

# COVID-19 WORKPLACE TOOLKIT

This interim guidance is based on what is currently known about COVID-19. The purpose of this guide is to prevent workplace exposures to COVID-19.

# BEST PRACTICES FOR WORKPLACES

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**Medical Director**

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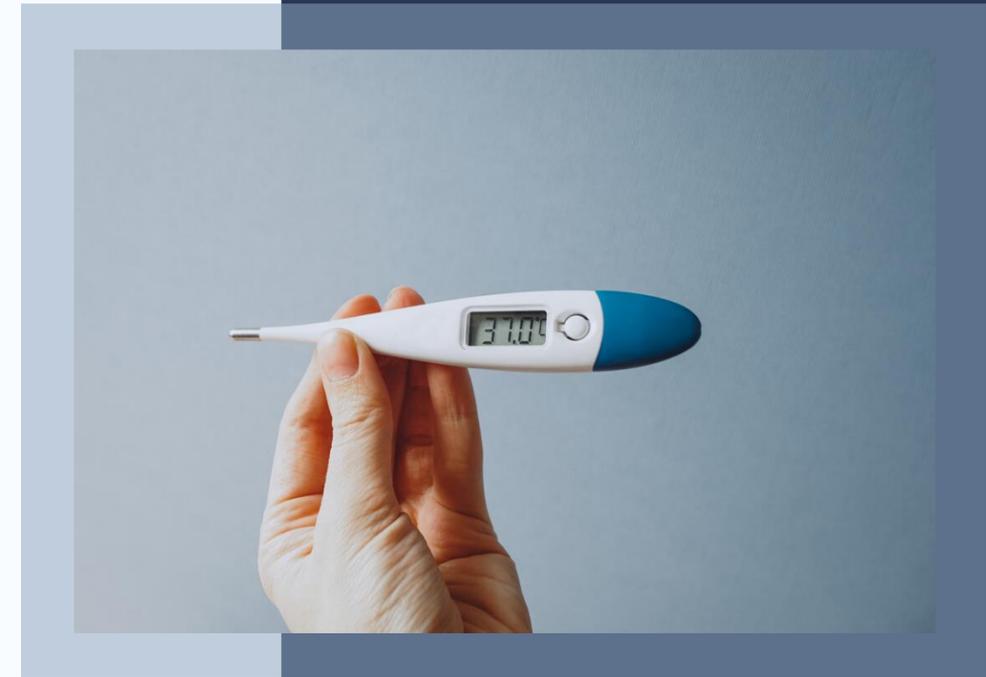


source:  
[pymnts.com](https://pymnts.com)

# WHAT IS IN THE GUIDE

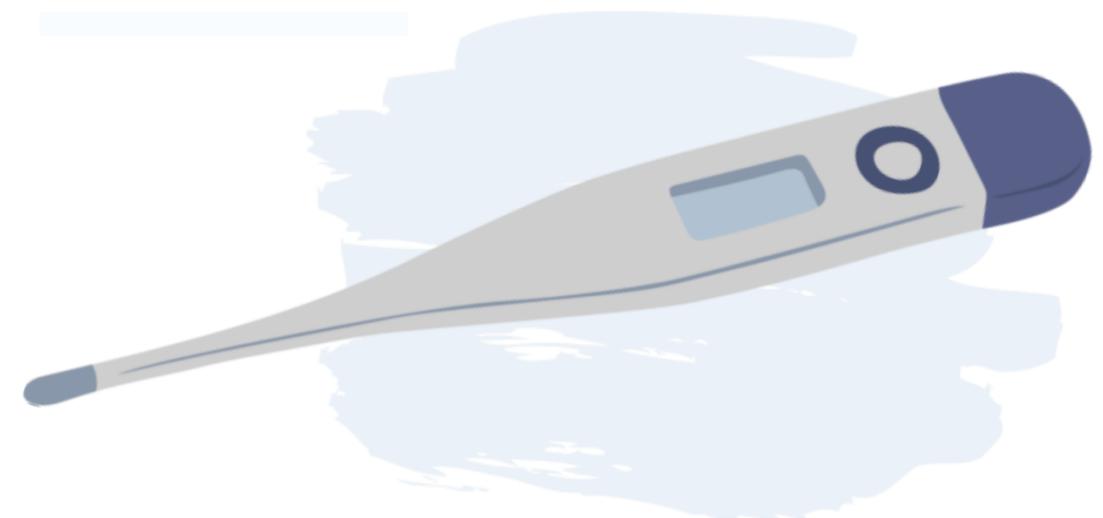
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This guidance covers universal screening, social distancing practices, and what to do if an employee tested positive.



