BOARD OF HEALTH
SPECIAL MEETING
At
Mid-Michigan District Health Department (MMDHD)
Montcalm County Office
Stanton, Michigan

Instructions to participate electronically in the May 6th Special Board of Health Meeting by video or phone: https://join.freeconferencecall.com/mcheatham5, or call **(978) 990-5135;** the online meeting ID is **mcheatham5** and the **Access Code** is **6086585#**.

Wednesday, May 6, 2020 at 9 a.m.

AGENDA
We take action to protect, maintain, and improve the health of our community.

Pledge of Allegiance

A.   AGENDA NOTES, REVIEW, AND REVISIONS:

1.

B.   PUBLIC COMMENT:

C.   BUDGET FORECAST: – **Included.**

1.

D.   PROGRAM TRENDS: – **Included.**

1.

E.   DISCUSSION OF REOPENING:

1.   COVID-19 Workplace Toolkit – **Included.**

WWW.MMDHD.ORG ———

Page 1 of 37

MARK W. (MARCUS) CHEATHAM, PH.D.
Health Officer

JENNIFER MORSE, MD, MPH, FAAFP
Medical Director

2019-20 Budget Forecast--very preliminary   Comment

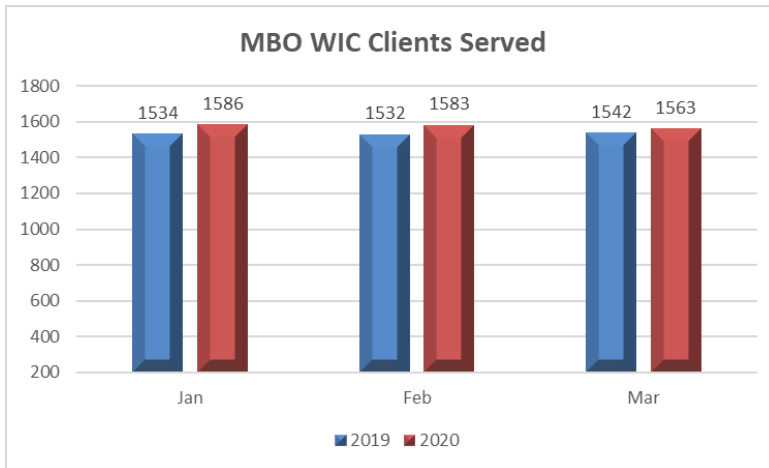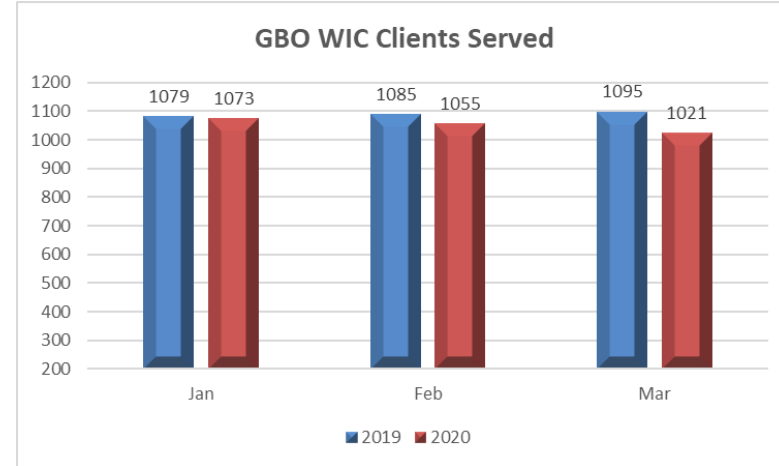| Category	Variance
Environment Health Fees	-$215,000
Health Education Fees	-$145,000
MDHHS. Grants & COVID Dollars	$60,000
MDHHS Fee for Service	-$20,000
Essential Local PH Services	$90,000
Medicaid Full Cost and Outreach	-$130,000
Other Grants/Deferred Revnue	-$220,000
Insurance and Retirement	$80,000
Supplies and Misc.	$95,000
Travel	$80,000
Contractual	-$55,000
Health Survey	$22,000
Total	-$358,000

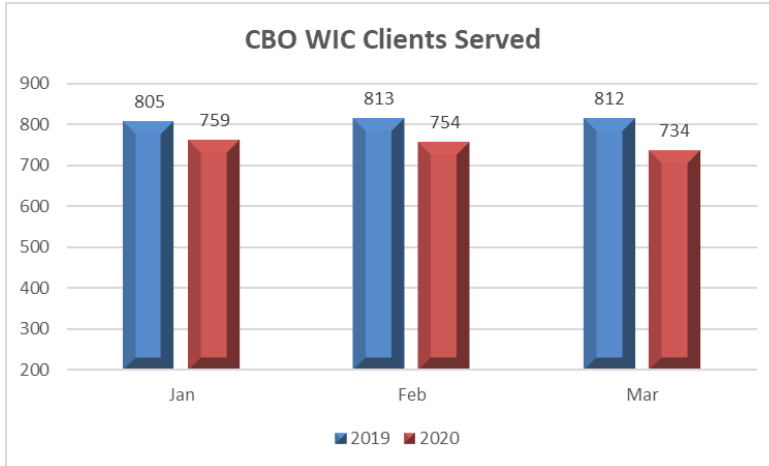# Mid-Michigan District HEALTH DEPARTMENT

CLINTON • GRATIOT • MONTCALM

Monthly Service Report

January-April 2020 Totals

presented to BOH

May 6, 2020

WIC

CBO WIC Clients Served

Jan: 2019 = 805, 2020 = 759
Feb: 2019 = 813, 2020 = 754
Mar: 2019 = 812, 2020 = 734

GBO WIC Clients Served

Jan: 2019 = 1079, 2020 = 1073
Feb: 2019 = 1085, 2020 = 1055
Mar: 2019 = 1095, 2020 = 1021

MBO WIC Clients Served

Jan: 2019 = 1534, 2020 = 1586
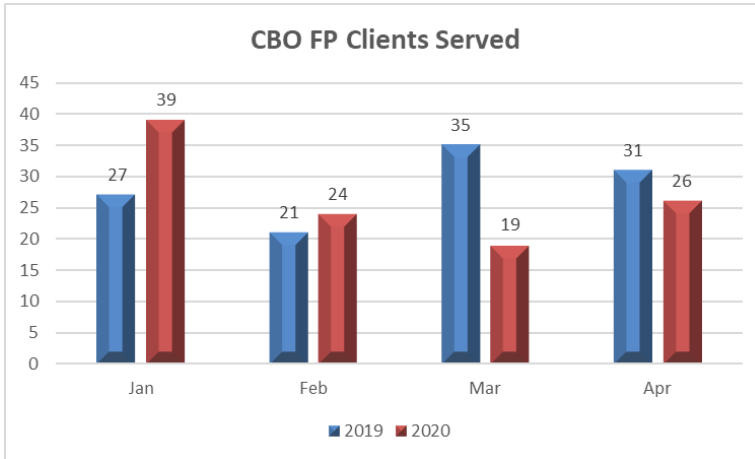Feb: 2019 = 1532, 2020 = 1583
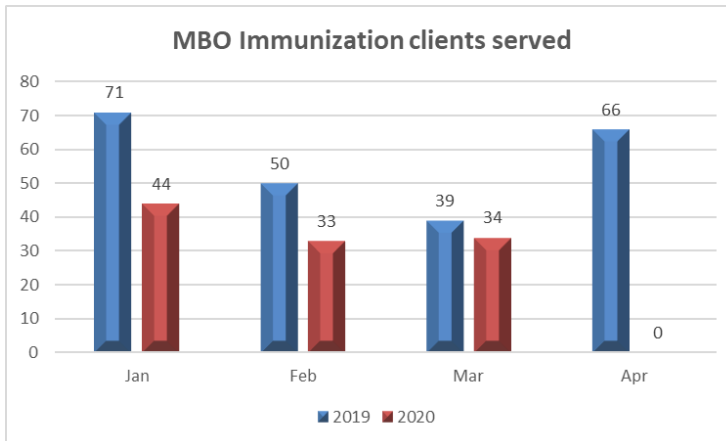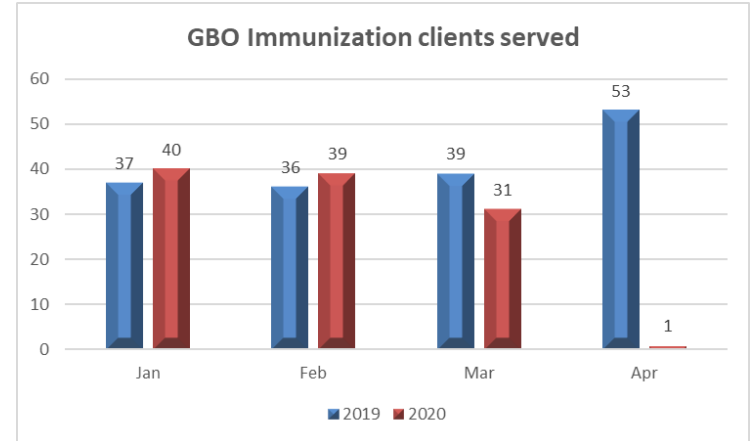Mar: 2019 = 1542, 2020 = 1563

Note: we are only able to pull accurate WIC data after the 15th of the following month, this is why April data was not included in this data set. Starting 3/23 all WIC services were provided over the phone for clients needing to be recertified or newly added to the program. The nursing staff has been shifted to COVID/CD related duties, so only Registered Dieticians have been providing the services to WIC client 5 days per week. We continue to get several referrals for new clients daily, so April numbers will likely be much higher than March.

