



COVID-19 Workplace Guidelines

EMPLOYER'S GUIDE

WORKPLACE SAFETY AND HEALTH

For additional guidelines, click here: [Manufacturing/Construction](#).

Important Note:

The best practice and guidance information provided in this presentation, follows information and guidance provided through the CDC and OSHA, **as of May 4, 2020**

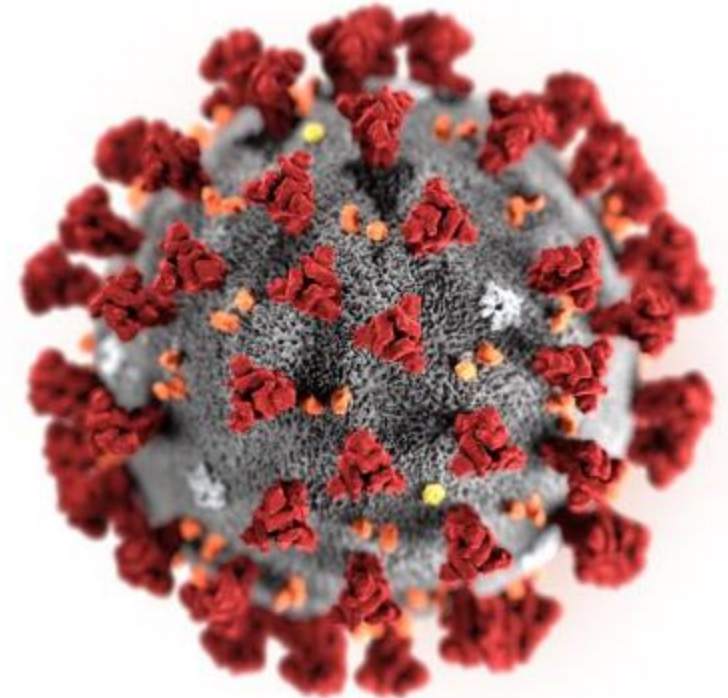
Employers should continue to review CDC and OSHA websites, to ensure their workplace policies and procedures are based on the most up-to-date information available.

Objectives

- Overview – Coronavirus & COVID-19
- Applicable Rules & Regulations
- Exposure Determination
- Exposure Control Plan
- Establish Workplace Procedures
- Provide Employee Training
- Resources

Overview - Coronavirus

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



Overview – Signs & Symptoms

- COVID-19 causes mild to severe respiratory illness – can cause a severe pneumonia-like illness
- Typical symptoms
 - Fever ($>100.4^{\circ}\text{F}$)
 - Cough
 - Shortness of Breath
 - New loss of taste or smell
- Symptoms begin 2-14 days after exposure

How COVID-19 is Spread?

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



[CDC - COVID19](https://www.cdc.gov/covid19)

Applicable Rules & Regulations

Existing MIOSHA Standards

- Follow existing MIOSHA standards to help protect workers from exposure to SARS-CoV-2 and infection with COVID-19.
- MIOSHA Enforcement Guidance - [COVID19 Interim Enforcement Plan](#)

Relevant MIOSHA Standards

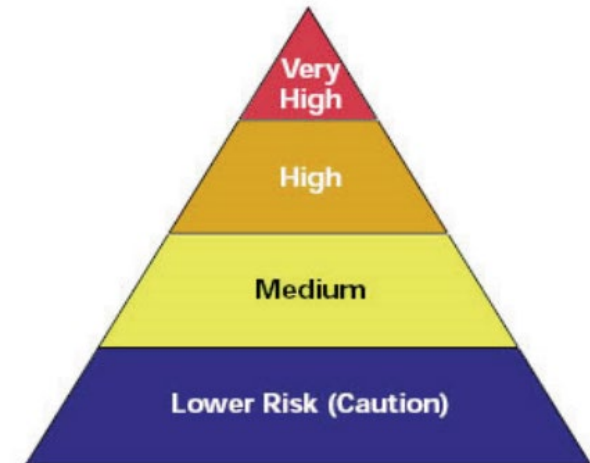
- Personal Protective Equipment Part 33 (OSHA 1910 Subpart I)
- Hazard Communication Part 430 (OSHA 1910.1200)
- Respiratory Protection Part 451 (OSHA 1910.134)
- Recordkeeping Part 11 (29 CFR 1904)
- Sanitation Part 474 (OSHA 1910.141)
- General Duty MIOSHA Act 154 Section 11(a) (OSHAct Sec 5(a)(1))

