COVID-19 Workplace Guidelines

EMPLOYEE’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
- Employer Requirements
- General Workplace Procedures
- Employee Responsibilities
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°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
Employer Requirements
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
Exposure Controls

- **Engineering Controls**
  - High-efficiency Air Filters & Increased Ventilation Rates
  - Physical Barriers – Clear plastic barriers & sneeze guards
  - Installing a drive-thru window

- **Administrative Controls**
  - Require use of cloth face coverings
  - Increase physical space between employees & customers
  - Move machines & equipment to increase distances between employees
  - Implement flexible work hours, staggered shifts & breaks
  - Implement telework, teleconferencing & web conferencing
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
Face Coverings vs Respirators

**COVID-19 Facemasks vs. Respirators: Understanding the Difference**

- **Cloth or Paper Face Mask**
- **Surgical Face Mask**
- **Filtering Facepiece Respirator (e.g. N95)**

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

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:

**Employer Guide to Voluntary vs. Required Respirator Use**

<table>
<thead>
<tr>
<th>Guidelines for Employees Using Respiratory Protection</th>
<th>Filtering Facepiece Respirator (e.g. N95)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Required Use</td>
</tr>
<tr>
<td>Fit Testing</td>
<td>Yes</td>
</tr>
<tr>
<td>Medical Evaluation</td>
<td>Yes</td>
</tr>
<tr>
<td>Facial Hair Prohibited</td>
<td>Yes</td>
</tr>
<tr>
<td>Appendix D Provided</td>
<td>No</td>
</tr>
<tr>
<td>Training per 1910.134(k)</td>
<td>Yes</td>
</tr>
<tr>
<td>Cleaning, Storage &amp; Maintenance of Respirator</td>
<td>Yes</td>
</tr>
</tbody>
</table>
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
General Workplace Procedures
Ten Steps All Workplaces Can Take to Reduce Risk of Exposure to Coronavirus

All workplaces can take the following infection prevention measures to protect workers:

1. Encourage workers to stay home if sick.
2. Encourage respiratory etiquette, including covering coughs and sneezes.
3. Provide a place to wash hands or alcohol-based hand rubs containing at least 60% alcohol.
4. Limit worksite access to only essential workers, if possible.
5. Establish flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), if feasible.
6. Discourage workers from using other workers’ phones, desks, or other work tools and equipment.
7. Regularly clean and disinfect surfaces, equipment, and other elements of the work environment.
8. Use Environmental Protection Agency (EPA)-approved cleaning chemicals with label claims against the coronavirus.
9. Follow the manufacturer’s instructions for use of all cleaning and disinfection products.
10. Encourage workers to report any safety and health concerns.

For more information, visit www.osha.gov/coronavirus or call 1-800-321-OSHA (6742).
General 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** - ⅓ 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
  - **EPA List N: Disinfectants for Use Against Coronavirus**
General 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 7 days have passed since symptoms first appeared

Employee Responsibilities
Employee Requirements
Employee Responsibilities – Protecting Yourself

- Know how it spreads
- Avoid close contact
  - [CDC Guideline for Social Distancing](#)
  - Stay at least 6 ft apart (~2 arms length)
- Use cloth face masks – cover mouth & nose
- Wash your hands often
- Cover coughs & sneezes
Employee Responsibilities–Cloth Face Coverings

- **Proper wear, use, & maintenance**
  - Fit snugly (but comfortably) against the face
  - Secured with ties or ear loops
  - Include multiple layers of fabric
  - Be able to be laundered & dried without damage

- **Protection**
  - Serves protect people around you if you are infected but do not have symptoms
  - Not an N95 respirator

- **Still maintain proper social distancing**
Employee Responsibilities – 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 ≥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
Employee Rights

All workers have the right to:
- Raise a safety or health concern with their employer or MIOSHA
- File a complaint with MIOSHA

Employers cannot retaliate against an employee for:
- Complaining about safety or health condition in the workplace or
- Refusing to do an allegedly imminently dangerous job/task

More information on employee rights
- How to File a Complaint with MIOSHA
- Attorney General’s FAQs – Employee Rights
Resources – COVID19

State of Michigan – Coronavirus
State of Michigan – Coronavirus Resources
State of Michigan – Frequently Asked Questions
State of Michigan – MIOSHA Homepage
OSHA – COVID-19 Information
OSHA Publication – Guidance on Preparing Workplaces for COVID-19
CDC – Coronavirus Disease (COVID-19)
CDC – Prevent Getting Sick
CDC – Guidelines for Ending Isolation & Returning to Work
Maryland Dept of Labor – Factsheet on Respirators and Face Coverings
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