

CORONAVIRUS HEALTH AND SAFETY RESOURCES FOR SOUTHWEST MICHIGAN BUSINESSES



Cornerstone
ALLIANCE

ECONOMIC DEVELOPMENT  BERRIEN COUNTY



CENTERS FOR DISEASE
CONTROL AND PREVENTION

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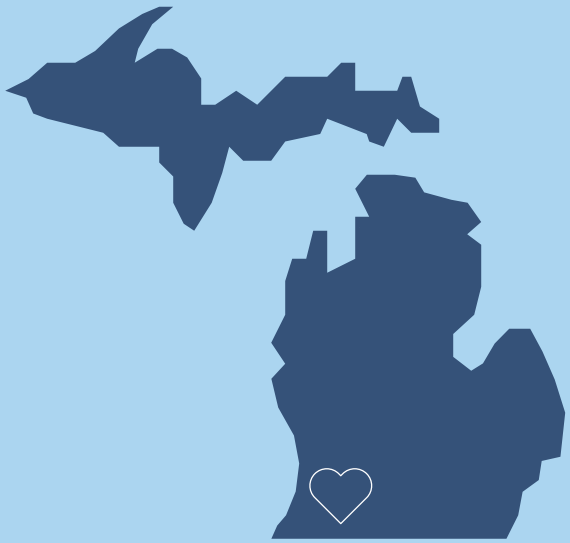
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CORONAVIRUS HEALTH AND SAFETY RESOURCES FOR SOUTHWEST MICHIGAN BUSINESSES



The COVID-19 pandemic has caused uncertainty and disruption in all areas of the daily lives of Southwest Michigan residents. From an economic perspective, government officials have mobilized containment and mitigation efforts by implementing guidelines for business and industry in an effort to reduce the spread of COVID-19 and prioritize the health and safety of Southwest Michigan residents, issuing a stay-at-home order for the public and deeming certain industries as essential. This measure resulted in the closure of certain businesses across the state, causing extreme instability to families and state and local economies.

Southwest Michigan's economic vitality is critical to the health and prosperity of its residents and will play a major role in the eventual defeat of COVID-19. For this reason, Cornerstone Alliance has created a working plan to assist local businesses in fully reopening in a safe, organized and effective manner.

EMPLOYEE PROTECTIVE MEASURES

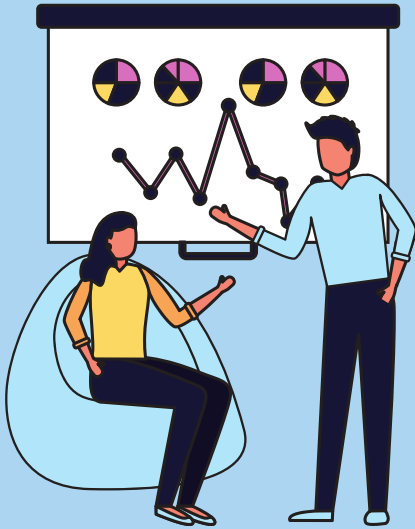


- Employees to wear PPE when possible.
- Practice sensible social distancing, maintaining six feet between co-workers.
- Employees who have a fever or other symptoms of COVID-19 will not be allowed to work
- Provide a place to wash hands or alcohol-based hand rubs containing at least 60% alcohol.
- Train workers in proper hygiene practices.
- Encourage workers to report any safety and health concerns to the employer.
- A sign will be posted on the store that individuals who have a fever, cough or any sign of sickness should not enter.
- Employees will be required to take reasonable steps to comply with guidelines on sanitation from the CDC.
- All persons in the store will be required to maintain a social distance of at least six feet between another person. Sales registers must be at least six feet apart.
- Point of sale equipment will be frequently cleaned and sanitized.
- The entrance/exit doors will be sanitized routinely.
- Stores will encourage customers to make non-cash payments.

