



# COVID-19



HEALTH  
Department

## Interim Guidance for Schools, Businesses, and Non-Profits

updated March 10, 2020

This interim guidance is based on what is currently known about the Coronavirus Disease 2019 (COVID-19). Information will be updated as it becomes available.

### **ALLEGAN COUNTY PUBLIC HEALTH RESPONSE: WHAT ARE WE DOING?**

- Participating on calls with Michigan Department of Health and Human Services (MDHHS) and Centers for Disease Control and Prevention (CDC)
- Monitoring all individuals based on risk exposure [CDC guidance](#)
- Maintaining communication with local medical providers to provide up to date information
- Holding virtual weekly updates with community partners and creating materials based off what they need

## **PREVENT THE SPREAD**

### **ENCOURAGE SICK EMPLOYEES TO STAY HOME WHEN SICK**

- Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
- Employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately.
- If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

### **PERFORM ROUTINE ENVIRONMENTAL CLEANING**

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
- Employers are recommended to provide disposable wipes so that commonly used surfaces (doorknobs, keyboards, remote controls, desks, etc.) can be wiped down by employees before each use
- Schedule routine cleaning for all frequently touched surfaces. Use the cleaning agents you normally use for these areas and follow the directions on the label



### **TRAVEL**

- Consider postponing nonessential travel
- Evaluate [CDC travel guidance](#) prior to travel

## **WHAT PERSONAL PROTECTIVE EQUIPMENT (PPE) SHOULD I USE?**

- Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
- Currently, the CDC does not recommend that people who are well wear a facemask to protect themselves from respiratory diseases, including COVID-19.
  - Facemasks should be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others. Health workers and people who are taking care of someone in close settings should also consider facemask use.
- There is no specific OSHA standard covering COVID-19. However, some OSHA requirements may apply to preventing occupational exposure to COVID-19.



## **IF PPE IS NOT NEEDED AT THIS TIME, HOW CAN I PROTECT MYSELF?**



- Avoid close contact with people who are sick
- Avoid touching your eyes, nose, and mouth
- Stay home when you are sick
- Cover your cough or sneeze
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe
- Regularly wash hands with soap and water for at least 20 seconds
- If soap and water is not available, use an alcohol based hand sanitizer that contains at least 60-95% alcohol

## **PLANNING**

### **DETERMINE ESSENTIAL FUNCTIONS FOR YOUR ENTITY**

- Communicate with employees
  - Ensure they have their own family emergency preparedness plans and have an appropriate stockpile of food/water/medications for family
  - See if they have the potential to work or learn remotely
  - Ensure they have child care plans in place
- Review sick leave policy and consider high absenteeism
- If self-insured, call insurance provider to discuss adding the COVID-19 testing to coverage at no cost to the employee
- Contact insurance provider to learn about tele-medicine options and triage methods
- Plan for how operations will continue if there is increasing absenteeism or other interruptions
- Contact vendors or other entities to ensure they have emergency response plans in place

## **RESOURCES**

- [CDC/COVID-19](#)
- [Occupational Health and Safety Administration](#)
- [MDHHS](#)