# PROVIDE COVID-19 TRAINING TO STAFF

- Topics in presentation to staff should include:
  - health screenings
  - workplace safety controls
  - who to ask regarding issues related to COVID-19
  - what to do if you start experiencing symptoms on the job or at home
  - employee and of the employer expectations



# DEVELOP FACILITY ENTRY AND HEALTH SCREENING PROTOCOLS

Advise vulnerable workers and people with underlying health conditions of their right to continue to quarantine and to apply for Unemployment Insurance Benefits instead of returning to work.

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

1. Do you have symptoms of fever, chills, headache, cough, shortness of breath, sore throat, loss of smell or taste, runny nose or congestion, muscle aches, fatigue, abdomen pain, nausea, vomiting or diarrhea?
2. Have you had close contact in the last 14 days with an individual diagnosed with COVID-19?

# PPE REQUIREMENTS FOR FACILITY

Require all employees wear:

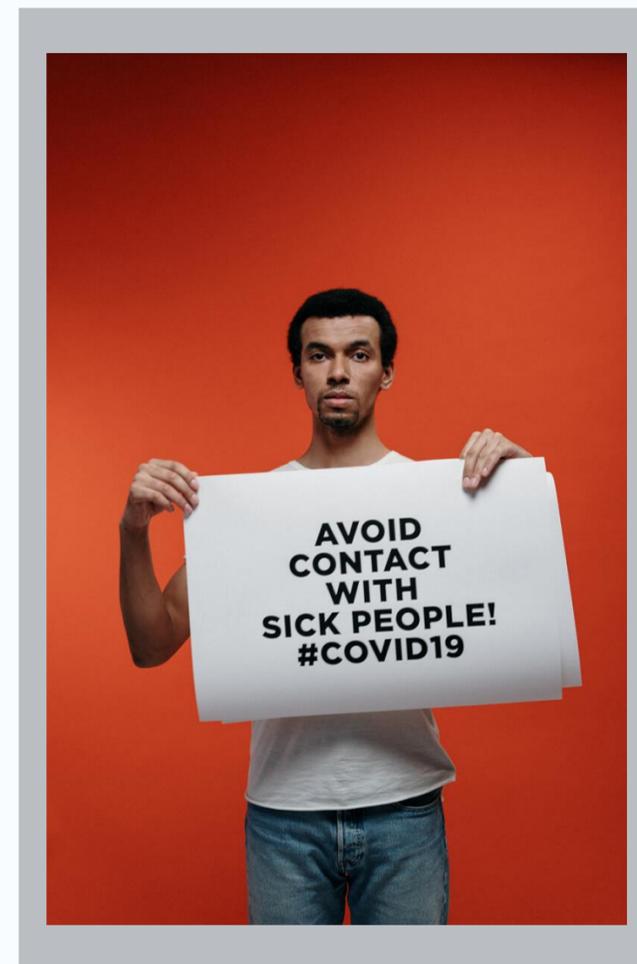
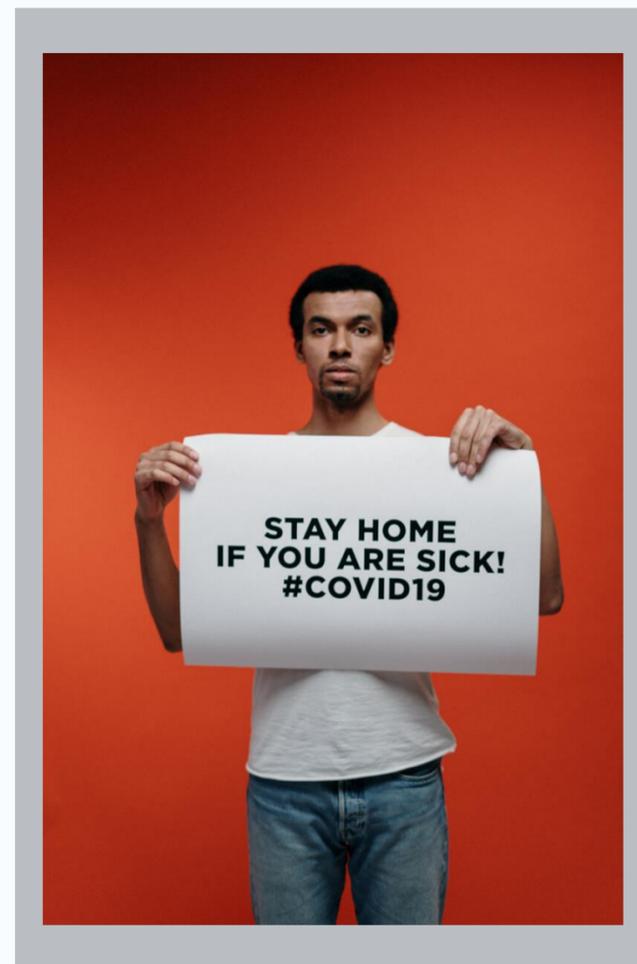
- non-medical face covering when in the workplace
- Gloves only if they are changed with each transaction.