Mid-Michigan District
HEALTH DEPARTMENT
CLINTON • GRATIOT • MONTCALM

Family Planning

CBO FP Clients Served

GBO FP Clients Served

MBO FP Clients Served
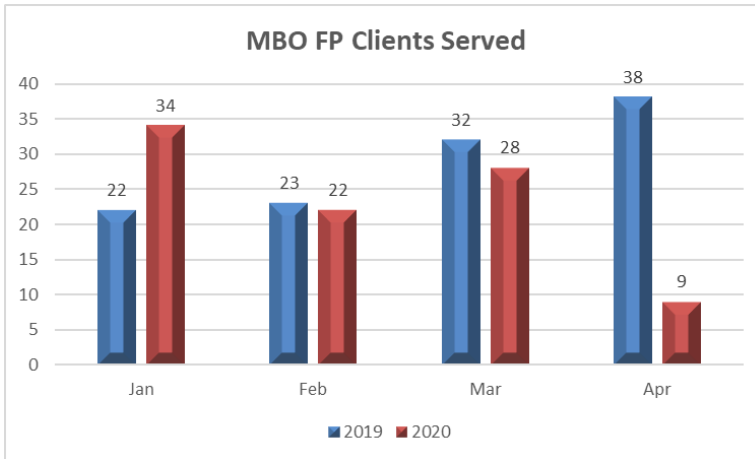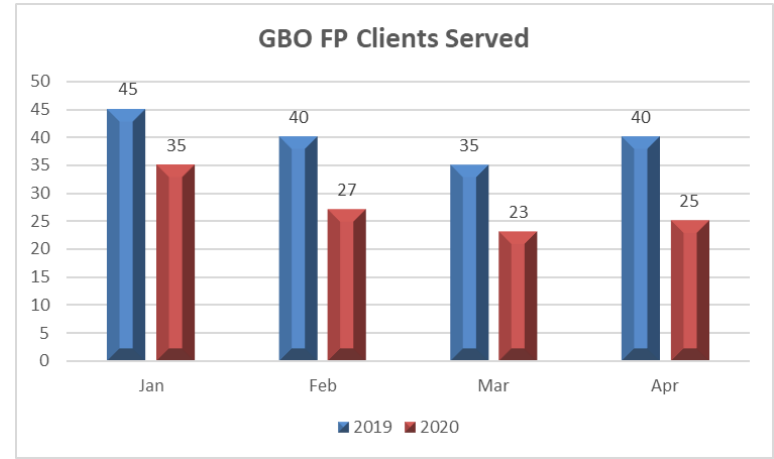
The Nurse Practitioner has been providing tele-health visits to clients as well as providing birth control options face to face as necessary for the whole jurisdiction since mid-March.

Mid-Michigan District
HEALTH DEPARTMENT
CLINTON • GRATIOT • MONTCALM

Immunizations

CBO Immunization clients served

GBO Immunization clients served

MBO Immunization clients served
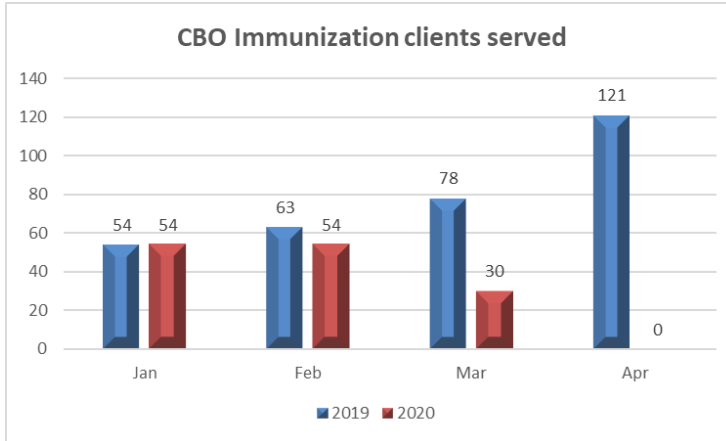
Routine immunization services were suspended at the end of March. We continue to assess for urgent client needs and provide those when necessary.

Mid-Michigan District
HEALTH DEPARTMENT
CLINTON • GRATIOT • MONTCALM
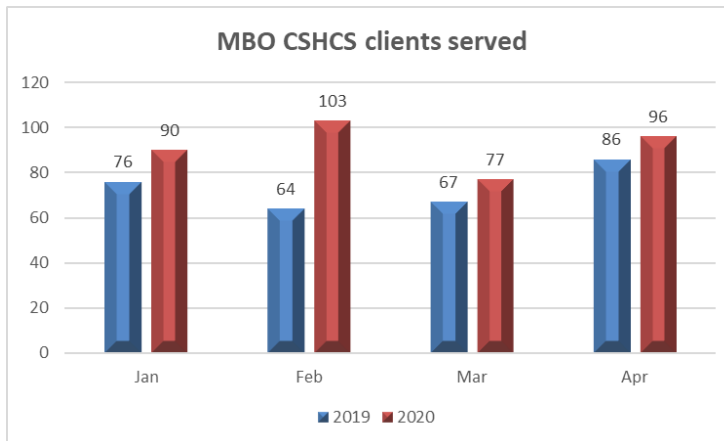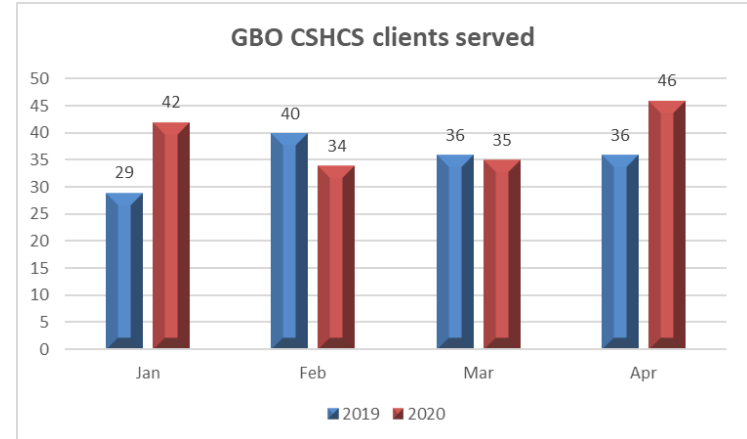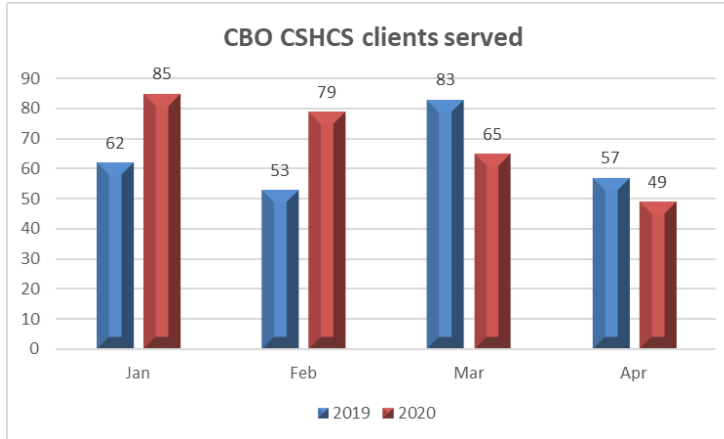
CSHCS

CSHCS staff are providing the same level of care for the clients from home as most of this work is routinely done via phone and/or email.