Exposure Determination

Exposure Determination

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

**Occupational Risk Pyramid
for COVID-19**



Exposure Determination

Where/How/What sources of Exposure

- General public
- Customers/Visitors
- Co-workers

Assess methods of social distancing

- Staggered work shifts, lunch & breaks
- Downsizing operations
- Teleworking from home
- Cross train on-site workers to perform critical tasks

Assess job tasks with shared equipment & workstations

Assess need for Basic Infection Prevention

- Access to handwashing facilities & hand sanitizer ($\geq 60\%$ alcohol)
- Cleaning & disinfection procedures & materials for workstations

Exposure Control Plan

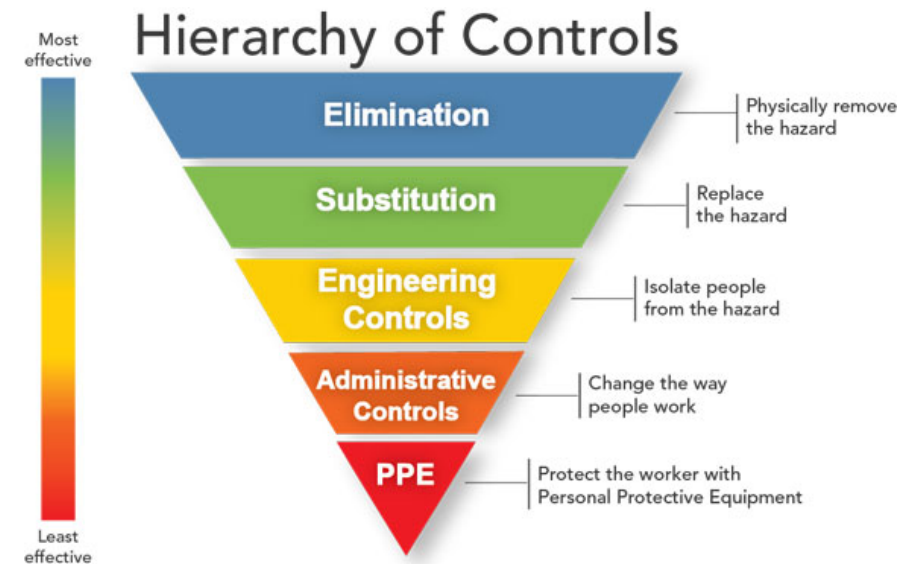
Exposure Control Plan – Key Elements

An exposure control plan should include:

- Exposure determination
- Detail measures to prevent employee exposure, including any:
 - Engineering controls
 - Administrative controls
 - Hand hygiene and environmental surface disinfection
 - Personal protective equipment
 - Health surveillance
 - Training
- Use current CDC guidance
- Employer shall use preventive measures commensurate to the exposure risk category

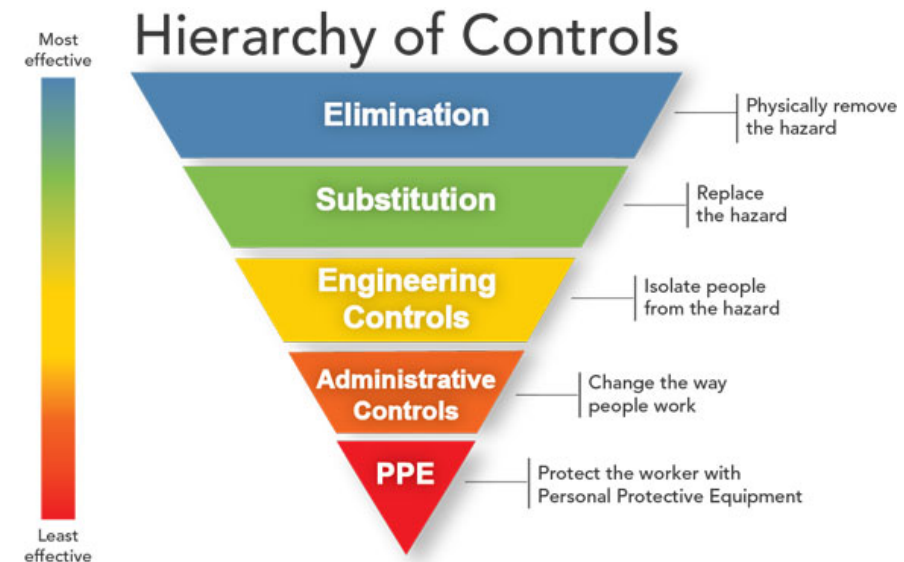
Exposure Controls - Engineering Controls

