

# COVID-19 BUSINESS GUIDELINES



Local Businesses,

We have updated our public health emergency order to protect you, your employees and their families. We have heard of employers utilizing innovative methods to ensure their employees are screened. The resources provided in the following pages are meant to provide you with ideas to implement the required screenings. Ultimately, though employers must determine how to best implement these screening measures to keep their employees and clients safe.

If you still have questions, please utilize our Public Health Information Line at 1-800-386-5959.

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*The mission of the Health Department of Northwest Michigan is to serve our entire community and to achieve health equity by promoting well-being, preventing disease, and protecting the environment through partnerships, innovation, and excellence in public health practice.*

**Lisa Peacock, Health Officer**

1-800-432-4121

**EMERGENCY ORDER (2020-3) FOR CONTROL OF EPIDEMIC/PANDEMIC  
Required screening and social distancing measures at open businesses and operations subject to  
the Governor's Executive Order 2020-59**

This Emergency Order is made pursuant to Section 2453 of the Public Health Code, being MCL 333.2453.

Matters concerning the public health of the residents of Antrim, Charlevoix, Emmet and Otsego Counties have been brought to the attention of the Health Department of Northwest Michigan Local Health Officer. The Local Health Officer has determined that controls are necessary to reduce transmission of COVID-19 to protect the public's health of Antrim, Charlevoix, Emmet and Otsego Counties based on the following facts:

1. A State of Emergency was declared March 10, 2020 with an Executive Order expanding the emergency declaration and declaring a State of Disaster on April 1, 2020 by Governor Whitmer and Michigan is under threat of a pandemic virus that has reached epidemic status in Michigan.
2. On April 2, 2020, an Emergency Order regarding the Governor's Executive Orders was issued by Michigan Department of Health and Human Services Director, Robert Gordon, which declared COVID-19 an epidemic in the State of Michigan.
3. All Executive Orders (also called "EOs") of the Governor related to the Coronavirus and the Emergency Orders of the MDHHS Director are incorporated herein by reference.
4. COVID-19 and its effects have been detected within **Antrim, Charlevoix, Emmet and Otsego Counties.**
5. Coronavirus, which causes COVID-19, is a communicable disease and can be transmitted from person to person.
6. The Coronavirus transmission is possible even though the infected person has no symptoms and is unaware of the infection.
7. In order to control and limit the spread of this communicable disease, it is necessary to prevent infected people from coming into contact with uninfected people. It is also imperative that critical infrastructure workers (hereafter, call "worker" or "workers") be protected. In addition, the mandatory daily screening program, as described below, is consistent with and implements the recommendations of the Occupational Health and Safety Administration Guidance For Preparing Workplaces for COVID-19 which states that "prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, customers, visitors, and others at a worksite."
8. Although healthcare workers and their employers are exempt from compliance with Part 1, Section b., Item ii in this Emergency Order, it is recommended that these parties reference the guidance issued in the memorandum dated March 20, 2020 as well as any subsequent guidance

from Dr. Joneigh Khaldun, Chief Medical Executive of the Michigan Department of Health and Human Services.

**It is hereby ordered** that food service establishments and pharmacies, as defined in EO 2020-60, shall comply with EO 2020-60. All other businesses and operations remaining open under EO 2020-59 **shall** (a) 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 2020-59 and (b) comply with EO 2020-59. In addition, all such businesses and operations remaining open under EO 2020-59 **shall** take the following actions:

