

# COVID-19 BUSINESS GUIDELINES for essential service businesses



PER DISTRICT HEALTH DEPARTMENT NO. 4 EMERGENCY ORDER 2020-1 FOR ALPENA, CHEBOYGAN, MONTMORENCY AND PRESQUE ISLE COUNTIES EFFECTIVE APRIL 6, 2020 AT 12:00PM AND SHALL BE EFFECTIVE UNTIL APRIL 13, 2020 AT 11:59PM.

Businesses and operations remaining open under EO 2020-21 must only be conducting operations that require employees to leave their homes or places of residence for functions that are necessary to sustain or protect life or to conduct minimum basic operations as defined by EO 2020-21 and must take the following actions:

## REQUIREMENTS

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### 1. Develop and implement a daily screening program for all workers who do not work from their residence.

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

- Are you experiencing the following symptoms: fever, cough, shortness of breath, sore throat, or vomiting/diarrhea?
- Have you had close contact in the last 14 days with an individual diagnosed with COVID-19?
- Have you engaged in any activity or travel within the last 14 days which fails to comply with the *Stay Home, Stay Safe* Executive Order 2020-21 (COVID-19)?
- Have you been directed or told by the local health department or your healthcare provider to self-isolate or self-quarantine?

**If an employee answers “yes” to any of the screening questions, send the employee home immediately. The employee should self-isolate/self-quarantine at home for:**

- If symptoms are present, a minimum of 7 days since symptoms first appear AND 3 days with no fever.
- 14 days if close contact of a diagnosed case of COVID-19
- 14 days following any activity or travel as described in (c) above

#### Screening Notes:


Employers are required to maintain written or digital documentation of the results for each worker who is subject to the daily screening program. All written or digital documentation, which is required by this Emergency Order, shall be made available to the local health department or its authorized representative upon request.

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 is strongly recommended at the worksite. However, in the presence of a shortage of thermometers, employees may self-report temperature. A fever is considered a temperature of 100.4°F or above.

2. Develop and implement a plan to manage and control social/physical distancing (at least 6 ft spacing) for workers alongside one another and customers waiting in lines within or outside the business.
3. Limit capacity inside facilities to provide for social distancing of customers and between customers and workers including, but not limited to, visual markings and signage, entrance limits, and specialized hours.
4. Post District Health Department No. 4's EMERGENCY ORDER 2020-1 FOR CONTROL OF EPIDEMIC/PANDEMIC and maintain the posting of the Emergency Order at each entrance to the facility and additionally document distribution of this Emergency Order to all critical infrastructure workers.

## MESSAGES YOU CAN USE TO PREVENT THE SPREAD OF VIRUSES AND STAY HEALTHY ---

 Practice these healthy habits to prevent the spread of viruses:

- ♦ Wash your hands with soap and warm water for 20 seconds. If unavailable, use an alcohol-based hand sanitizer with at least 60% alcohol.
- ♦ Avoid touching your eyes, nose, and mouth with unwashed hands.
- ♦ Cover your nose and mouth with a tissue when you cough or sneeze, or cough/sneeze in your upper sleeve.
- ♦ Immediately throw away used tissues in the trash, then wash hands. Clean and disinfect frequently touched surfaces, such as doorknobs, handles, light switches, tables, toilets, faucets, sinks and cell phones.
- ♦ Avoid touching common surfaces in public places -- elevator buttons, door handles, handrails, etc. Use elbows or knuckles to push buttons/door handles when you do not have a tissue or sleeve to cover your hand/finger.
- ♦ Make sure others in your household, or anyone you are regularly in close contact with, follow these precautions.

*For more information, visit the CDC's Resources for Businesses and Employers (<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>).*

*For questions, call 1-800-221-0294*