- High-efficiency Air Filters
- Increased Ventilation Rates
- Physical Barriers – Clear plastic barriers, sneeze guard, plexiglass
- Installing a drive-thru window



Exposure Controls - Administrative Controls

- Implement flexible work hours & staggered shifts and breaks
- Implement telework, teleconferencing & web conferencing
- Increase the physical space between employees at the worksite
- Move machines & equipment to increase distances between employees
- Practice social distancing & provide visual cues
- Increase the physical space between employees & customers
- Encourage hand hygiene etiquette & use of noncontact methods of greeting
- Require the use of cloth face coverings by employees & customers.
- Post signs related to COVID-19 signs, symptoms & related resources



Personal Protective Equipment (PPE)

Very High & High Risk Exposure

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

Medium Risk Exposure

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

Lower Risk Exposure

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

Exposure Controls – Respiratory Protection

- Respiratory Protection – MIOSHA Part 451
 - Required vs Voluntary
 - Sample Written Program
 - OSHA Enforcement Memos
- Selection of Respiratory Protection
 - Respirators other than N95
 - NIOSH Certified vs “Face Masks”
 - Follow CDC guidance for face coverings (respirators vs surgical mask vs cloth/paper coverings)



Face Coverings vs Respirators

COVID-19 FACEMASKS VS. RESPIRATORS



Cloth or Paper Face Mask



Surgical Face Mask



Filtering Facepiece Respirator (e.g. N95)

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

COVID-19 VOLUNTARY VS. REQUIRED RESPIRATOR USE



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

Guidelines for Employees Using Respiratory Protection

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

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

Establish Workplace Procedures

CDC Centers for Disease Control and Prevention
 CDC 24/7: Saving Lives, Protecting People™

Search Coronavirus

Coronavirus Disease 2019 (COVID-19)

Coronavirus Disease 2019 (COVID-19) > Communities, Schools & Workplaces > Businesses

Coronavirus Disease 2019 (COVID-19)

Symptoms & Testing +
 Prevent Getting Sick +
 Daily Life & Coping +
 If You Are Sick +
 People Who Need Extra Precautions +
 Frequently Asked Questions
 Travel +
 Cases, Data, & Surveillance +
 Communities, Schools & Workplaces -
 Critical Workers
 Disinfecting Your Facility
 Disinfect Your Non-Emergency Vehicle

Prepare your Small Business and Employees for the Effects of COVID-19

Other Languages Print Page

[Printer friendly version](#)

During an infectious disease outbreak, such as the current outbreak of COVID-19, small business owners must prepare for disruption in their business as well as prepare to protect their employees' health and safety in the workplace.

[Coronavirus disease 2019 \(COVID-19\)](#) is a respiratory illness that can spread from person to person. It spreads between people who are in close contact with one another (within about 6 feet) and through respiratory droplets produced when an infected person coughs or sneezes. [Symptoms](#) can include fever, cough, or difficulty breathing, which may appear 2-14 days after exposure.

These steps are recommended to protect employees and prepare your business for disruption:

Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace.

Examine policies for leave, telework, and employee compensation.

- Leave policies should be flexible and non-punitive, and allow sick employees to stay home and away from co-workers. Leave policies should also account for employees who need to stay home with their children if there are school or childcare closures, or to care for sick family members.
- When possible, use flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) to help establish policies and practices for social distancing (maintaining distance of approximately 6 feet or 2 meters) between employees and others, especially if social distancing is recommended by state and local health authorities.

Coronavirus Disease 2019 (COVID-19)

Symptoms & Testing +
 Prevent Getting Sick +
 Daily Life & Coping +
 If You Are Sick +
 People Who Need Extra Precautions +
 Frequently Asked Questions
 Travel +
 Cases, Data, & Surveillance +
 Communities, Schools & Workplaces -
 Critical Workers
 Disinfecting Your Facility
 Disinfect Your Non-Emergency Vehicle
 Schools & Child Care +
 Colleges & Universities +
 Businesses +

Cleaning and Disinfecting Your Facility

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

Other Languages Print Page

[Printer friendly version](#) [3 pages]

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 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)