Mid-Michigan District
HEALTH DEPARTMENT
CLINTON • GRATIOT • MONTCALM

Food Service Sanitation Program

CBO # of Risk-Based Food Inspections

	Jan	Feb	Mar	Apr
2019	16	22	32	34
2020	20	24	14	3

GBO # of Risk-Based Food Inspections

	Jan	Feb	Mar	Apr
2019	18	29	26	23
2020	15	23	6	0

MBO # of Risk-Based Food Inspections

	Jan	Feb	Mar	Apr
2019	33	31	47	35
2020	23	24	17	0
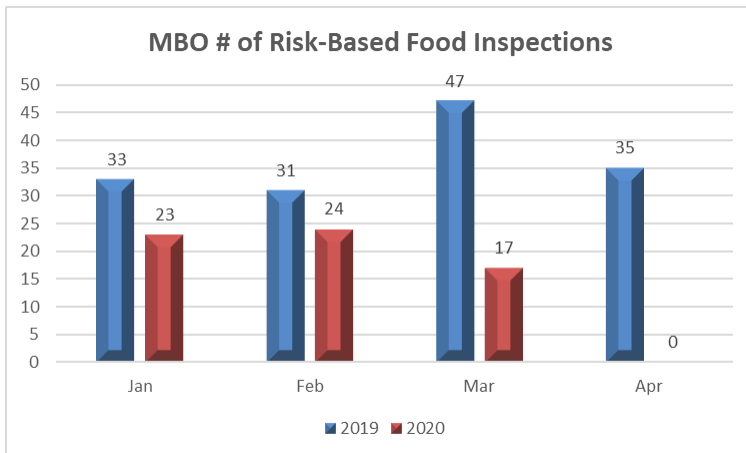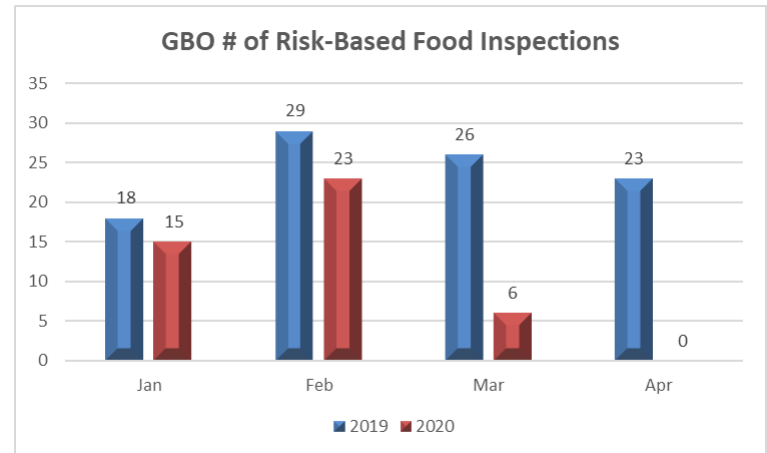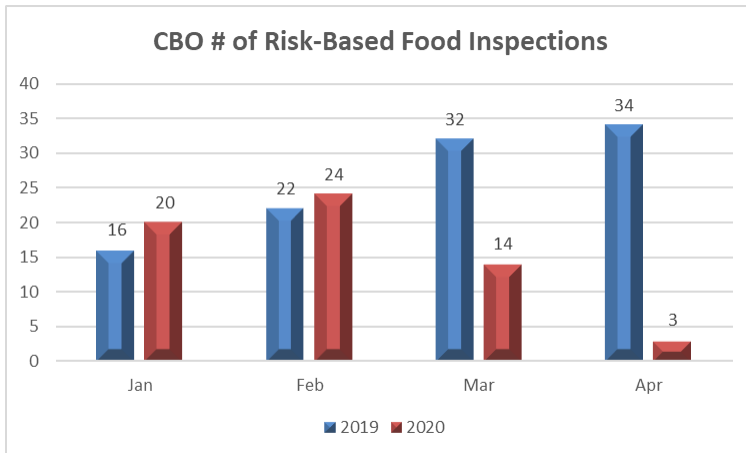
Routine in-person inspections have been suspended. We continue to offer phone consultation and email communication with the facilities.

Mid-Michigan District
HEALTH DEPARTMENT
CLINTON • GRATIOT • MONTCALM

Food Service License Applications

Status of Food Service License Applications for FY2020 (April 30)

	Clinton	Gratiot	Montcalm	District
# License 2019-20	205	135	198	538
# Applications Received 2020-21	135	102	124	361
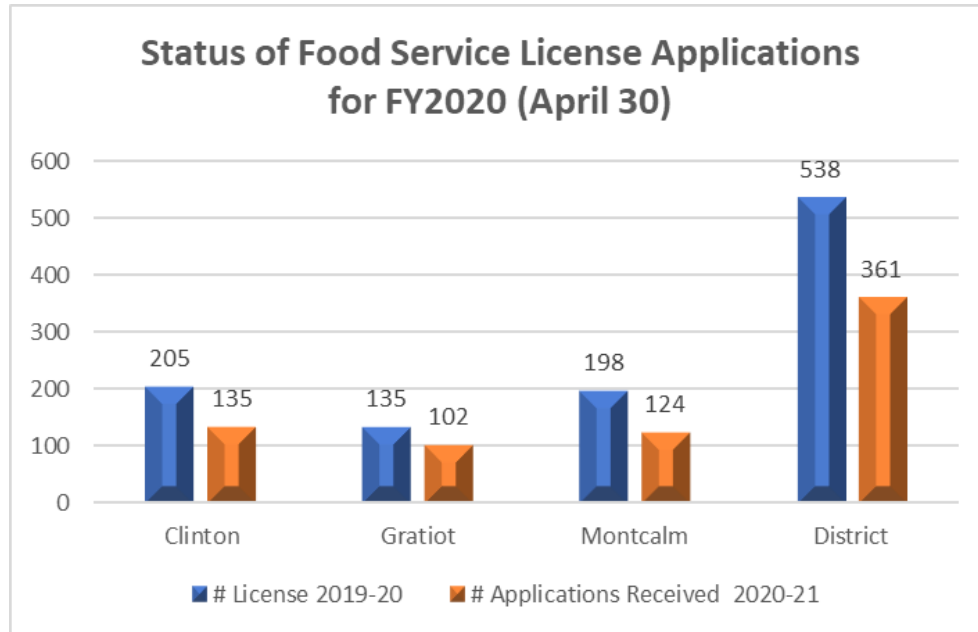
67% of Food facilities have applied and paid for a food service license. State of Michigan has extended the licensure period by 60 days. Board of Health moved to waive late fees until June 30.

Mid-Michigan District
HEALTH DEPARTMENT
CLINTON • GRATIOT • MONTCALM

Onsite Wastewater Program

CBO # of Septic Permits Issued

GBO # of Septic Permits Issued

MBO # of Septic Permits Issued
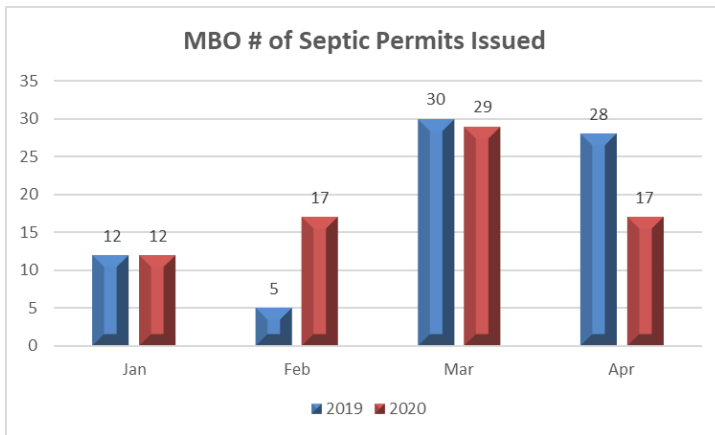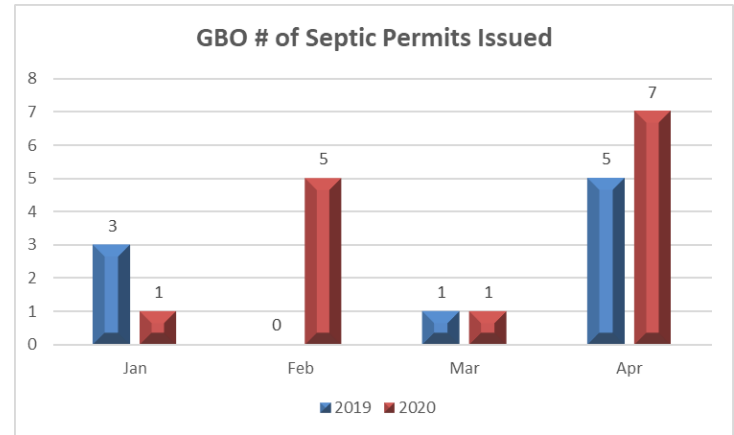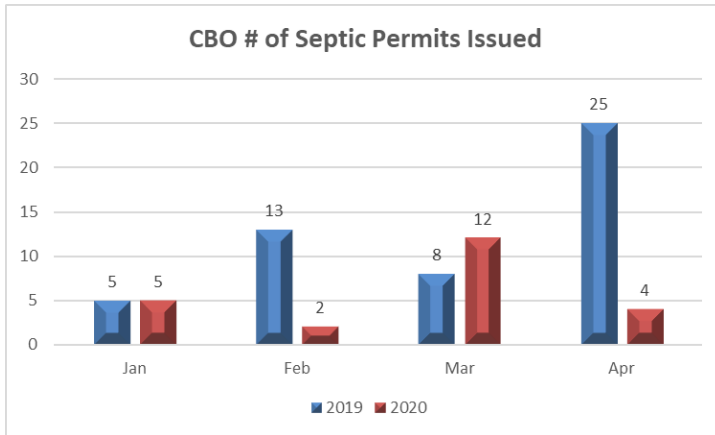
EH is issuing septic repair permits only. All new septic applications received will not be processed until the Governor's order allows new construction work.

