

# COVID-19 MANUFACTURING INDUSTRY GUIDELINES



## In accordance with Executive Order 2020-97 the Manufacturing Industry is REQUIRED to:

- **Develop a COVID-19 preparedness and response plan**

*Establish a response plan for dealing with a confirmed infection in the workplace. Designate one or more worksite supervisors to implement, monitor, and report on COVID-19 control strategies. See [Guidance on Preparing Workplaces for COVID-19](#) developed by OSHA. See [COVID-19 Preparedness and Response template](#).*

- **Train employees**

*At a minimum, cover workplace infection-control practices, proper use of PPE, steps for symptomatic employees, reporting unsafe working conditions, routes by which the virus causing COVID-19 is transmitted, distance the virus can travel, time it remains viable in air and on surfaces.*

- **Conduct daily entry self-screening protocol for employees**

*Take steps to reduce entry congestion and ensure effectiveness of screening (stagger start times, adopt rotational schedule) Sample workplace health screening available in [Re-Engagement Resources for Businesses](#).*

- **Utilize PPE and adhere to safety requirements**

*Provide non-medical grade face coverings to employees. Require face shields or masks be worn when workers cannot consistently maintain six feet of separation from others. Establish PPE standards for distribution and discarding of soiled masks. Ensure PPE and safety supplies are stocked.*

- **Increase facility cleaning**

- *Clean and disinfect high-touch surfaces, paying special attention to shared equipment.*
- *Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case.*
- *Make cleaning supplies available to employees upon entry, at the worksite. Provide time for employees to wash their hands or use hand sanitizer.*

Questions?

Contact the Health Department of Northwest Michigan at 1-800-386-5959

# COVID-19 MANUFACTURING INDUSTRY GUIDELINES



- **Confirmed COVID-19 case(s)**
  - *Notify plant leaders and potentially exposed individuals of a positive case in the facility, maintain a control log for symptomatic employees or those who received a positive test.*
  - *Require workers to self-report to plant leaders as soon as possible after developing symptoms of COVID-19.*
  - *Send potentially exposed individuals home upon identification of confirmed case of COVID-19.*
  - *If an employee, within 24 hours the employer must contact the local public health department, and any co-workers, contractors or suppliers that came into contact with that person.*
  - *Employer will allow employees with confirmed or suspected COVID-19 to return to work only after they are no longer infectious according to latest [CDC guidelines](#).*
- **Maintain 6-ft distancing**
  - *Assign dedicated entry point(s) for employees to reduce congestion.*
  - *Keep everyone on premises at least 6-ft from one another to the maximum extent possible.*
  - *Implement rotational schedules where possible.*
  - *Stagger meal and break times.*
  - *Install temporary physical barriers, where practicable.*
- **Restrict unnecessary movement between project sites**
  - *Restrict business-related travel for employees to essential travel only.*
- **Minimize delivery contact**

*Create protocols for minimizing personal contact upon delivery of materials to the worksite.*
- **Suspend all non-essential in-person visits, including tours.**

Questions?

Contact the Health Department of Northwest Michigan at 1-800-386-5959

# COVID-19 Daily Health Screening

INSTRUCTIONS: Before leaving your home to travel to an office or worksite, please complete the following daily health screening form.

\*Required

\*Name: \_\_\_\_\_

\*Date: \_\_\_\_\_

\*Office or worksite: \_\_\_\_\_

\*Estimated time of arrival to work location: \_\_\_\_\_

\*Are you experiencing any of the following symptoms: felt feverish, had a temperature of 100.4 F or higher, cough, shortness of breath, sore throat or vomiting/diarrhea?

Yes  No

\*Have you had close contact with an individual diagnosed with COVID-19 in the last 14 days?

Yes  No

\*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 2020-77(COVID-19)?

Yes  No

\*Have you been directed or told by the local health department or your healthcare provider to self-isolate or self-quarantine?

Yes  No

\*Did you answer YES to Questions 5, 6, 7 or 8?

I answered YES to question 5, 6, 7 or 8. I am not able to report to the office and I will contact my supervisor.

I DID NOT answer yes to question 5, 6, 7, or 8. I am approved to report to the office or worksite.

# Coronavirus Disease (COVID-19) Workplace Health Screening

---

Company Name: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Time In: \_\_\_\_\_

In the past 24 hours, have you experienced:

Subjective fever (felt feverish):  Yes  No

New or worsening cough:  Yes  No

Shortness of breath:  Yes  No

Sore throat:  Yes  No

Vomiting/Diarrhea:  Yes  No

Current temperature: \_\_\_\_\_

If you answer “yes” to any of the symptoms listed above, or your temperature is 100.4 °F or higher, please do not go into work. Self- isolate at home and contact your primary care physician’s office for direction.

- You should isolate at home for minimum of 10 days since symptoms first appear.
- You must also have 3 days without fevers and improvement in respiratory symptoms

Have you had close contact in the last 14 days with an individual diagnosed with COVID-19?  Yes  No

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?  Yes  No

Have you been directed or told by the local health department or your healthcare provider to self-isolate or self-quarantine?  Yes  No

If you answer “yes” to either of these questions, please do not go into work. Self-quarantine at home for 14 days.



# When is it safe to leave home

if you have symptoms of COVID-19 or live with someone who does?