Establish Workplace Procedures

CDC RESOURCE – PREPARE YOUR BUSINESS FOR THE EFFECTS OF COVID-19

REOPENING AMERICA

**GUIDANCE FOR CLEANING & DISINFECTING PUBLIC SPACES,
WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES**

List of EPA Disinfectants for Coronavirus

Workplace Procedures – Key Elements

- Development of an Infectious Disease Preparedness and Response Plan
 - Develop an Exposure Control Plan
 - Identify Workplace COVID-19 Coordinator
 - Examine & Update Policies
 - Telework
 - Leave
 - Employee Compensation
 - Identify Essential Employees & Business Functions
 - Establish Chain of Communication
 - Train Employees on new procedures and policies



Recovering from COVID-19 Building Closures

Guidance Document

aiha.org

Photo courtesy of Getty Images

Workplace Procedures – Key Elements

- Facility Re-occupancy Review
 - HVAC and mechanical systems
 - Water systems and cooling towers

American Industrial Hygiene Association (AIHA) –
Guidance for Facility Managers

[Recovering from COVID-19 Building Closures](https://www.aiha.org/~/media/aiha/~/media/Files/COVID-19/Recovering-from-COVID-19-Building-Closures-Guidance-Documents.pdf)

Workplace Procedures – Key Elements

- Employee screening procedures - prior to work
 - Temperature, self monitoring symptoms (Cough, fever, shortness of breath)
- Require employees to report symptoms and self-isolate
 - Notify supervisors and stay home
 - Don't allow employees to return until home isolation criteria is met (Follow CDC Guidance)
 - Inform other employees of possible workplace exposure (ADA & HIPAA compliant – keep confidentiality)
- Social Distancing – minimum of 6ft
 - All in-person work must adhere to social distancing practices and measures
 - Provide demarcation lines
- Install physical barriers between customers and/or employees
- Non-medical grade face coverings



Workplace Procedures – Key Elements

- Cleaning Procedures
 - The employer should routinely clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment
 - If a sick employee is suspected or confirmed to have COVID-19, perform enhanced cleaning and disinfection of all frequently touched surfaces in the workplace
 - Follow the manufacturer’s instructions for all cleaning and disinfection products (e.g., required PPE, concentration, application method and contact time).
 - Evaluate procedures to ensure no new hazards are created (e.g. dermatitis from new disinfectant)

Workplace Procedures – Cleaning & Disinfecting

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

Workplace Procedures – Sick Employees

- Employer reporting procedures
 - Require employees to report when they are sick or experiencing symptoms of COVID-19
 - Notify within 24 hours
 - The local health department AND
 - Any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19
- Recording COVID-19 Illnesses on MIOSHA 300 Log
 - COVID-19 is a recordable illness and must be recorded by employer if
 1. The COVID-19 case is confirmed as defined by CDC
 2. Work-related as defined by MIOSHA
 3. Involves one or more of the general recording criteria
 - [Revised May 19, 2020 - OSHA Enforcement Memo for Recoding COVID-19 Cases](#)

Workplace Procedures – Sick Employees



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

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

AND

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

AND

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

Provide Employee Training

Employee Training – Hygiene Etiquette

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

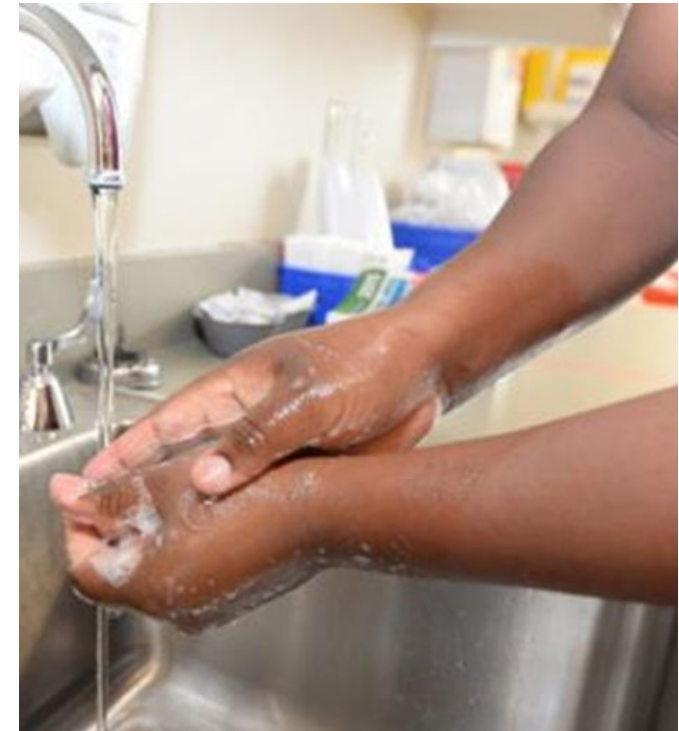


Photo: U.S. Department of Defense



Spreading germs is OUT. Handwashing is IN!