CUSTOMER PROTECTION MEASURES

- No employee who has a fever or other symptoms of COVID-19 will be allowed to work.
- Door entrances and exits will be sanitized at least three times each day.
- Customers will be required to use hand sanitizer upon entering the store.
- Customers should consider using face coverings while in public.
- The store will provide access to hand sanitizer and trash receptacles.
- Store employees will enforce social distancing of at least 6 feet between people.
- Sales registers will be located at least 6 feet apart.
- Point of sale equipment will be frequently cleaned and sanitized.

ADMINISTRATIVE



Establish a Crisis Management Team to establish a response plan. This team should include key members from all essential departments (executives, logistics, communications, management, manufacturing, legal)

- Identify critical operations and labor needs
- Update cleaning and sanitation protocol
- Develop education and compliance method for employees
- Establish guidelines to minimize or eliminate non-essential employees being onsite
- Determine how employees are to report confirmed or suspected cases of COVID-19
- Assign customer and supplier communication responsibility regarding updates
- Establish business and personal travel restrictions
- Complete checks to ensure protocols are in place
- Ensure strong documentation

EDUCATING YOUR STAFF

- Develop and implement clear communication to employees of new processes and expectations prior to their return to work
- Identification of COVID-19 symptoms and when to stay home
- Proper hand washing, hygiene etiquette, avoid touching face
- Avoid touching common objects, light switches, doors, microwaves, vending machines
- Cleaning protocols
- Create training to review new requirements and guidelines for all employees. If returning to work, this should be done on day one
- Add necessary communication (signage, staffing, etc...) at all points of entry to effectively manage the new requirements
- Include posters communicating general information, physical distancing, recommended measures at home
- How to correctly wear and dispose of disposable PPE, as applicable
- Provide regular updates to employees through Q&A, employee boards, electronic messaging
- For employees working remotely – managers should reach out to direct reports weekly to discuss wellness, working from home conditions and to check in

EMPLOYER RESOURCES

Screening Materials

<https://www.spectrumhealth.org/covid19/employer-resources/employee-symptom-checker>



PRE-SCREENING

- Communicate to employees the screening processes and requirements in advance of implementation
- Perform daily health / risk screenings to confirm employee health status and exposure (Including visitors / contractors)
- Implement company policy on fever detection / screening
- Prohibit onsite access to employees and others that demonstrate COVID-19 symptoms, have been exposed with close contact to a COVID-19 case, or have traveled in the last 14 days outside of company guidelines

SOCIAL DISTANCING

- Follow appropriate CDC guidance
- Review company layouts and adjust to meet social distancing guidelines – utilize physical barriers and PPE as needed
- Modify layout of break rooms / lunch rooms to reduce number of tables, one or two chairs per table, etc.
- Modify any café / lunch room serving to eliminate self-serve stations
- Reinforce through signs, posters, markings on floor
- Close workout rooms, if any
- Stagger shift start / finish times and breaks
- For larger workforces, consider establishing zones to separate employees in isolated work groups to minimize potential exposure
- Hold meetings via teleconference. If face to face meetings are necessary, strictly adhere to CDC social distancing guidance and minimize number of participants

CLEANING / DISINFECTING

REOPENING AMERICA



SCAN HERE
FOR MORE
INFORMATION

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

1 **DEVELOP YOUR PLAN**

DETERMINE WHAT NEEDS TO BE CLEANED.

Areas unoccupied for 7 or more days need only routine cleaning. Maintain existing cleaning practices for outdoor areas.

DETERMINE HOW AREAS WILL BE DISINFECTED. Consider the type of surface and how often the surface is touched. Prioritize disinfecting frequently touched surfaces.

CONSIDER THE RESOURCES AND EQUIPMENT NEEDED. Keep in mind the availability of cleaning products and personal protective equipment (PPE) appropriate for cleaners and disinfectants.

Follow guidance from state, tribal, local, and territorial authorities.

2 **IMPLEMENT**

CLEAN VISIBLY DIRTY SURFACES WITH SOAP AND WATER prior to disinfection.

USE THE APPROPRIATE CLEANING OR DISINFECTANT PRODUCT. Use an EPA-approved disinfectant against COVID-19, and read the label to make sure it meets your needs.

