

# Coronavirus Disease (COVID-19) Workplace Checklist

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Ingham County businesses and entities may remain open if they provide essential services to sustaining or protecting life. Under the Ingham County Health Officer's Order, 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 symptoms of fever, cough (without known/chronic cause), shortness of breath, sore throat or diarrhea?
2. Have you had close contact in the last 14 days with an individual diagnosed with COVID-19? (Unless exempt)
3. Have you traveled internationally or domestically in the last 14 days? (Unless exempt)

### If an employee answers **YES** to any of the screening questions:

Send the employee home or exclude from work immediately. The employee should self-isolate/self-quarantine at home for:

- If symptoms are present, a minimum of 7 days since symptoms first appear. Must also have 3 days without fevers and improvement in respiratory symptoms.
- 14 days if the employee had close contact with an individual diagnosed with COVID-19.
- 14 days following international or domestic travel.

### 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 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.

Note that the 14-day quarantine period 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, and public health staffing actively involved in the COVID-19 response (local or state). The 14-day quarantine associated with travel does not apply to essential workers engaged in travel related to supply chain and critical infrastructure/movement.

## 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.

## Post the Ingham County Order

Hang the Ingham County March 29, 2020 Public Health Order at all facility entrances so that it is visible to all employees and customers. For questions, visit [hd.ingham.org/coronavirus](https://hd.ingham.org/coronavirus) or contact Ingham County Health Department at (517) 887-4517.