Mid-Michigan District
HEALTH DEPARTMENT
CLINTON • GRATIOT • MONTCALM

Private and Type III Drinking Water Program

CBO # of Drinking Water Permits Issued

GBO # of Drinking Water Permits Issued

MBO # of Drinking Water Permits Issued
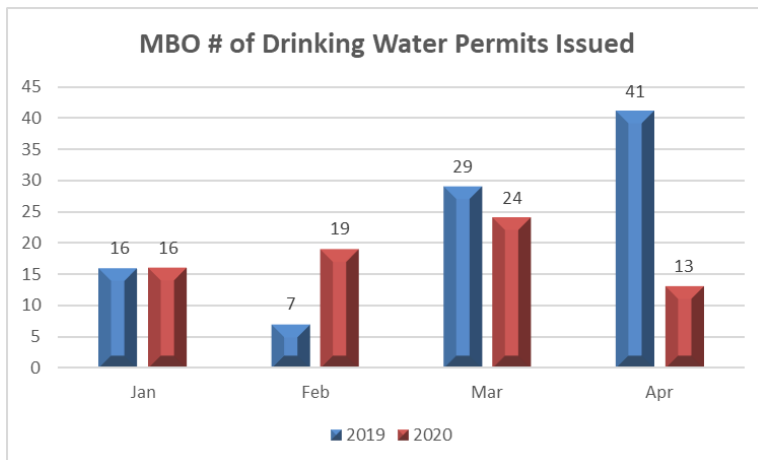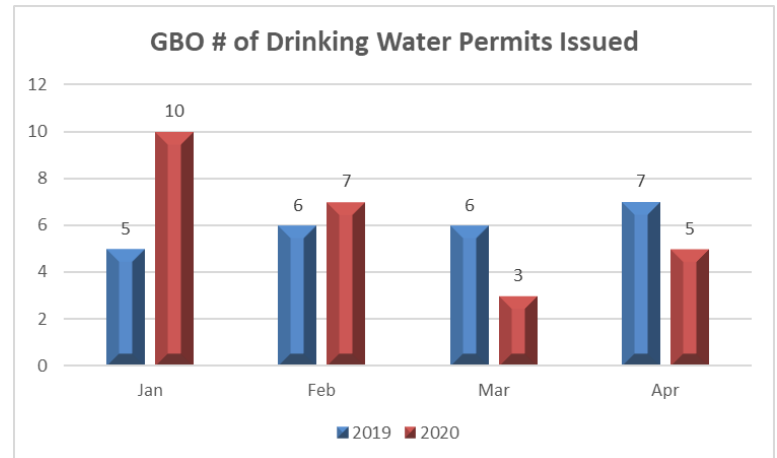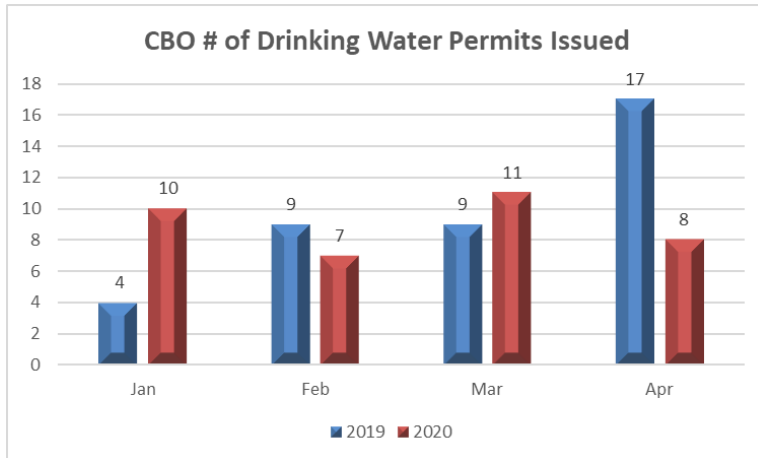
EH is issuing well permits for repair work that would include emergency or out of water well drilling. All new well applications are on hold per Executive Order.

Mid-Michigan District
HEALTH DEPARTMENT
CLINTON • GRATIOT • MONTCALM

COVID-19 Hours Logged

COVID-19 Employee Hours Logged
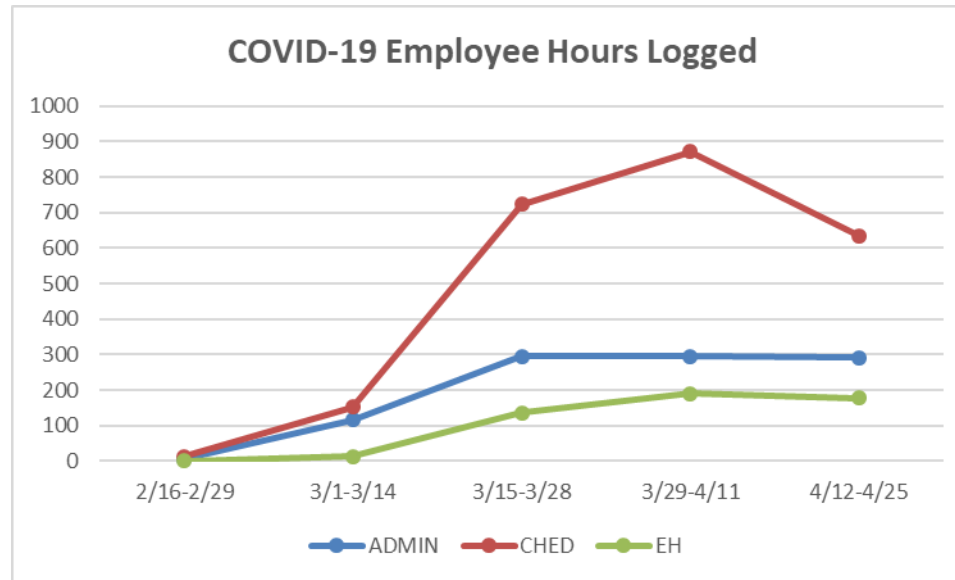
	2/16-2/29	3/1-3/14	3/15-3/28	3/29-4/11	4/12-4/25
ADMIN	6.00	116.75	295.04	294.11	290.50
CHED	13.60	152.14	722.54	871.10	635.50
EH	0.00	13.73	136.38	190.88	177.75

Note: COVID-19 hours are logged by each employee coding to 83101 for time spent on COVID-19 related activities. The data above is calculated from our two week pay periods. As of 4/25/20 there have been a total of 3,917.02 hours logged by MMDHD staff.

Mid-Michigan District
HEALTH DEPARTMENT
CLINTON • GRATIOT • MONTCALM

Guidance for workplaces to "reopen" or expand on current services. This guidance ensures the safety of the employees and customers are being met.

COVID-19 Workplace Toolkit

DRAFT

Updated April 28, 2020

Mid-Michigan District
HEALTH DEPARTMENT
CLINTON • GRATIOT • MONTCALM

Contents

Mid-Michigan District
HEALTH DEPARTMENT
CLINTON • GRATIOT • MONTCALM

Just trying to "return to normal" will not work. ‡
businesses

DRAFT

Liability

If an employer knows there is a risk to the safety of their employees or customers and does nothing to prevent it they could be liable for negligence.

The precautions outlined here can be implemented by any business

The purpose of this guide is to make it as easy as possible to do the right thing. It includes simple checklists that make it simple to document you are following all the recommended practices. This means if someone gets sick you can rest assured you did what you could to avoid that.

3

COVID-19 Workplace Checklist

Mid-Michigan businesses and other organizations may need this guidance to "reopen" or expand current services. Under the recent guidance, Mid-Michigan District Health Department strongly encourages these businesses and entities to take the following actions to ensure the safety of employees and customers. This guidance covers universal screening, social distancing practices, and what to do if an employee gets sick. This is basic guidance. The Governor's Office along with the Michigan Economic Recovery Council (MERC) and industry associations may provide additional, more detailed, and industry-specific guidance on reopening.

☐ 1. Provide COVID-19 Training to staff

Document that every employee was trained. Documentation enables you to prove you discharged your responsibility to keep employees and customers safe.

Training should at a minimum include a statement about the seriousness of COVID-19 plus the items in this checklist.

☐ 2. Develop Facility Entry and Health Screening

Advise vulnerable workers and people with underlying health conditions of their right to continue to quarantine and to apply for Unemployment Insurance Benefits instead of returning to work.

Arrange for staff to answer these questions when they report for work for each shift:

1. Do you have symptoms of fever, chills, headache, cough, shortness of breath, sore throat, loss of smell or taste, runny nose or congestion, muscle aches, fatigue, abdomen pain, nausea, vomiting or diarrhea?

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

3. Have you traveled on an airplane internationally or domestically in the last 14 days?

If an employee answers <u>YES</u> to any of the screening questions:

Send the employee home immediately. The employee should self-isolate/self-quarantine at home until the following is completed:

- Call a medical provider to be evaluated. **If diagnosed as a probable COVID-19 or test positive they should call their local health department and make them aware of their diagnosis or testing status.**

- If symptoms are present, a minimum of 10 days must pass since symptoms first appeared before they can return to work, plus they must have 3 days without fevers and and improvement in respiratory symptoms.

- The employee should isolate for 14 days if they had close contact with an individual diagnosed with COVID-19.

- Isolate for 14 days following international or domestic travel via airplane.

- If a touchless/contactless thermometer is available, a temperature check is strongly recommended at the worksite. We understand it may be difficult to get a thermometer at this time. Employees can also take their temperature at home and report it to their employer. A fever is considered a temperature of 100^0F (recently lowered) or above.

Screening Guidance

Create and implement an 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 or employees can do it themselves or use a checklist. The important thing is to document screening to show you followed the best practices to protect employee safety and health. You are not required to record employee temperature results but we recommend it as it helps identify early onset.

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).

☐ 3. Limit Access by Employees and Customers to your Facilities

The best way to keep employees and customers from getting sick is to keep them from mingling with each other.

- Allow everyone who can do so to work from home.
- Keep non-essential employees out of the building by finding alternative ways for them to contribute.
- Stagger shift-starting times so employees do not arrive at the same time.
- Use the fewest possible people on production lines.
- Limit the number of customers allowed in the building at one time. Consider shifting to an appointment-based system for customer contact.
- Consider having customers wait in their cars to be buzzed in. Apps are available for this.
- Deliver products to customers locations or deliver it curbside rather than having them come in to them up.
- If your facility is already following other appropriate or more-stringent infection control procedures (like CDC guidelines), please continue to use those procedures.

☐ 4. Determine Personal Protective Equipment (PPE) Needs for your Facility

Require facial coverings for all employees and customers except those alone in offices. Some people cannot tolerate facial coverings for medical reasons or suffer low oxygen levels and are excepted.