- 1) Develop and implement a daily screening program for all workers, who do not work from their residence.
  - a) Screening criteria must include asking the worker the following questions and taking the following actions:
    - i) Determine whether the worker is experiencing the following symptoms: fever, cough, shortness of breath, sore throat, diarrhea. Fever is defined as temperature of 100.4 degrees or higher as measured by a touchless thermometer if available, but a verbal confirmation of lack of fever is sufficient if a touchless thermometer is not available.
    - ii) Determine whether the worker has had any close contact in the last 14 days with someone with a diagnosis of COVID-19. "Close contact" means someone identified as "close contact" by the local health department, a household member, or someone within 6 feet for 10 minutes or longer.
    - iii) Determine whether the worker has engaged in any activity or travel within the last 14 days which fails to comply with E O 2020-59(COVID-19).
    - iv) Determine whether the worker has been directed or told by the local health department or their healthcare provider to self-isolate or self-quarantine.
  - b) A "yes" to any of the screening questions above requires the worker, who is not working from their residence, to be excluded from work:
    - i) 3 days with no fever and 7 days since onset of first symptom.
    - ii) 14 days if close contact of a diagnosed case of COVID-19 as described in 1(a)(ii).
    - iii) 14 days following any activity or travel as described in 1(a)(iii).
  - c) The business and operations remaining open under EO 2020-59 shall maintain written or digital documentation of the results for each worker, who is subject to the daily screening program that is described above. 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.
  - d) Exemptions:
    - i) First responders, healthcare workers, law enforcement, EMS, health-related transportation workers and other essential healthcare workers are exempt from Part 1, Section b., Item ii.
    - ii) Nothing in this order shall limit the operations of first responders, healthcare workers, law enforcement, EMS, health-related transportation workers and other entities that are involved in the mitigation of risk during this pandemic.

- 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 this Emergency Order and maintain the posting of this Emergency Order at each entrance to the facility and additionally document distribution of this Emergency Order to all critical infrastructure workers.
- 5) No person shall knowingly engage in any action which facilitates or assists another person in violating Executive Order 2020-59.
- 6) This Emergency Order may be enforced by one or more of the following methods: (a) by injunctive relief as provided in MCL 333.2255, (b) criminal prosecution for a misdemeanor as provided in MCL 333.2243 and/or (c) any other civil or criminal procedure authorized by law. Except as provided by law, nothing in this Emergency Order shall prohibit this Health Department or a County Prosecutor from using more than one enforcement procedure. Prior to filing any pleadings pursuant to MCL 333.2255, the County Prosecuting Attorney or other legal counsel, who represents this Health Department, shall consult with the Health Officer and obtain authorization to commence such litigation. Prior to commencing criminal prosecution, it is recommended that the County Prosecuting Attorney or their staff consult with the Health Officer. The purpose of any consultation is to ensure that the Health Officer agrees that a violation of the applicable law, including any Emergency Order issued by the Health Officer, has been violated.

This Emergency Order shall become effective on **April 28 at 12:00 am (midnight)** and shall be effective until **May 15, 2020 at 11:59 pm**.



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Lisa Peacock, Local Health Officer  
Health Department of Northwest Michigan  
Antrim, Charlevoix, Emmet & Otsego Counties, Michigan

04/27/2020

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Date

# COVID-19 BUSINESS GUIDELINES



PER HEALTH DEPARTMENT OF NORTHWEST MICHIGAN EMERGENCY ORDER 2020-3 FOR ANTRIM, CHARLEVOIX, EMMET & OTSEGO COUNTIES EFFECTIVE APRIL 28, 2020 AT 12:00AM AND SHALL BE EFFECTIVE UNTIL MAY 15, 2020 AT 11:59PM.

Businesses and operations remaining open under EO 2020-59 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 2020-59 or EO 2020-60 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.**

a) Screening criteria must include asking the worker the following questions and taking the following actions:

- i) Determine whether the worker is experiencing the following symptoms: fever, cough, shortness of breath, sore throat, diarrhea. Fever is defined as temperature of 100.4 degrees or higher as measured by a touchless thermometer if available, but a verbal confirmation of lack of fever is sufficient if a touchless thermometer is not available.
- ii) Determine whether the worker has had any close contact in the last 14 days with someone with a diagnosis of COVID-19. "Close contact" means someone identified as "close contact" by the local health department, a household member, or someone within 6 feet for 10 minutes or longer.
- iii) Determine whether the worker has engaged in any activity or travel within the last 14 days which fails to comply with EO 2020-59 (COVID-19).
- iv) Determine whether the worker has been directed or told by the local health department or their healthcare provider to self-isolate or self-quarantine.

### **b) A "yes" to any of the screening questions above requires the worker, who is not working from their residence, to be excluded from work:**

- i) 3 days with no fever and 7 days since onset of first symptom.
- ii) 14 days if close contact of a diagnosed case of COVID-19 as described in 1(a)(ii).
- iii) 14 days following any activity or travel as described in 1(a)(iii).

c) The business and operations remaining open under EO 2020-59 shall maintain written or digital documentation of the results for each worker, who is subject to the daily screening program that is described above. 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.

d) Exemptions:

- i) First responders, healthcare workers, law enforcement, EMS, health-related transportation workers and other essential healthcare workers are exempt from Part 1, Section b., Item ii.

