

Coronavirus Disease (COVID-19) Workplace Checklist



Washtenaw County businesses and entities may remain open if they provide essential services to sustaining or protecting life. These businesses and entities must follow the guidelines set forth in the [Washtenaw County Health Officer's Order](#) and the [Governor's Executive Order 2020-42](#) to ensure the safety of employees and customers.

Post the Washtenaw County Order

Hang the [Washtenaw County April 13, 2020 Public Health Order](#) at all facility entrances so that it is visible to all employees and customers.

Develop and implement a social distancing plan

Determine how you will maintain 6 feet of distance between people. This 6-foot distance applies to employees working in shared spaces, and to customers waiting for services inside or outside the business. Options include using signs, contact barriers, entrance limits, and specialized hours. You may also need to limit capacity inside facilities to provide for social distancing between customers and employees. Encourage employees to wear masks.

Screen staff reporting to work sites

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

1. Do you have symptoms of fever, cough (excluding chronic cough due to known medical reason), shortness of breath, sore throat, or diarrhea (excluding diarrhea due to known medical reason)?
2. Have you had close contact in the last 14 days with an individual diagnosed with COVID-19?
3. Have you travelled on an airplane internationally or domestically in the last 14 days?

If an employee answers **YES** to question 1:

The employee is not permitted on the work site and should self-isolate at home for a minimum of 7 days after symptoms started. They must also have 3 days without fever and have improvement in respiratory symptoms before returning to work.

If an employee answers **YES** to questions 2 and/or 3:

If the employee **is not** a health care or critical infrastructure worker, the employee is not permitted on the work site and should self-quarantine at home for 14 days following close contact with the COVID-19 positive person or following international or domestic travel.

If the employee **is** a health care worker or critical infrastructure worker, the employee may continue to work if they do not have symptoms. If the employee develops symptoms, they should be sent home immediately and should self-isolate at home for a minimum of 7 days after symptoms started. They must also have 3 days without fever and have improvement in respiratory symptoms before returning to work.

- **Critical infrastructure workers who have been exposed to COVID-19 but who do not have symptoms may continue to come to work if these guidelines are followed:**
 - **Pre-Screen:** Employers must ensure the worker is asked the health symptom questions before each shift. Ideally, the employee's temperature should also be measured prior to starting work, and before the individual enters the facility.
 - **Wear a Mask:** The employee should wear a face mask at all times while in the workplace for 14 days after last exposure to someone who tested positive for COVID-19. Employers can issue facemasks or can approve an employee's own cloth face covering in the event of mask shortages.
 - **Social Distance:** The employee should maintain a 6-foot distance from all others and should practice social distancing as work duties permit in the workplace.
 - **Clean and Disinfect:** Frequently clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment which the exposed person may contact.

14-Day Quarantine Exemptions for Workers Exposed to COVID-19:

To ensure continuity of operations of essential functions, critical infrastructure workers may continue to work following potential exposure to COVID-19, as long as they do not have symptoms and as long as additional precautions are implemented to protect them and the community.

A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

Health Care Workers

The 14-day quarantine period for workers who have travelled or who have been exposed to someone with COVID-19 does not apply to:

- Hospitals
- Healthcare facilities
- EMS
- Other organizations that employ healthcare workers in the inpatient or outpatient setting
- All providers and support staff involved in patient care, including pharmacies
- All public health functions actively involved in the COVID-19 response (local or state)

Critical Infrastructure Workers

The 14-day quarantine period for workers who have travelled or who have been exposed to someone with COVID-19 does not apply to critical infrastructure workers as outlined by the [Centers for Disease Control and Prevention \(CDC\)](#):

- Federal, state, and local law enforcement
- 911 call center employees
- Fusion Center employees
- Hazardous material responders from government and the private sector
- Janitorial staff and other custodial staff
- Workers – including contracted vendors – in food and agriculture, critical manufacturing, informational technology, transportation, energy, and government facilities

The state of Michigan has additional guidance on [critical infrastructure workers](#).

Screening Guidance:

Employees should be screened for symptoms of fever, cough (excluding chronic cough due to medical reason), shortness of breath, sore throat, or diarrhea (excluding diarrhea due to known medical reason). These symptoms can be accompanied by chills, shivering, muscle aches, headaches, or new smell or taste disorders (or in rare cases, these atypical symptoms can be the only symptoms that are present).

If a touchless/contactless thermometer is available, a temperature check is strongly recommended at the worksite. We understand it may be difficult to get a thermometer at this time. Employees can also take their temperature at home and report it to their employer. A fever is considered a temperature of 100.4°F or above.

Use an active screening plan that will work best for your facility. Evaluate how the screening is taking place. You can use [this form](#) to record answers. You are not required to record answers to the 3 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 the screening 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. Be sure to maintain employee confidentiality with any information that is provided in the screening.

If your facility is already following other appropriate or more-stringent infection control procedures (like CDC guidelines), please continue to use those procedures.

For questions, visit washtenaw.org/COVID19 or contact with Washtenaw County Health Department at L-wchdcontact@washtenaw.org or 734-544-6700.