## Employers can't retaliate against workers for taking time away from work under these circumstances.

File a complaint with MIOSHA . Learn more at [Michigan.gov/MIOSHAc complaint](https://Michigan.gov/MIOSHAc complaint).

### For Me

I have been diagnosed with COVID-19.

I have developed one or more symptoms of COVID-19.

**Stay home for 10 days** after you were tested or developed symptoms.

After staying home for **10 days**, have you been **symptom-free for 3 days**?

**YES**

You may leave if you are symptom-free.

**NO**

Stay home until 3 days have passed after all symptoms have stopped.

### Close Contacts

I live with someone diagnosed with COVID-19.

I live with someone who has developed one or more symptoms of COVID-19.

**Stay home for 14 days** after your **last contact** with the sick person.  
**Monitor yourself for symptoms.**

You may leave if you are symptom-free.

### How do I monitor myself?



Pay attention for COVID-19 symptoms:

- **Fever**
- **Cough**
- **Shortness of breath**

If you are concerned about your health or develop symptoms, contact your health care provider or urgent care.



### Should I wear a mask?

If you or your close contact is symptomatic and you must leave home, you should cover your nose and mouth with a homemade mask, scarf, bandana or handkerchief.

\*Process for general public, does not specifically apply to workers at a health-care facility, first responders (e.g., police officers, fire fighters, paramedics), and prison employees.

# I think I have been exposed to COVID-19, what should I do?

## Close Contacts

**I live with or am caring for someone with COVID-19**

**Someone that has COVID-19 coughed or sneezed on me**

**I think my coworker has COVID-19**

**I think someone I know has COVID-19**

**You should self quarantine and monitor yourself for symptoms. The local health department may ask you to do so.\***

**You do not need to self quarantine, but it is a good idea to be vigilant and monitor yourself for symptoms.**

**Have you developed symptoms of respiratory illness such as fever, cough, or shortness of breath?**

**YES**

**NO**

**Are you having severe symptoms like difficulty breathing, persistent pain or pressure in the chest, new confusion or inability to arouse or bluish lips or face?**

**YES**

**NO**

**Seek immediate medical attention.**

**Contact your health care provider to discuss your symptoms.**

**Continue to monitor yourself for symptoms.**

### HOW DO I MONITOR MYSELF?

**Pay attention for COVID-19 symptoms:**

- Fever
- Cough
- Shortness of Breath

**If you are concerned about your health, contact your health care provider.**

**If your doctor decides you should be tested for COVID-19, your health care provider can order testing for you.**

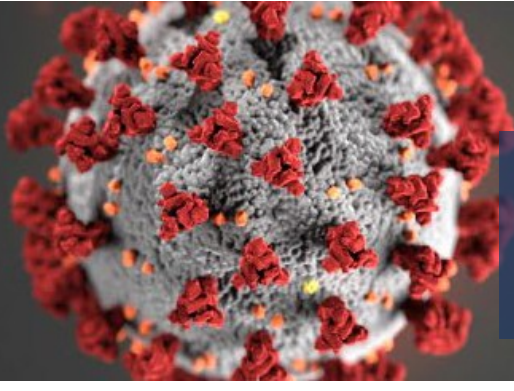
**Health care provider takes a sample**

**Sample is sent to a laboratory for testing**

**Laboratory sends result to health care provider**

**Health care provider informs patient of result. The state health department will not provide results.**

**\*Quarantine process for general public, does not specifically apply to health care workers.**



# CLEANING & DISINFECTION For Facilities After Suspected or Confirmed COVID-19 Exposure

Michigan.gov/Coronavirus

## Timing and location of cleaning and disinfection of surfaces.

At a school, daycare center, office, or other facility that **does not house people overnight**:

It is recommended to close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.

## How to clean and disinfect.

### Surfaces

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.

- Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation.
- Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.

- Unexpired household bleach will be effective against coronaviruses when properly diluted.

Prepare a bleach solution by mixing:

- Five tablespoons (1/3 cup) bleach per gallon of water, or
- Four teaspoons bleach per quart of water.

### Products with EPA-approved emerging viral pathogens claims

are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

### Soft Surfaces

For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:

- If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely. Otherwise, use products with the EPA-approved emerging viral pathogens claims that are suitable for porous surfaces.



### **Linens, Clothing, and Other Items That Go in the Laundry**

- **Do not shake dirty laundry; this minimizes the possibility of dispersing virus through the air.**
- **Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.**
- **Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.**

### **Personal protective equipment (PPE) and hand hygiene considerations.**

#### **Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**

- **Gloves and gowns should be compatible with the disinfectant products being used.**
- **Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.**
- **Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.**
- **Gloves should be removed after cleaning a room or area occupied by ill persons. [Clean hands](#) immediately after gloves are removed.**
- **Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.**

### **Cleaning staff and others should clean hands often.**

**Clean hands often including immediately after removing gloves and after contact with an ill person, by washing hands with soap and warm water for 20 seconds. If soap and warm water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and warm water.**

**Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth. Additional key times to clean hands include:**

- **After blowing one's nose, coughing, or sneezing**
- **After using the restroom**
- **Before eating or preparing food**
- **After contact with animals or pets**
- **Before and after providing routine care for another person who needs assistance (e.g., a child)**