- ii) Nothing in this order shall limit the operations of first responders, healthcare workers, law enforcement, EMS, health-related transportation workers and other entities that are involved in the mitigation of risk during this pandemic.

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. Create and implement a screening plan that will work best for your facility. Determine where and how the screening will take place. 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. If an employee does not own a thermometer and one is not available, they may report if they have felt feverish. If your facility is already following more stringent infection control procedures (e.g. CDC guidelines), please continue to use those procedures.

- 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 this Emergency Order and maintain the posting of this Emergency Order at each entrance to the facility and additionally document distribution of this Emergency Order to all critical infrastructure workers.
- 5) No person shall knowingly engage in any action which facilitates or assists another person in violating Executive Order 2020-59.

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

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### 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.
- Wear a face mask or face covering any time you are in an enclosed public space.
- 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 [CDC's Resources for Businesses and Employers](#)

For questions, utilize the Public Health Information Line at 1-800-386-5959.

**What if we or our employees do not have access to a thermometer?**

We acknowledge that accessing thermometers can be difficult given the large shortage. Because of this, and to reduce close contact at work, employers can ask employees to screen themselves with a thermometer before they arrive at work or can look for fever-like symptoms. A fever is defined as a temperature of 100.4 degrees or higher. Symptoms that may be associated with fever include shivering, sweating, feeling tired or achy, or loss of appetite. Some people with COVID-19 do not have fever but may have other symptoms of illness (including cough, shortness of breath, sore throat, vomiting/diarrhea).

**Do we have to screen employees as they come into work? How do we ensure social distancing while they do this?**

We have seen a lot of employers use innovative methods to collect responses to the screening questions. At the health department, we are utilizing a digital collection process. Employees being able to respond to the screening questions before entering the workplace is an option as well. Employers must determine the best process to keep employees safe.

**What is the reason behind the order?**

With the continued rise in cases across Michigan as well as evidence of community spread in our counties, we are concerned about anyone who has to leave their home to either provide or receive essential services. Those having contact with people outside of their household are at an increased risk to either get or spread the virus. Screening of critical infrastructure employees and implementing social distancing measures cannot completely eliminate the risk of getting COVID-19 but can reduce its spread by requiring consistency and ensuring all businesses implement these practices. We can't stress enough the importance of staying home and leaving home ONLY for urgent or essential needs.

**During screening, an employee answered that they have a cough, but they believe it is due to seasonal allergies.**

**Should this employee stay home, or can they be allowed to work?**

If it is a new onset cough, the employee should stay home for 7 days unless a primary care provider can give an alternate diagnosis. If they have chronic cough from allergies or other known cause (other than COVID-19), without any other new symptoms (sore throat, fever, etc.) then they can work.

**With respect to essential services, we only have a few people physically reporting into the office at a time, on a rotating basis. Should we keep a log of temperatures and symptom responses for the few individuals who are reporting into the office that day?**

Yes, you should document the screenings for each employee reporting in-person to work for each shift. There is concern the virus can live on surfaces and could be more contagious through air than originally thought. Additionally, if an individual tested positive for COVID-19, they are considered contagious 48 hours before they begin showing symptoms so it's important to know every person they could have come into contact with.

# Coronavirus Disease (COVID-19) Workplace Health Screening

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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 7 days since symptoms first appear.
- You must also have 3 days without fevers and improvement in respiratory symptoms

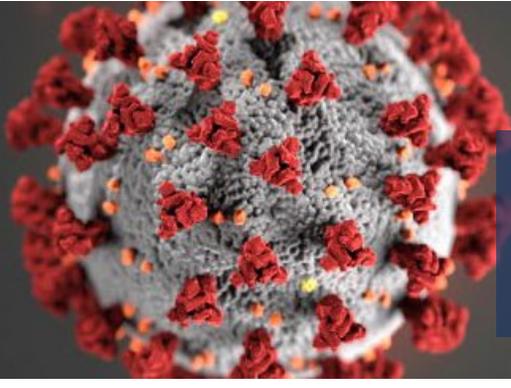
Have you had close contact in the last 14 days with an individual diagnosed with COVID-19?  Yes  No

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.