ALWAYS FOLLOW THE DIRECTIONS ON THE LABEL. The label will include safety information and application instructions. Keep disinfectants out of the reach of children.

3 **MAINTAIN AND REVISE**

CONTINUE ROUTINE CLEANING AND DISINFECTION.

Continue or revise your plan based upon appropriate disinfectant and PPE availability. Dirty surfaces should be cleaned with soap and water prior to disinfection. Routinely disinfect frequently touched surfaces at least daily.

MAINTAIN SAFE PRACTICES such as frequent handwashing, using cloth face coverings, and staying home if you are sick.

CONTINUE PRACTICES THAT REDUCE THE POTENTIAL FOR EXPOSURE. Maintain social distancing, staying six feet away from others. Reduce sharing of common spaces and frequently touched objects.

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For more information, please visit
CORONAVIRUS.GOV

CLEANING / DISINFECTING

MAKING YOUR PLAN TO CLEAN AND DISINFECT

Cleaning with soap and water removes germs, dirt, and impurities from surfaces. It lowers the risk of spreading infection.

Disinfecting kills germs on surfaces. By killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

Is the area indoors?

YES

It is an indoor area.

NO

Maintain existing cleaning practices.

Coronaviruses naturally die in hours to days in typical indoor and outdoor environments. Viruses are killed more quickly by warmer temperatures and sunlight.

Has the area been occupied within the last 7 days?

YES

Yes, the area has been occupied within the last 7 days.

NO

The area has been unoccupied within the last 7 days.

The area will need only routine cleaning.

Is it a frequently touched surface or object?

YES

Yes, it is a frequently touched surface or object.

NO

Thoroughly clean these materials.

Consider setting a schedule for routine cleaning and disinfection, as appropriate.

What type of material is the surface or object?

Hard and non-porous materials like glass, metal, or plastic.

Visibly dirty surfaces should be cleaned prior to disinfection.

Consult EPA's list of disinfectants for use against COVID-19, specifically for use on hard, non-porous surfaces and for your specific application need. More frequent cleaning and disinfection is necessary to reduce exposure.

Soft and porous materials like carpet, rugs, or material in seating areas.

Thoroughly clean or launder materials.

Consider removing soft and porous materials in high traffic areas. Disinfect materials if appropriate products are available.

CASE RESPONSE / MANAGEMENT

Create response plan if employee reports symptoms at work

- Implement Crisis Management Team communication and action plan
- Isolation requirements and location
- Implement contact tracing and quarantines if necessary
- Data capture on dates of first report and return
- Ensure cleaning protocol is followed
- Educate employees on actions to take if another employee shows symptomatic signs

Create response plan in accordance with CDC guidance for when an employee tests positive, or has been in close contact with a confirmed COVID-19 case, and has been to work recently

- Implement Crisis Management Team communication and action plan
- Patients with confirmed COVID-19 should remain out of the workplace until released by a healthcare professional or in accordance with guidelines referenced above
- Implement contact tracing, communication to impacted employees, and quarantines if necessary
- Implement appropriate quarantine requirements for exposed employees
- Data capture on dates of first report and return

Create response plan in accordance with CDC guidance for when an employee tests positive, or has been in close contact with a confirmed COVID-19 case, and has not been to work recently

- Patients with confirmed COVID-19 should remain out of the workplace
- Data capture on dates of first report and return

Provide resources for personal / family guidance

MESSAGE FROM THE CDC

REOPENING BUSINESSES WITH WORKERS AT RISK FOR SERIOUS ILLNESS



The purpose of this tool is to assist business owners and managers in making decisions regarding reopening during the COVID-19 pandemic. It is important to check with state and local health departments and other partners to determine the most appropriate actions.



CORONAVIRUS HEALTH AND SAFETY RESOURCES FOR SOUTHWEST MICHIGAN

The following sources were used in creating these resources. Please refer to them frequently to ensure your company's protocols are in accordance with the most recent guidelines.

www.cdc.gov/coronavirus

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

<https://www.osha.gov/Publications/OSHA3990.pdf>

<https://www.spectrumhealth.org/covid19/employer-resources>