Provide guidance on how to wash, don, and doff a non-medical face covering.



# POSTING REQUIREMENTS

Post signs at entrances, restrooms, and other high traffic areas on what you are requiring and expecting employees or customers to do.



# PLAN FOR POSITIVES

Establish a response plan for employees going home sick and/or confirmed cases.

For Example:

Sending symptomatic employees home and temporarily closing appropriate locations in building for deep cleaning

# BAR/CAFES & RESTAURANTS

Theresa Brestovansky  
 Department Manager Food  
 Safety Program  
 Environmental Health

Welcoming  
**WAYNE COUNTY**

Wash  
 Hands



## Carry-Out

Create a clearly marked designated pickup zone for carryout orders.



Stand Here



Use signs or other visual cues, placed 6 feet apart, to indicate where those waiting in line should stand.

Keep hot foods hot and cold foods cold by storing in appropriate transport bags, warmers, or coolers.



## Employee Compliance

Workers should stay or be sent home if feeling unwell. At-risk employees should be encouraged to stay home. Employees should be encouraged to contact their employer if they come in contact with a known or suspected COVID-19 case. If an employee tests positive, they should disclose it to their employer with confidentiality.



Ensure that employees are fully trained on health and safety measures. Employees should know how to correctly sanitize surfaces.

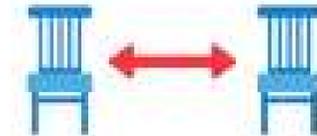
## Dine-In



Contact your city government to explore options to expand your outdoor seating, as it presents lower risk of infection.



Operate by reservation only. Provide options to make reservations by phone or online to manage crowds.



Arrange tables and chairs so that each individual party can be 6-feet apart from others.

# BAR, CAFES & RESTAURANTS

## Food Safety & Hygiene



Discontinue customer use of shared-utensil areas like salad bars, buffets, and beverage stations.



Increase frequency of disinfecting routines.



Wipe-down menus with disinfectant between customers.



Follow the 4 key steps to food safety: Always — Clean, Separate, Cook, & Chill.

# GYMS AND FITNESS FACILITIES

Theresa Brestovansky  
Department Manager Food  
Safety Program  
Environmental Health

## Hygiene & Safety



Have employees and patrons wear face masks.



Ensure that soap, hand sanitizer and other disinfectants are available to everyone in the facility.



Have patrons complete a self-screening questionnaire before entering the facility, or certain areas. Provide an anonymous way for patrons to inform facility of symptoms developed within 48 hours of their visit.

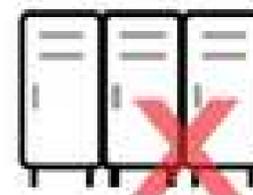


At least 6 feet

Include signage across the facility that reinforces safety protocols such as maintaining physical distance, hand washing, respiratory etiquette, not touching face, mouth, or eyes, etc.



Provide wipes for patrons to sanitize equipment before and after usage. Have employees frequently sanitize equipment as well.



Completely restrict pool access and usage of lockers.