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

[Michigan.gov/Coronavirus](https://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)**

# Top 10 Tips to Protect Employees' Health

Healthy employees are crucial to your business. Here are 10 ways to help them stay healthy.

- **Actively encourage sick employees to stay home.** Develop policies that encourage sick employees to stay at home without fear of reprisals, and ensure employees are aware of these policies.



- **Have conversations with employees about their concerns.** Some employees may be at higher risk for severe illness, such as **older adults** (<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/older-adults.html>) and those with chronic medical conditions.



- **Develop other flexible policies for scheduling and telework (if feasible) and create leave policies** to allow employees to stay home to care for sick family members or care for children if schools and childcare close.



- **Talk with companies that provide your business with contract or temporary employees about their plans.** Discuss the importance of sick employees staying home and encourage them to develop non-punitive "emergency sick leave" policies.



- **Promote etiquette for coughing and sneezing** ([https://www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)) and **handwashing** (<https://www.cdc.gov/handwashing/index.html>). Provide tissues, no-touch trash cans, soap and water, and hand sanitizer with at least 60% alcohol.



- **Plan to implement practices to minimize face-to-face contact between employees if social distancing is recommended by your state or local health department.** Actively encourage flexible work arrangements such as teleworking or staggered shifts.



- **Perform routine environmental cleaning.** Routinely clean and disinfect all frequently touched surfaces, such as workstations, countertops, handrails, and doorknobs. Discourage sharing of tools and equipment, if feasible.



- **Consider the need for travel and explore alternatives.** Check CDC's **Travelers' Health** (<https://wwwnc.cdc.gov/travel>) for the latest guidance and recommendations. Consider using teleconferencing and video conferencing for meetings, when possible.



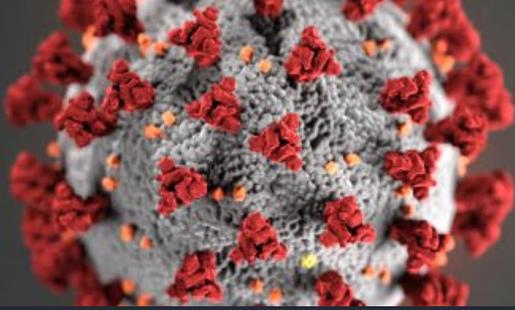
- **Provide education and training materials** in an easy to understand format and in the appropriate language and literacy level for all employees, like **fact sheets and posters** (<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>) areas the sick employee visited.



- **If an employee becomes sick while at work,** they should be separated from other employees, customers, and visitors and sent home immediately. Follow CDC guidelines for **cleaning and disinfecting** (<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>) areas the sick employee visited.



For more tips and information see the **CDC Interim Guidance for Businesses and Employers** (<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>) and the **OSHA Guidance for Preparing Workplaces for COVID-19** (<https://www.osha.gov/Publications/OSHA3990.pdf>).



## Face Coverings: Frequently Asked Questions

[Michigan.gov/Coronavirus](https://Michigan.gov/Coronavirus)

### 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 it 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.

# Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

## How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

## CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

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 cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

## Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

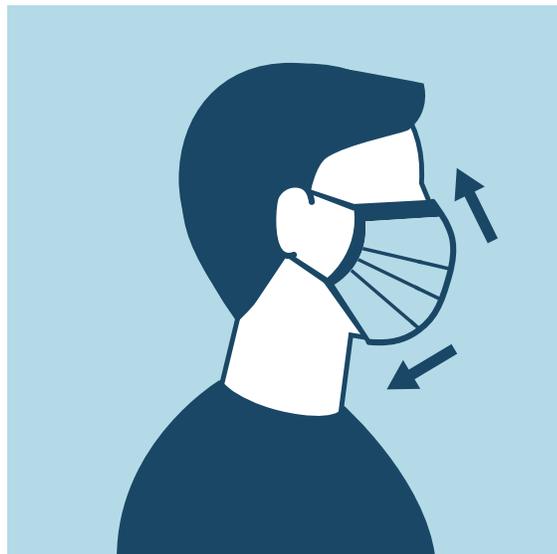
Yes. They should be routinely washed depending on the frequency of use.