- Appropriate **facial coverings** include homemade cloth masks, bandannas, or a scarf. Surgical masks can be worn once there is not a shortage for health care workers.
- Post signs outside your building notifying people masks must be worn and provide masks, if you can afford it, so customers and employees are not discouraged.
- Masks must be laundered after use. That may make you inclined to let customers take the masks you provide with them.

Train employees on how to don and doff of face coverings. Training materials are appearing on line.

Workers in highrisk fields like law enforcement should consider other PPE like face shields or gloves.

☐ 5. Develop and implement a Social Distancing Plan

Determine how you will maintain six feet of distance between people.

- This six foot distance applies to employees working in shared spaces, and to customers waiting for services inside or outside the business.

Options include:

- Post signs at your entrance reminding people to keep six apart.
- Implement guidance and barriers to keep people apart. Consider ropes, arrows showing people where to walk, indicators about where to stand, etc.
- Avoid face to face meetings or limit them to the fewest number of people possible.
- Whenever possible communicate by phone, email, text, etc.

For questions, visit www.mmdhd.org. Contact the Mid-Michigan District Health Department at (989) 831-5267 or COVID-19@mmdhd.org.

5

☐ 6. Develop and Implement Cleaning Protocols

Clean and disinfect high touch surfaces. This includes cafeterias, door handles, restrooms, shared spaces, keyboards, among other frequently touched surfaces. Establish and follow a regular schedule of disinfecting and keep records.

Make cleaning supplies available to employees. Ensure supplies are frequently replenished. Make cleaning supplies easily accessible, such as around entrances, workstations, and around the facility.

Use EPA registered disinfectants or a solution of diluted chlorine (four teaspoons per quart of water) if appropriate for the surface.

Set up portable hand-washing stations or provide alcohol-based hand sanitizer. Ask employees to wash or disinfect frequently.

☐ 7. Plan for Positives

Establish a response plan for employees going home sick and/or confirmed cases.

This could include:

- Sending symptomatic employees home and temporarily closing appropriate locations in building for deep cleaning

Notify the Mid-Michigan District Health Department (or your local health department) when you send an employee home with symptoms by calling 989-831-5237. They will help by determining whether it is a case of COVID-19, identifying all the contacts of the sick person and educating them about what to do.

Notify employees who had close contact with someone who became ill or tested positive.

Provide documentation of positive or probable cases to appropriate parties. This could include labor unions, health services, health insurance. Record confirmed cases using OSHA guidance.

☐ 8. Determine Travel Restrictions

Restrict travel by employees to the extent possible. A good rule of thumb is to not travel out of state, not share vehicles and avoid air travel.

Consider asking employees who travel out of state to isolate for 14 days. Provide paid time off for them to do this.

☐ 9. Post Requirements

Post signs at entrances, restrooms, and other high traffic areas on what you are requiring and expecting employees or customers to do.

- Checklists or reminders about daily employee screenings.
- Requirement to wear face coverings.
- Instructions about how to enter your buildings.

For questions, visit www.mmdhd.org. Contact the Mid-Michigan District Health Department at (989) 831-5267 or COVID-19@mmdhd.org.

April 27, 2020

6

COVID-19 Workplace Health Screening

Mid-Michigan District HEALTH DEPARTMENT
CLINTON • GRATIOT • MONTCALM

Company Name: _____

Employee: _____ Date: _____

Time In: _____

In the last 24 hours, have you experienced:

Subjective fever (felt feverish):	☐ Yes	☐ No
Chills:	☐ Yes	☐ No
Headache:	☐ Yes	☐ No
New or worsening cough:	☐ Yes	☐ No
Shortness of breath:	☐ Yes	☐ No
Sore throat:	☐ Yes	☐ No
Loss of smell or taste:	☐ Yes	☐ No
Runny nose or congestion:	☐ Yes	☐ No
Muscle aches:	☐ Yes	☐ No
Abdominal pain:	☐ Yes	☐ No
Fatigue:	☐ Yes	☐ No
Nausea:	☐ Yes	☐ No
Vomiting:	☐ Yes	☐ No
Diarrhea:	☐ Yes	☐ No
Current Temperature:		

If you answer **"yes"** to any of the symptoms listed above, or your temperature is **100.4ºF 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 7 days since symptoms first appear or per guidance of your local health department.
    - If diagnosed as a probable COVID-19 or test positive they should call their local health department and make them aware of their diagnosis or testing status.
- You must also have 3 days without fevers and improvement in respiratory symptoms.

In the past 14 days, have you:

Had close contact with an individual diagnosed with COVID-19?   ☐ Yes   ☐ No

Traveled via airplane internationally or domestically?   ☐ Yes   ☐ No

If you answer **"yes"** to either of these questions, please do not go into work. Self-quarantine at home for 14 days. Contact your medical provider if you have symptoms or have had close contact with an individual for evaluation. If you are given a probable diagnosis or test positive call your local health department to ensure they are aware.

Enfermedad del Coronavirus (COVID-19) Evaluación de Salud Laboral

Mid-Michigan District HEALTH DEPARTMENT
CLINTON • GRATIOT • MONTCALM

Nombre de la Empresa: _____

Nombre del Empleado: _____ Fecha: _____

Tiempo de Entrada: _____

En las últimas 24 horas, ha experimentado:

Fiebre subjetiva (se siente febril):	☐ Si	☐ No
Fríos	☐ Si	☐ No
Dolor de cabeza	☐ Si	☐ No
Tos nueva o empeoramiento:	☐ Si	☐ No
Dificultad para respirar:	☐ Si	☐ No
Dolor de garganta:	☐ Si	☐ No
Pérdida del olfato o del gusto	☐ Si	☐ No
Secreción nasal o congestión	☐ Si	☐ No
Dolores musculares	☐ Si	☐ No
Dolor abdominal	☐ Si	☐ No
Fatiga	☐ Si	☐ No
Náusea	☐ Si	☐ No
Vómitos	☐ Si	☐ No
Diarrea:	☐ Si	☐ No
Temperatura actual:		

Si responde **"sí"** a cualquiera de los síntomas mencionados anteriormente, o su temperatura es **de 100.4ºF o superior**, por favor no vaya al trabajo. Practique autoaislamiento o quédese en casa y comuníquese con el consultorio de su médico de atención primaria para obtener orientación.

- Debe aislarse en casa durante un mínimo de 7 días desde la primera aparición de los síntomas.
  - Si se diagnostica como un probable COVID-19 o un resultado positivo, deben llamar a su departamento de salud local y hacerles saber su diagnóstico o estado de prueba.
- También debe tener 3 días sin fiebre y mejoría en los síntomas respiratorios

En los últimos 14 días, usted ha:

¿Tenido contacto cercano con una persona diagnosticada con COVID-19?   ☐ Si   ☐ No

¿Viajado a través de un avión a nivel internacional o nacional?   ☐ Si   ☐ No

Si responde "sí" a cualquiera de estas preguntas, por favor no vaya al trabajo. Haga auto cuarentena en casadurante 14 días.

Frequently Asked Questions about Managing COVID-19 in the Workplace

What do I do when my employee shows up to work ill?

If an employee comes to work ill, or becomes ill while at work, or fails the daily health screening, they should be directed to go home immediately—even if their symptoms are mild. Direct them to contact their provider or call a testing site to get tested, if possible.

If they are having trouble breathing or cannot keep fluids down, have them contact their doctor right away.

If you or your employees want to understand whether you are at risk from this incident call your local health department and tell them what happened.

What should I do if visitors or customers have symptoms of illness, such as coughing or sneezing?

You are not required to serve someone who is ill.

You and your employees should follow social distancing guidance and maintain at least a 6-foot distance from anyone, especially those who are having symptoms.

If someone must be closer to the customer, advise them to minimize time spent with symptomatic customers to less than 10 minutes, if possible.

Be sure to provide the public with tissues and trash receptacles.

Have hand washing stations or a no-touch hand sanitizer dispenser near customer entrances, if possible.

One of our employees just tested positive for COVID-19. What should I do?

Instruct the employee to stay home and self-isolate. They should not return to work for at least 10 days after symptoms first started, three days after fever has resolved without the use of fever-reducing medicines, and symptoms have improved—whichever is longer.

Employees who are self isolating and do not have symptoms may work from home. Some people who have COVID-19 become very ill after one to two weeks and the reason is unknown. Therefore the health department does not advise letting people work from home while recuperating from COVID.

9

You should contact the local health department to ensure they know the person is positive or a probable positive. There can be delays in reporting to local health departments and they will work with you to identify who else in your business might be at risk.

IMPORTANT: You must protect the confidentiality of your employee. Legally, you cannot identify the employee by name. DO NOT disclose to other staff or third persons the name or other personal or health information of the employee who tested positive for COVID-19 except to the local health department under Michigan Public Health Code Act 368 of 1978.
This is also addressed in section **§164.512(b)** of the HIPAA regulations. The relevant sections of the Michigan Public Health Code and Administrative Rules are:
Sec. 333.5111 (1) b - Requirements for reporting communicable and serious communicable diseases
     R 325.173 - Administrative rules detailing the reporting of communicable and serious communicable

Thoroughly clean and disinfect equipment and other elements of the work environment of the employee along with frequently touched surfaces and objects such as doorknobs/push bars, elevator buttons, restroom doors, etc. Use EPA-approved disinfectants and use according to label instructions.

If the employee had been working while ill, identify co-workers and/or individuals that the employee may have had close contact with and advise them to self-quarantine at home for 14 days. A close contact is defined as those individuals who had been within 6 feet of the affected employee for greater than 10 minutes while the employee had symptoms. The local health department can help walk through the process of contact tracing.