## GYMS, YOGA LOUNGES, & OTHER FITNESS FACILITIES

### Employee Compliance

Workers should stay or be sent home if feeling unwell. At-risk employees should be encouraged to stay home. Employees should be encouraged to contact their employer if they come in contact with a known or suspected COVID-19 case. If an employee tests positive, they should disclose it to their employer with confidentiality.

Make sure that employees are properly trained on how to sanitize surfaces, as well as following health and safety procedures.

# NAIL SALONS AND BARBER SHOPS

MAUREEN FRANKLIN  
DEPARTMENT MANAGER BODY ART  
FACILITIES  
ENVIRONMENTAL HEALTH

## Hygiene & Safety



Require employees and customers to wear face masks/coverings over their nose and mouth.



Workers should wear gloves that are changed regularly.



Be sure to sanitize tools and other supplies used between each patron.



Hand washing facilities should be accessible to everyone on site and include soap and hand sanitizer.



**Wash  
YOUR  
Hands**

Frequently sanitize high-touch surfaces such as door handles, buttons, and light switches, shampoo bowls, client chairs and tool carts.



**stand here**  
Install visual markers, such as signs or markers on floors, to remind of social distancing.



Chairs/work areas must be 6 feet apart. Seating in the waiting area must be 6 feet apart.

**NAIL SALONS  
BEAUTY SALONS  
BARBER SHOPS**

## Employee Compliance

Workers should stay or be sent home if feeling unwell. At-risk employees should be encouraged to stay home. Employees should be encouraged to contact their employer if they come in contact with a known or suspected COVID-19 case. If an employee tests positive, they should disclose it to their employer with confidentiality.

Ensure that employees are fully trained on health and safety measures. Employees should know how to correctly sanitize surfaces.



# CHILDCARE FACILITIES

Anthony Matlock  
Department Manager Day Care  
Environmental Health



Wash  
YOUR  
Hands



## Employee Compliance

Workers should stay or be sent home if feeling unwell.  
At-risk employees should be encouraged to stay home. Employees should be encouraged to contact their employer if they come in contact with a known or suspected COVID-19 case. If an employee tests positive, they should disclose it to their employer with confidentiality.

Be sure to train employees on how to disinfect surfaces, as well as follow safe and healthy procedures.



## Social Distancing

Develop a curbside pickup and drop-off process.



Food should be served in packaged individual portions.



## CHILDCARE & DAYCARE FACILITIES

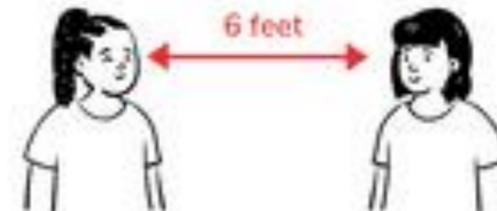
## Safety & Hygiene

Employees must wear masks. Supply masks for students and children without any face coverings.



**1/2** Operate at 50 percent capacity.

Employees and children should wash their hands frequently. Ensure that everyone at the facility has access to both soap and sanitizer.



Social distancing learning activities are encouraged. Use floor markers and visuals to maintain distance. Immediately quarantine those who show symptoms.



Surfaces such as tables, yoga mats and toys should be cleaned frequently. The use of gloves when cleaning is preferred and recommended.

# RETAIL

Carol Austerberry  
Health Director



Require employees and customers to wear face masks/coverings over their nose and mouth.

## Employee Compliance

Workers should stay or be sent home if feeling unwell. At-risk employees should be encouraged to stay home. Employees should be encouraged to contact their employer if they come in contact with a known or suspected COVID-19 case. If an employee tests positive, they should disclose it to their employer with confidentiality.

Ensure that employees are fully trained on health and safety measures. Employees should know how to correctly disinfect surfaces.



## Hygiene & Safety



Frequently disinfect high-touch surfaces such as door handles, pin pads, light switches, and breakrooms.



Workers are encouraged to wear gloves, especially at cash registers, that are changed regularly.



Bathrooms should be stocked with soap and hand sanitizer. Hand sanitizer should be accessible to everyone on site and in multiple locations around the store.

Have an employee monitor checkout lines and direct customers to register.