## How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

## How does one safely remove a used cloth face covering?

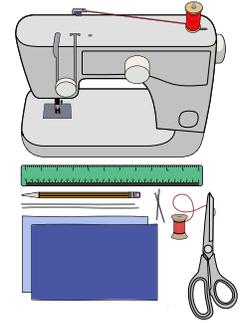
Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



# Sewn Cloth Face Covering

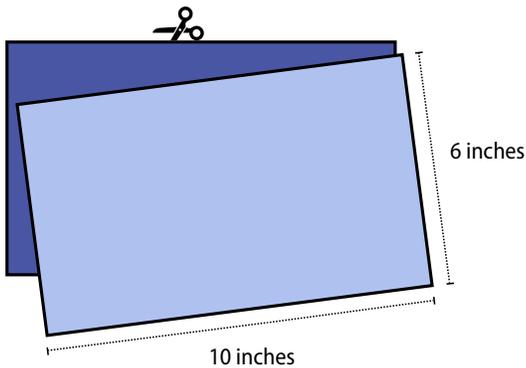
## Materials

- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

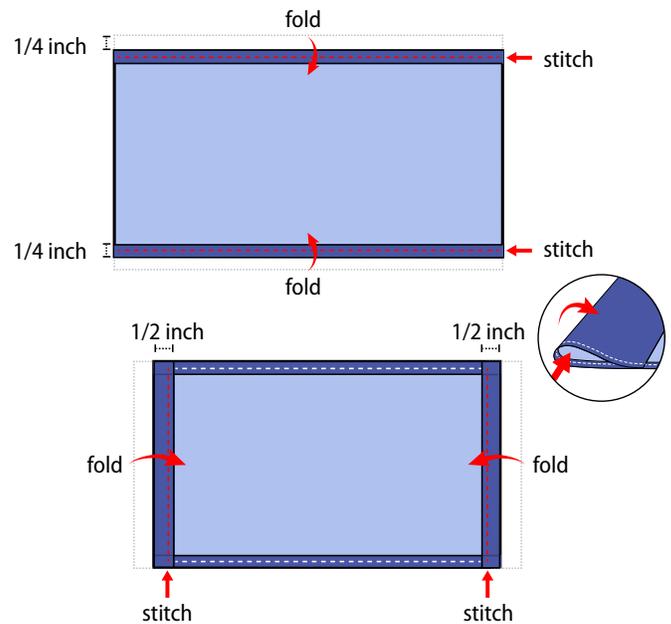


## Tutorial

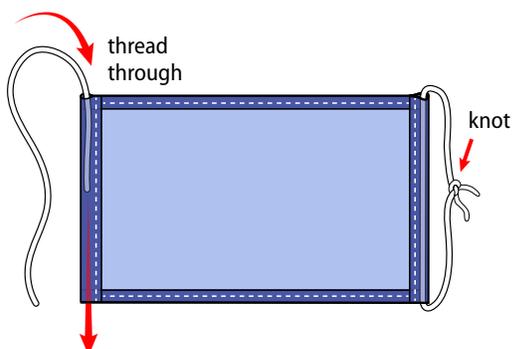
1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the cloth face covering as if it was a single piece of fabric.



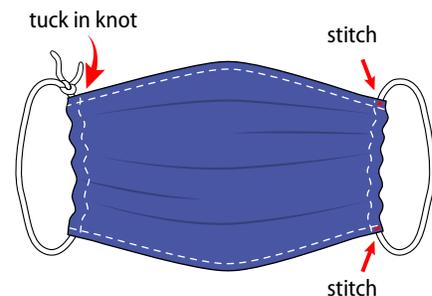
2. Fold over the long sides  $\frac{1}{4}$  inch and hem. Then fold the double layer of fabric over  $\frac{1}{2}$  inch along the short sides and stitch down.



3. Run a 6-inch length of  $\frac{1}{8}$ -inch wide elastic through the wider hem on each side of the cloth face covering. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight. Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the cloth face covering behind your head.



4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the cloth face covering on the elastic and adjust so the cloth face covering fits your face. Then securely stitch the elastic in place to keep it from slipping.