One of our employee's family members has a "suspected" (but unconfirmed) case of COVID-19. What should we do?
Employees who have been close contacts to a suspect or known case of COVID-19 should be in **self-quarantine** at home for 14 days. If they develop symptoms while in quarantine, then they should follow the return to work guidelines noted above (7 days after symptoms started and 3 days after fevers have resolved and symptoms improved, whichever is longer).

One of our employees has a "suspected" (but unconfirmed) case of COVID-19. Should I send everyone home?
You would follow all the same steps outlined above for an employee who tested positive for COVID-19. Identify co-workers and individuals that the employee may have come into close contact with while ill and advise them to **self-quarantine** at home for 14 days. A close contact is defined as those individuals who had been within 6 feet of the affected employee for greater than 10 minutes while the employee had symptoms.

One of my employees has self-reported that they came into contact with someone believed to be positive for COVID-19. What should I do?
Review the nature of the exposure. If the contact occurred within 6 feet of the ill individual for more than 10 minutes, then the employee should self-quarantine at home for 14 days from the date of the contact. Offer remote work if feasible.

One of our employees just found out that they were exposed to COVID-19 after interacting with a member of the public (or vendor, or contractor). What steps do I take?
Review the nature of the exposure. If the contact occurred within 6 feet of the ill individual for more than 10 minutes, then the employee should **self-quarantine** at home for 14 days from the date of the contact. Offer remote work, if

10

feasible. Check to see if other employees may also have had similar exposure to the ill individual. If so, they should self-quarantine at home for 14 days, as well.

When can my employee come back to work if they have been ill or had an exposure?

Employees who have been ill with symptoms of an upper respiratory illness* can return to work 7 days after symptoms started and 72 hours after fevers have resolved without the use of fever reducing medications and symptoms improved—whichever is longer.

* Defined as new onset of fever (subjective or temperature of ≥100.4°F or 37.8°C) OR symptoms of possible COVID-19 (cough OR shortness of breath OR sore throat)

Employees who have been close contacts to a suspect or known case of COVID-19 should self-quarantine **at home for 14 days.** If they develop symptoms while in quarantine, they should follow the return-to-work guidelines noted above (7 days after symptoms started and 3 days after fevers have resolved and symptoms improved—whichever is longer).

For the most up-to-date guidance for COVID-19, including detailed instructions on self-isolation and self-quarantine, visit the following sources of official information:

- MMDHD: www.mmdhd.org
- Michigan: michigan.gov/coronavirus
- National: cdc.gov/COVID19

For additional questions, contact the Allegan County Health Department at 269-686-4546.

DRAFT

Mid-Michigan District
HEALTH DEPARTMENT
CLINTON • GRATIOT • MONTCALM

# UNDERSTANDING COVID-19 PRECAUTIONS:
Social Distancing, Self-monitoring, Quarantine, Isolation, and Actions everyone should take

What do these terms mean? What actions do I take if asked?

ACTIONS FOR EVERYONE

- **Wash your hands frequently with soap and water for at least 20 seconds.** This includes after using the restroom, coughing or sneezing, or when they are visibly dirty. If you do not have soap and water nearby, use a hand sanitizer with 60-95% alcohol.
- **Avoid touching your eyes, nose, and mouth with unwashed hands.**
- **Cover your coughs and sneezes** with a disposable tissue or upper part of your sleeve. Dispose of tissues in a lined trash can. wash your hands immediately afterward.
- **Clean your frequently touched or used surfaces daily** with a solution of 1/4 cup bleach and a gallon of water. Disinfectant sprays or wipes can also be used. These surfaces includes phones, tablets, keyboards, doorknobs, bathroom fixtures, toilets, counters, tabletops, and bedside tables. Wear rubber gloves if necessary and make sure the area is properly ventilated.
- **Monitor yourself daily for symptoms of COVID-19.**
- **Stay home when feeling sick.**
- **Wear a face covering whenever in enclosed public spaces.** This can be a homemade cloth mask, bandana, or scarf.
- **If you need medical care, call your doctor.**
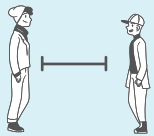
SOCIAL DISTANCING

We should ALL be practicing social distancing. It help protect everyone in our community, especially those who are most vulnerable, from illness. What does this look like?

Individuals can:

- Keep six feet between people as much as possible.
- Get curbside pick up for groceries or restaurant orders instead of going inside.
- Use online or drive-through services at the bank.
- Avoid public places at their busiest times.
- Avoid getting together in large social groups.

Businesses & organizations can:

- Have employees tele-work.
- Limit in-person meetings and travel.
- Modify operations to provide more online options and restrict people from gathering.

SELF-MONITORING

Who should do it?

People without symptoms.

Actions to take

- Practice social distancing.
- Record your temperature and watch for symptoms, daily.
- If symptoms develop, **CALL** your doctor to explain symptoms and possible exposure before going in.
- If symptoms develop, you may move into self-isolation.

SELF-QUARANTINE

Who should do it?

People without symptoms, but who have a higher potential of becoming sick because of where they traveled or have had contact with someone being tested for COVID-19.

Actions to take

- Stay home and self-monitor for 14 days.
- Under no circumstances should you go to work or leave your home during this time.
- Household members should practice social distancing.
- Report your daily temperature and symptoms to the Health Department during your quarantine.

Who should do it?	People sick with symptoms of COVID-19, test positive for COVID-19, or diagnosed as a probable for COVID-19. Not sick enough to be hospitalized.

Actions to take

- **Under no circumstance should you go to work, school or public places.** You should only consider leaving your home if you need medical attention.
  - Avoid using public transportation to get to your medical provider or emergency department.
  - Wear a mask over your nose and mouth if you must leave your house to seek medical care.
- **Avoid handling pets or other animals** while you are sick.
- **Cover your coughs and sneezes** with a disposable tissue or the upper part of your sleeve. Dispose of tissues in a lined trash can. Wash your hands immediately afterward.
- **Wash your hands frequently** with soap and water for at least 20 seconds. This includes after using the restroom, coughing or sneezing, or when they are visibly dirty. If you do not have access to soap and water, use a hand sanitizer with 60% - 95% alcohol.
- **Avoid touching your eyes, nose and mouth** with unwashed hands.
- **Clean your frequently touched or used surfaces daily** with a solution of 1/4 cup bleach and a gallon of water. Disinfectant sprays or wipes can also be used. These surfaces includes phones, tablets, keyboards, doorknobs, bathroom fixtures, toilets, counters, tabletops, and bedside tables. Wear rubber gloves if necessary and make sure the area is properly ventilated.
- **Clean any item or surface that may have blood, mucus, vomit, urine, stool or other body fluids on them.**
- **Make sure your home has good airflow.** Open windows if weather permits or use the air conditioner.

If you live with others:
- Separate yourself from other household members and pets whenever possible.
  - You should stay in a specific room and away from other household members.
  - Use a separate bathroom if possible.
  - If you must share a bathroom wipe down all surfaces after the patient uses it. Separate toothbrushes.
  - If you share a shower, do not share razors, washcloths or body sponges/poufs.
  - If you must enter a shared space put a mask over your nose and mouth before leaving your room.
- Do not share items with your household members or pets such as dishes, drinking cups, silverware, towels or bedding. After using these items, they should be washed with soap and hot water.
- Household members should practice self-quarantine.

If you live alone:
- Do not open your door to anyone. If someone is dropping off groceries or other items for you, have them leave it at your doorstep and wait until they leave to open the door.
- Do not cook food for anyone other than yourself.

When seeking care at a healthcare facility:
- Call ahead to get direction from your health care provider. They may ask you to meet them outside or usher you into a different entrance than the general public uses.
- Avoid using public transportation to get to your medical provider or emergency department.
  - If you are unable to drive yourself and do not have a ride, call 9-1-1 for transport by ambulance.
  - If someone is giving you a ride, wear a mask that covers your mouth and nose while you are in the vehicle with them.
- If you are driving yourself, apply a mask that covers your mouth and nose before exiting your vehicle.

When is it safe to leave home

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

STAY H🏠ME.
STAY SAFE. SAVE LIVES.
MICHIGAN.GOV/CORONAVIRUS

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/MIOSHAcomplaint.

For Me

| I have been diagnosed with COVID-19. | I have developed one or more symptoms of COVID-19. |

↓

Stay home for 7 days after you were tested or developed symptoms.

↓

After staying home for 7 days, have you been **symptom-free for 3 days**?

YES ↓   **NO** ↓

| You may leave if you are symptom-free. | 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.

DRAFT

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.

14

COVID-19 TESTING PROCESS*

MDHHS
Michigan Department of Health & Human Services

Local Health Department monitors travelers and individuals who are close contacts with COVID-19 cases, as appropriate.

OR

Cough, fever, shortness of breath?

YES → Refer to health care provider to discuss symptoms.

Individual contacts or presents at health care provider.

NO ↓

If no symptoms develop during monitoring period, DISCONTINUE MONITORING

Screening at health care provider.

Doctor determines patient meets prioritization criteria.

Doctor determines patient does <u>not</u> need testing.