Handwashing is one of the most important things we can do to avoid getting sick and spreading germs to others.



Centers for Disease Control and Prevention
National Center for Emerging and Zoonotic Infectious Diseases

www.cdc.gov/handwashing

C326737-A

Coughing & Sneezing

Hygiene etiquette involves practices that prevent the spread of illness and disease. A critical time to practice good hygiene etiquette is when you are sick, especially when coughing or sneezing. Serious respiratory illnesses like influenza, respiratory syncytial virus (RSV), whooping cough, and severe acute respiratory syndrome (SARS) are spread by:

- Coughing or sneezing
- Unclean hands
 - Touching your face after touching contaminated objects
 - Touching objects after contaminating your hands

To help stop the spread of germs:

- Cover your mouth and nose with a tissue when you cough or sneeze.
- Put your used tissue in a waste basket.
- If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.

Remember to [wash your hands](#) after coughing or sneezing:

- Wash with soap and water, or
- Keeping hands clean through improved hand hygiene is one of the most important steps we can take to avoid getting sick and spreading germs to others. Many diseases and conditions are spread by not washing hands with soap and clean, running water. If clean, running water is not accessible, as is common in many parts of the world, use soap and available water. If soap and water are unavailable, use an alcohol-based hand sanitizer that contains at least 60% alcohol to clean hands.

Cough etiquette is especially important for infection control measures in healthcare settings, such as emergency departments, doctor's offices, and clinics. More information on respiratory hygiene and cough etiquette in healthcare settings may be found on CDC's [seasonal flu](#) pages.

One final practice that helps prevent the spread of respiratory disease is avoiding close contact with people who are sick. If you are ill, you should try to distance yourself from others so you do not spread your germs. Distancing includes staying



This vintage British poster from World War II shows that coughing and sneezing has long been a public health concern. Today, we know that handkerchiefs aren't always the best way to handle coughing and sneezing! For modern methods, read the text at left.

Employee Training – Hygiene Posters

[CDC HANDWASHING POSTERS](#)

[CDC INFORMATION ON COUGHING & SNEEZING](#)

Employee Training

SARS-CoV-2 and COVID-19 training should include:

- Routes by which SARS-CoV-2 is transmitted from person to person
- Distance that SARS-CoV-2 can travel in the air
- How long SARS-CoV-2 remains viable in the air and on environmental surfaces
- Signs and symptoms of COVID-19
- Steps the employee must take to notify the employer of signs and symptoms of COVID-19 or suspected or confirmed diagnosis of COVID-19
- Measures the employer is implementing to prevent employee exposure to SARS-CoV-2 as described in the employer's exposure control plan
- Steps the employee must take to prevent their exposure to SARS-CoV-2

Employee Training

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

MIOSHA Resources

[MIOSHA Webpage](#)

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

[MIOSHA Standards](#)

[Request for Consultative Assistance](#)

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

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

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

[MIOSHA Training Program](#)

COVID-19 Resources

MIOSHA Enforcement Guidance - [COVID19 Interim Enforcement Plan](#)

State of Michigan – [Coronavirus](#) & [Frequently Asked Questions](#)

OSHA – [COVID-19 Information](#)

OSHA Publication - [Guidance on Preparing Workplaces for COVID-19](#)

CDC – [Coronavirus Disease \(COVID-19\)](#)

CDC – [Interim Guidance for Businesses to Plan and Respond to COVID-19](#)

CDC – [Interim Guidance for Conserving and Extending Respirator Supply \(non-healthcare\)](#)

CDC – [Use of Cloth Face Coverings to Slow the Spread of COVID-19](#)

Contact MIOSHA

Michigan Occupational Safety and Health Administration (MIOSHA)

530 W. Allegan Street, P.O. Box 30643

Lansing, Michigan 48909-8143

If you need further information, call 855-SAFEC19 (855-723-3219).

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

or visit our website at:

www.michigan.gov/miosha