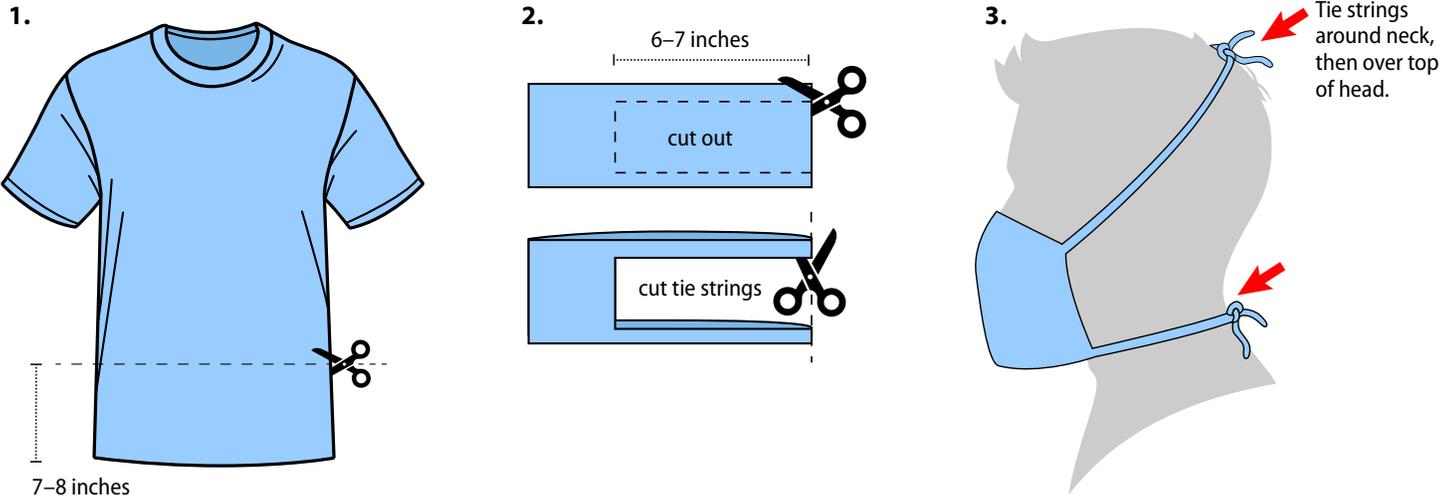


# Quick Cut T-shirt Cloth Face Covering (no sew method)

## Materials

- T-shirt
- Scissors

## Tutorial

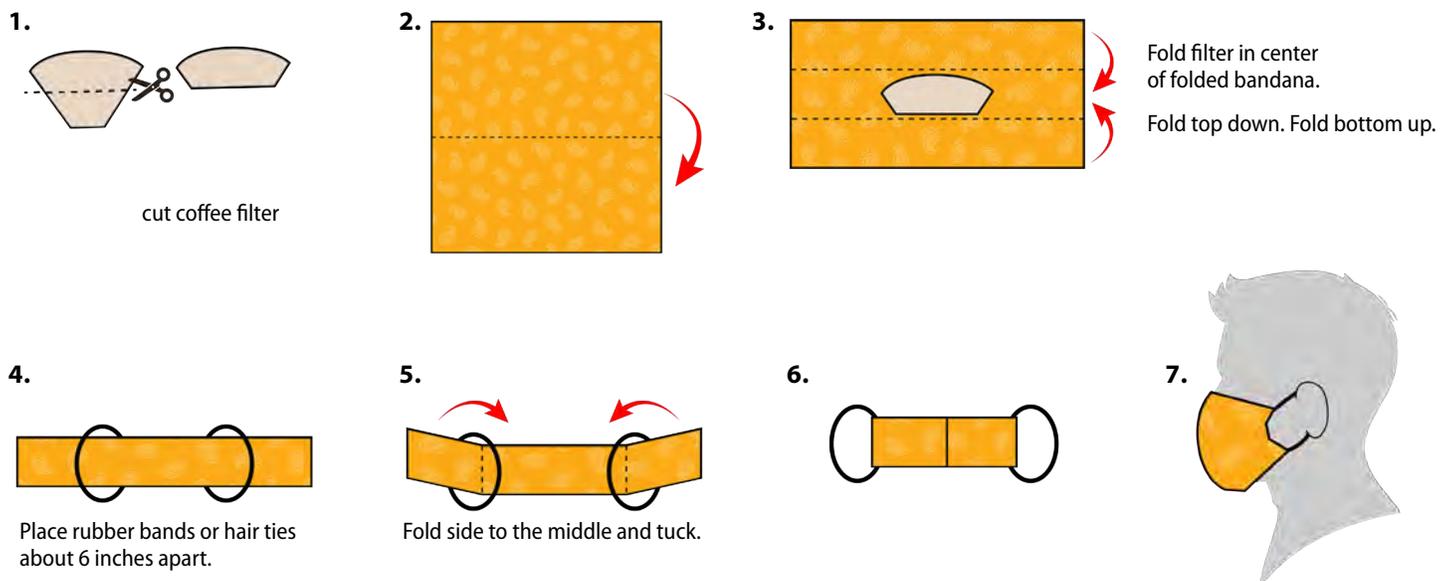


# Bandana Cloth Face Covering (no sew method)

## Materials

- Bandana (or square cotton cloth approximately 20"x20")
- Coffee filter
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

## Tutorial



# 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:**

**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.**

**CUSTOMERS**

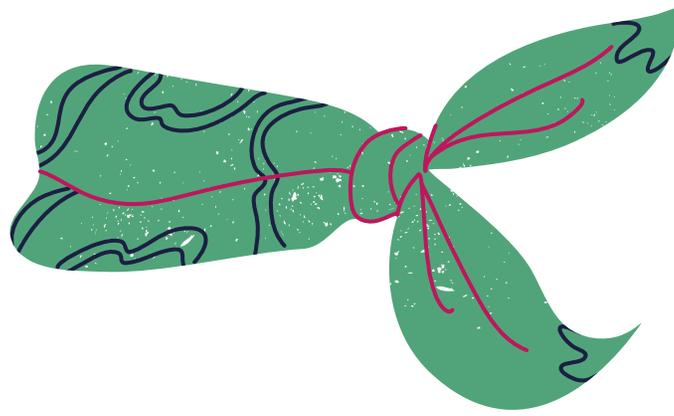
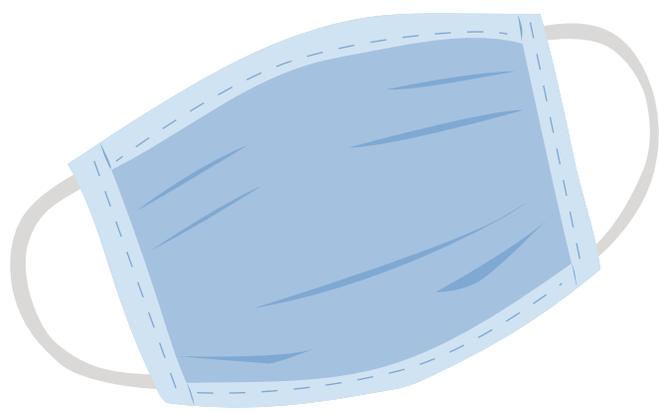
**& EMPLOYEES MUST KEEP**

**6-FEET**

**SOCIAL**

**DISTANCE**

**WHILE INSIDE THIS FACILITY**



Per 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.



# 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.

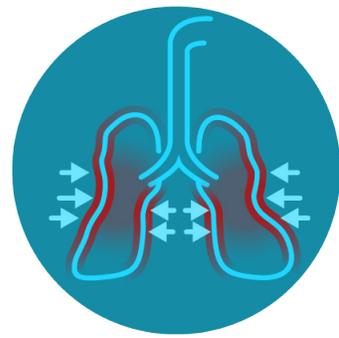
**DO NOT ENTER if you have:**



**FEVER**



**COUGH**



**SHORTNESS OF  
BREATH**



[cdc.gov/CORONAVIRUS](https://cdc.gov/CORONAVIRUS)



**CLEAN  
HANDS KEEP  
YOU HEALTHY.**

**Wash your hands with soap  
and water for at least**

**20 SECONDS.**

**LIFE IS BETTER WITH**

**CLEAN  
HANDS**



[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)