YES ↓

OPTION A
CALL PROVIDER HOTLINE

OPTION B
CONTACT LOCAL HEALTH DEPARTMENT

Health care provider obtains MDSS Investigation ID

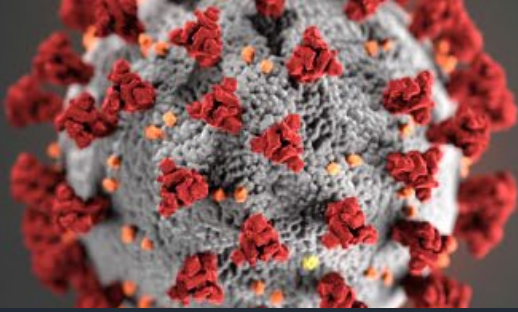**NO** → Order test from commercial or hospital laboratory

YES ↓

Send sample to Bureau of Laboratories

Submitter (health care provider) receives results

ENTER POSITIVE RESULTS INTO MDSS
Results are available for the county in which the patient resides and to the submitting provider.

POSITIVE RESULTS provided to local health department

Submitter provides result to patient

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

SEOC TA 2594043 03/25/2020

Face Coverings: Frequently Asked Questions

The Michigan Department of Health and Human Services recommends that Michiganders wear a face covering when outside of their home to help stop the spread of coronavirus disease 2019 (COVID-19).

Wearing a face covering is an additional precaution we can take that may help stop the spread of COVID-19. The best way to keep from getting sick is to stay home as much as possible, practice social distancing – keep at least 6 feet of distance from others, and good hand hygiene.

What is a face covering?
- A face covering is any well-secured cloth (like a bandana or scarf) that covers your mouth and nose.
- A face covering is different from a surgical or N95 mask which must be reserved for healthcare workers.

Who should and should not wear a face covering?
Cloth face coverings **should not** be placed on:
- young children under age 2,
- anyone who has trouble breathing, is unconscious, incapacitated, and
- anyone otherwise unable to remove the mask without assistance.

Cloth face coverings **should** be worn by:
- All others when they need to be outside their home and within 6 feet of others.
- People who are sick should wear a face covering while at home if they cannot maintain at least 6 feet of distance from others.
- People who are sick and who need to leave home, such as to get urgent medical care, should always wear a face covering.

Do I need to wear a face covering all the time when outside my house?
- **If you are sick**, yes. Remember you must stay home if you are sick and only leave for essential medical care. Arrange for essential items, like groceries, to be delivered to you through a delivery service or through friends or family.
- **If you are not sick**, you should wear a face covering whenever you need to leave home and might be closer than 6 feet from others. Examples include using public transportation, riding in a taxi or car service, walking on a busy street, going to pharmacies and grocery stores, and going to the doctor or a hospital.
- **Essential workers** should also wear a face covering at work when they cannot maintain at least 6 feet of distance between themselves and others.

Do I need to wear a face covering when I am exercising?

No — as long as you maintain at least 6 feet from others.

People should only do exercises that allow them keep physical distance from others. Walking, running, and biking outside are good examples of activities that do not require shared equipment or close contact with others.

I was confirmed to have COVID-19 and am better now. Do I still need to wear a face covering?

Yes – everyone that is able should wear a face covering when outside of their home and it is not possible to maintain at least 6 feet of distance between others. Social distancing is still necessary, even when using a face covering.

We don't yet know how long the virus remains in a person's body, or whether it is possible to get sick again. Using facemasks in public and practicing social distancing is still important for people who were sick and recovered.

Remember if you had or may have had COVID-19, you should not leave the house except for essential medical care or to get essential needs until all the following are true:

- It has been at least 7 days since your symptoms started or since you tested positive for COVID-19 **and**
- You have been fever-free for the last 3 days without taking fever-reducing drugs such as Tylenol or ibuprofen **and**
- Your overall illness has improved (for example, when your cough or shortness of breath have improved).

Why is this being recommended now?

As we learn more about COVID-19, sometimes recommendations change. There is increasing evidence that people without symptoms may be able to spread the virus, and that droplets produced when breathing, speaking, or singing may spread COVID-19 from person to person.

This evidence informed the decision to recommend face coverings. The use of face coverings is one more simple tool that may help reduce the spread of the virus – especially from people who are infected and don't know it yet.

How often do I need to wash my face covering?

If you are using a cloth face covering, we recommend washing once a day by hand or machine using detergent. The face covering should be fully dry before using. You should have a couple of face coverings so you can rotate for washing.

Are there precautions I should take with my face covering?

- In taking on and off a face covering, you will likely touch your face. As such, please wash your hands with soap and warm water for at least 20 seconds. If soap and warm water are not

available, use an alcohol-based sanitizer that contains at least 60% alcohol every time before and after removing or putting on your mask.

- Do not put a used face covering in places where others can touch them or where germs trapped in your face covering can touch other surfaces, such as counter tops or your kitchen table.
- Do not throw your face covering loose in a bag or backpack. We recommend keeping a paper bag with you to store your face covering if you will be taking if off outside your house.

Is it possible to make your own face covering?
Yes! A face covering can be a scarf, bandana or other cloth. Watch this video from the U.S. Surgeon General to see ideas about creating a face covering with household items.

What is the best fabric for a mask?
Use tightly woven cotton, such as quilting fabric or cotton sheets.

Are medical grade masks such as N95 or surgical masks better than home made masks?
Medical grade masks need to be saved for use by health care providers only. Use of homemade masks for people with lower risk exposure is a good way to decrease the chance of exposure to COVID-19.

DRAFT

GERMS
are all around you.
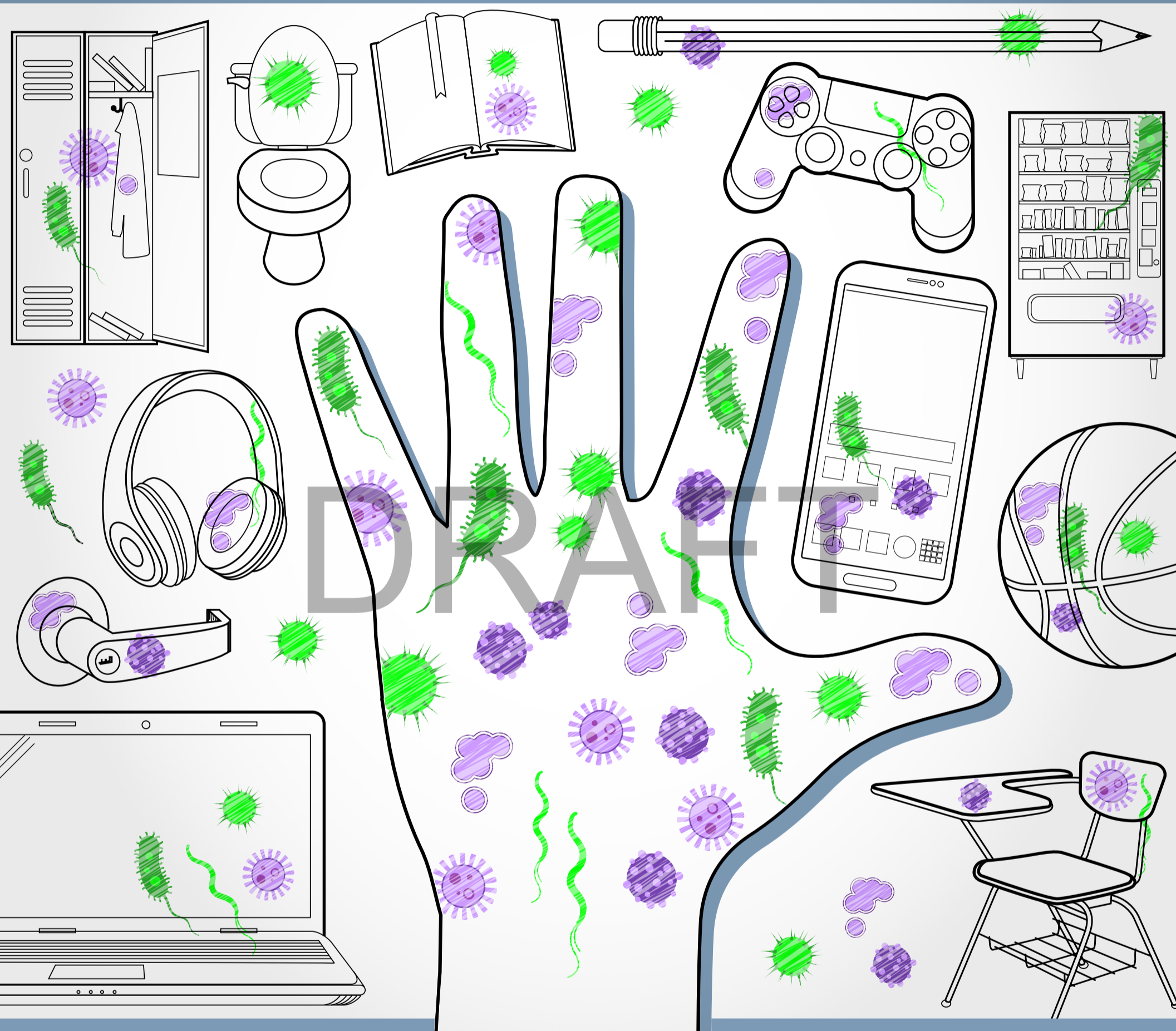
DRAFT

Stay healthy.
Wash your hands.

