutorial

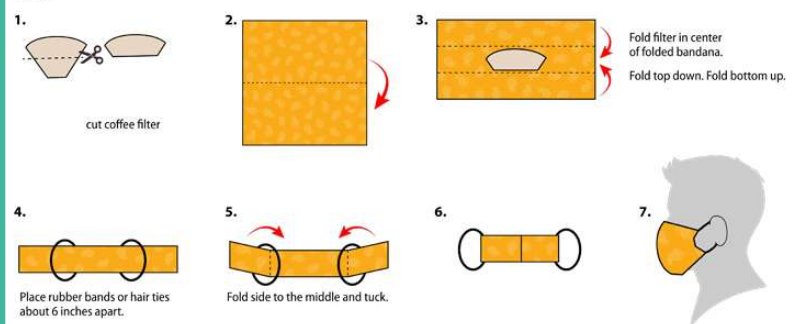


### Bandana Cloth Face Covering (no sew method)

#### Materials

- Bandana (or square cotton cloth approximately 20"x20")
- Coffee filter
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

#### Tutorial



## DONNING, REMOVAL, & STORAGE OF FACEMASKS OR FACE COVERINGS:

- **Clean hands** with soap and water OR alcohol-based sanitizer **before and after** touching and adjusting the cloth face covering OR surgical mask for wear
- If contact with the facemask or cloth covering occurs, practice proper hand hygiene as described above
- Hang cloth face covering or facemask in a **designated storage space** OR **store them in a clean and breathable container** (such as a paper bag) between uses
  - Cloth coverings and facemasks should be stored so they do not touch frequently touched surfaces or items
  - Storage containers should be cleaned regularly or disposed of
- Face coverings and facemasks should have **ONLY ONE WEARER**
- If you choose not to wear your cloth face covering when in your personal work-space or office:
  - Remove the cloth face covering fully, and
  - Follow the above removal, storage, and donning guidelines
- **Wash cloth face covering often**, daily if possible
  - In washing machine on warm cycle with gentle detergent, OR
  - Hand-wash with warm water and gentle soap

# USE OF DISPOSABLE GLOVES

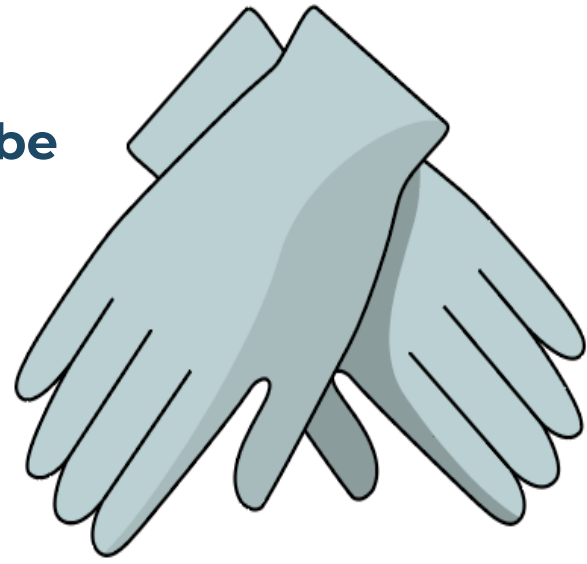
COVID-19

**Do not use the same disposable gloves for multiple activities & never wash disposable gloves for reuse.**

**Wear well-fitting, disposable gloves when using shared equipment. Medical examination gloves should be reserved for clinical use.**

## **When to remove gloves:**

- After contact with the surrounding environment
- After direct customer or client contact
- If working in a position where gloves are normally required, follow facility procedures



## **Remove gloves using the following CDC instructions:**

- (1) Grasp the outside of one glove at the wrist. Do not touch your bare skin.
- (2) Peel the glove away from your body, pulling it inside out.
- (3) Hold the glove you just removed in your gloved hand.
- (4) Peel off the second glove by putting your fingers inside the glove at the top of your wrist.
- (5) Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second.
- (6) Dispose of the gloves safely. **Do not reuse the gloves.**
- (7) Clean your hands immediately after removing gloves.



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