COVID Specialist



**stand here**

Install visual markers, such as signs or markers on floors, to remind of social distancing.



Shift primary stocking activities to off-peak or after hours, when possible, to reduce contact with customers.

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# QUESTIONS

- If you have any questions regarding COVID-19, please feel free to call the Wayne County Health Department or visit our website at [www.waynecounty.com](http://www.waynecounty.com)

Additional websites where you may find helpful information include:

- Occupational Safety and Health Administration (OSHA)  
<https://www.osha.gov/Publications/OSHA3990.pdf>
- Michigan COVID-19 Business Response Center:  
<https://www.blmccovid19.com/businessbestpractices/>



# FAQ'S

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

- You and your employees should follow social distancing guidance and maintain at least a 6-foot distance from anyone, especially those who are having symptoms. The use of barriers such as plexi glass or shields should be utilized to protect your employees when providing face to face interactions.
- If your employee must be close to the customer, advise them to minimize time spent with symptomatic customers to less than 10 minutes, if possible.
- If your employee must be close to customers they must wear a face mask and shield. The use of gloves are also recommended when exchange of items occurs.
- Be sure to provide the public with tissues and trash receptacles.
- Have no-touch hand sanitizer dispensers near customer entrances, if possible.

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# FAQ'S

## **3. One of our employees just tested positive for COVID-19. What should I do?**

Instruct the employee to stay home and self-isolate. They should not return to work until directed to do so by a medical professional.

Offer remote work assignments if the employee is well enough to work.

You should contact the local health department to ensure they know the person is positive or a probable positive. There can be delays in reporting to local health departments and they will work with you to identify who else in your business might be at risk.

Thoroughly clean and disinfect equipment and other elements of the work environment of the employee along with frequently touched surfaces and objects such as doorknobs/push bars, elevator buttons, restroom doors, etc. Use EPA approved disinfectants and use according to label instructions.

If the employee had been working while ill, identify co-workers and/or individuals that the employee may have had close contact with and advise them to contact the health department for further instruction. Employer should contact the health department and provide a list of employees who work closely with the employee who tested positive, along with their contact information. A close contact is defined as those individuals who had been within 6 feet of the affected employee for greater than 10 minutes while the employee had symptoms. The local health department can help walk through the process of contact tracing.

# FAQ'S

## **4. One of our employee's family members has a "suspected" (but unconfirmed) case of COVID-19. What should we do?**

- If an employee is worried about a suspected case of COVID in a family member, encourage them to have their family member follow-up with a physician or testing site for COVID testing. As an employer, you are encouraged to call the health department to report suspect cases and for further guidance.

## **5. One of our employees has a "suspected" (but unconfirmed) case of COVID-19. Should I send everyone home?**

- No, do not send everyone home. The employee should be encouraged to follow-up with their physician or testing site for testing. Employees in close contact should be encouraged to monitor their symptoms. Employers can call the health department to report suspect cases and for further guidance.

# FAQ'S

**6. One of my employees has self-reported that they came into contact with someone believed to be positive for COVID-19. What should I do?**

- No, do not send everyone home. The employee should be encouraged to follow-up with their physician or testing site for testing. Employees in close contact should be encouraged to monitor their symptoms. Employers can call the health department to report suspect cases and for further guidance.

**7. One of our employees just found out that they were exposed to COVID-19 after interacting with a member of the public (or vendor, or contractor). What steps do I take?**

- Review the nature of the exposure. If the contact occurred within 6 feet of the ill individual for more than 10 minutes, then the employee should contact their local health department for further instruction. It may be advised, based upon risk level, that they self-quarantine at home for 14 days from the date of the contact. Offer remote work, if feasible. Check to see if other employees may also have had similar exposure to the ill individual. If so, they should also contact the local health department to review risk level and determine if self- quarantine at home for 14 days is required.

# FAQ'S

## 8. When can my employee come back to work if they have been ill or had an exposure?

- The person will be advised when it is safe to return by their medical provider. Neither a return to work letter nor proof of a negative test result should be required by the employer.
- Employees who have been close contacts to a suspect or known case of COVID-19 should self-quarantine at home for 14 days if advised by their local health department or medical provider. If they develop symptoms while in quarantine, they should contact their primary care physician or local COVID screening site to be scheduled for testing.

