Coronavirus Disease (COVID-19) Workplace Checklist

Ingham County businesses and entities may remain open if they provide essential services to sustaining or protecting life or are otherwise exempt from a suspension of activities. These businesses and entities must take the following actions to ensure the safety of employees and customers.

☐ Screen staff reporting to work sites

Ask all staff these questions when they report for work for each shift:

1. Do you have any of the following symptoms:
   a. One (1) or more of the following: New or worsening cough, Shortness of breath or difficulty breathing, Fever (100.4°F or higher); or
   b. Two (2) or more of the following: Chills, Muscle aches, Headache, Sore throat, Diarrhea, Vomiting or Loss of taste or smell.
2. Have you had close contact in the last 14 days with an individual diagnosed with COVID-19?

If an employee answers <u>YES</u> to question 1 a. or 1 b. :

Send the employee home or exclude from work immediately. The employee should self-isolate/self-quarantine at home for a minimum of 10 days since symptoms first appeared. Must also have 3 days without fevers and improvement in respiratory symptoms.

If an employee answers <u>YES</u> to question 2, they may be allowed to work at the employer's discretion so long as they remain asymptomatic and the employer implements the following:

- Employers should measure the employee's temperature and assess symptoms each day prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility. A touchless thermometer, or a dedicated thermometer for the employee if not touchless, should be used. Sharing of any thermometer other than a touchless thermometer is strictly prohibited.
- As long as the employee doesn't have a fever or symptoms, they should self-monitor under the supervision of their employer's occupational health program or other programs in place to protect employee health and safety.
- If the employee becomes sick during the workday, they should be sent home immediately.
- The employee should wear a facemask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages.
- The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.
- Beyond standard cleaning protocols, clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely known to be impacted by the exposed employee during for 14 days after last exposure

Screening Guidance:

Create and implement an active screening plan that will work best for your facility. Determine where and how this screening will take place. You can use this form to record answers. You are not required to record answers to the three screening questions, or record employee temperature results. We recommend it, but you are not required to do so.

Items to consider: Stagger shift starting times so employees do not arrive at the same time. Have one person asking staff these questions directly. Or, staff could do a "self-check-in" by entering their information on a computer, tablet, or sheet of paper. Be sure to instruct employees on properly disinfecting equipment or writing utensils. Provide alcohol-based hand sanitizer at the screening station, if possible.

If a touchless/contactless thermometer is available, a temperature check performed by someone wearing PPE is strongly recommended at the worksite. We understand it may be difficult to get a touchless thermometer or PPE at this time. Employees can also take their temperature at home and report it to their employer. A fever is considered a temperature

at 100.4°F or above. If an employee does not own a thermometer and one is not available, they may report whether or not they have felt feverish. If your facility is already following other appropriate or more-stringent infection control procedures (e.g. CDC guidelines), please continue to use those procedures.

For questions, visit hd.ingham.org/coronavirus or contact Ingham County Health Department at (517) 887-4517.