www.cdc.gov/handwashing

CDC

19

STOP

Feeling Sick?
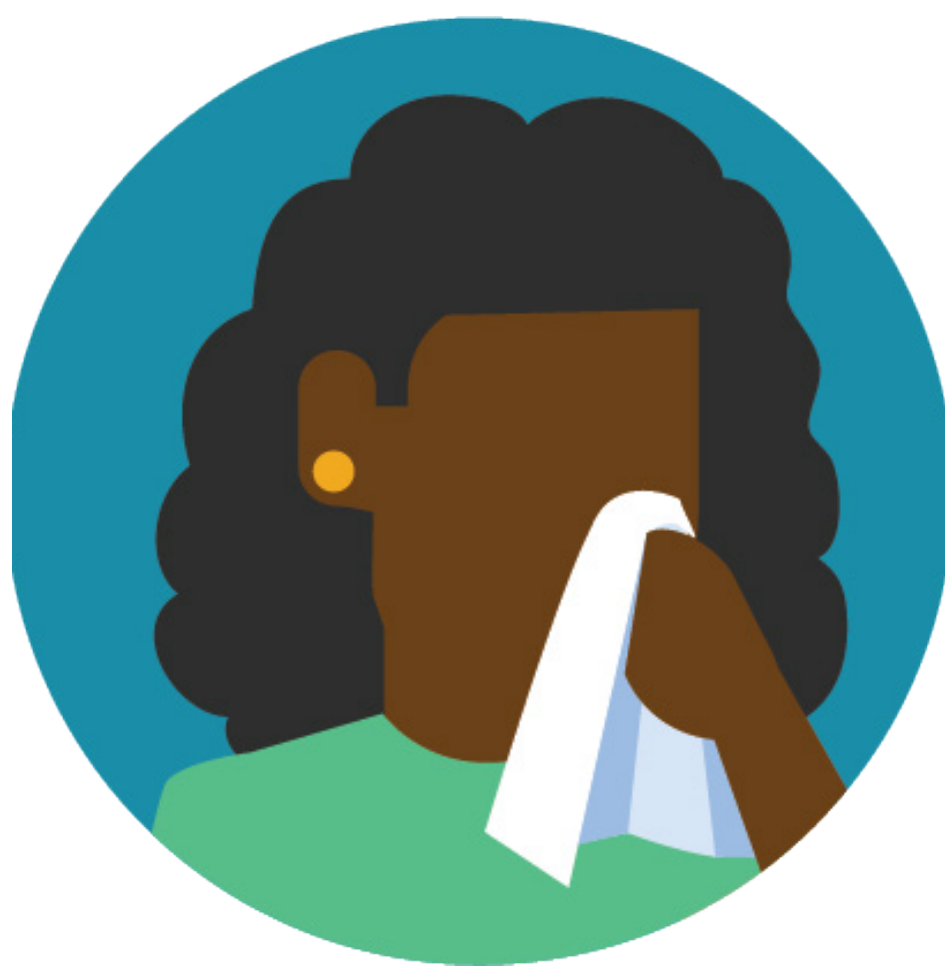
Stay home when you are sick!

If you feel unwell or have the following symptoms
please leave the building and contact your health care provider.
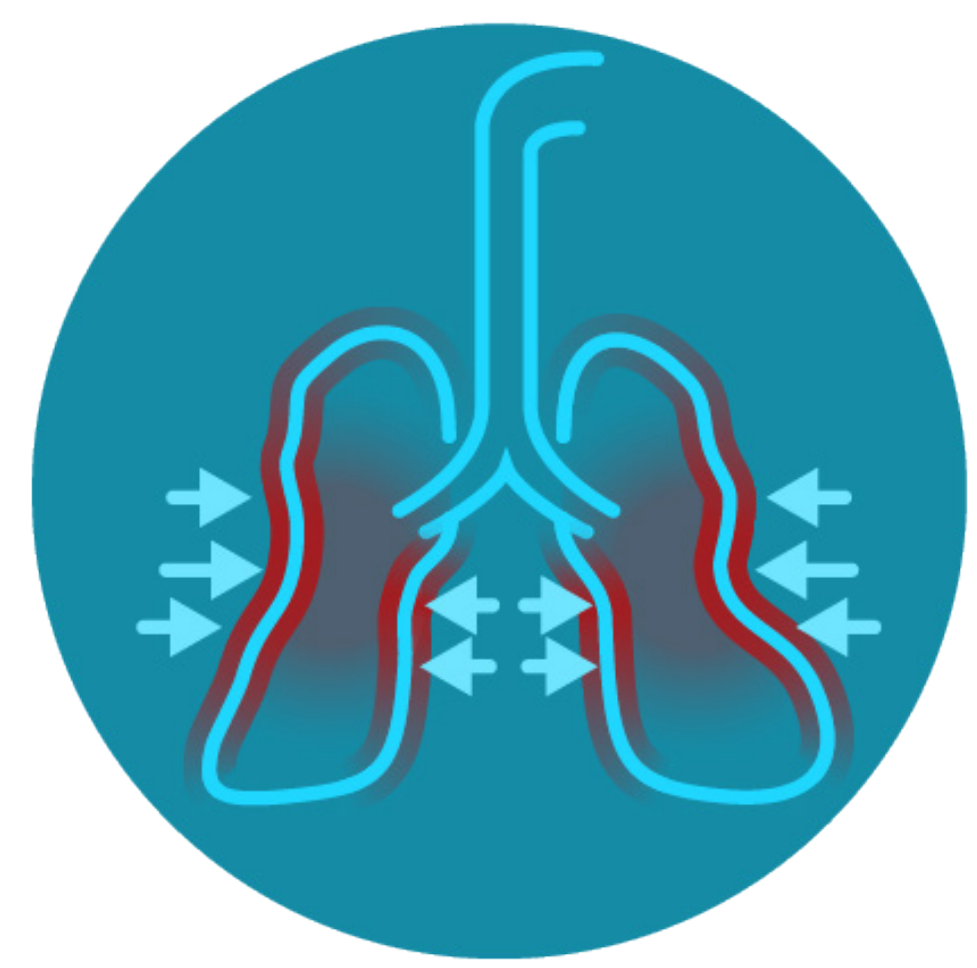Then follow-up with your supervisor.
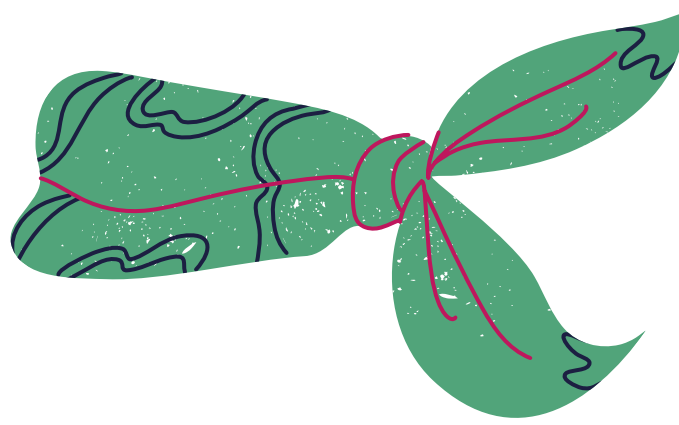
DRAFT

DO NOT ENTER if you have:

FEVER

COUGH

SHORTNESS OF BREATH

CDC

cdc.gov/CORONAVIRUS

CS 316129-B   March 22, 2020 6:53 PM
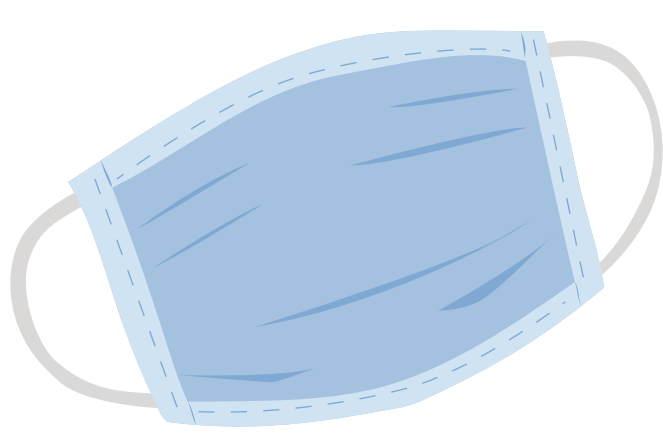
Per Governor Whitmer's Executive Order 2020-59,

YOU MUST WEAR A FACE MASK TO ENTER THE BUILDING

A face mask includes a homemade cloth mask, scarf, or bandana. Your mask must cover your nose and mouth.

21

How to Protect Yourself and Others

Know how it spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
    - » Between people who are in close contact with one another (within about 6 feet).
    - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
    - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
    - » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often

- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact

- **Avoid close contact** with people who are sick.
- **Stay at home as much as possible.**
- **Put distance between yourself and other people.**
    - » Remember that some people without symptoms may be able to spread virus.
    - » This is especially important for **people who are at higher risk of getting very sick.** www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html

CS 316291A   04/18/2020

Cover your mouth and nose with a cloth face cover when around others

- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a cloth face cover when they have to go out in public,** for example to the grocery store or to pick up other necessities.
  - » Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The cloth face cover is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others.** The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes

- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect

- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.

cdc.gov/coronavirus

23

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

Avoid close contact with people who are sick.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

Avoid touching your eyes, nose, and mouth.

When in public, wear a cloth face covering over your nose and mouth.

Clean and disinfect frequently touched objects and surfaces.

Stay home when you are sick, except to get medical care.

Wash your hands often with soap and water for at least 20 seconds.

CDC
DEPARTMENT OF HEALTH & HUMAN SERVICES·USA

cdc.gov/coronavirus

24

316351-A April 7, 2020 9:58 AM

Hands that look clean can still have icky germs!

① Wet

② Get Soap

③ Scrub

④ Rinse

⑤ Dry

WASH YOUR HANDS!

U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention

25