



Quick Reference Guide

Stop the Spread: General Business and Industry Safety Protocols

In accordance with Executive Order 2020-97, the following are required protocols to help employers stop the spread of COVID-19 in the workplace, manage existing operations and return employees to work. Since the executive orders are being updated so frequently, it is impossible to provide specific details about when restrictions may be lifted from a particular industry or what regions may be impacted. Please refer to the relevant and current executive order for this or more detailed information about reopening and return to work rules. All businesses that are allowed to conduct in-person operations under EO 2020-96 must develop and implement these protocols or risk violating state laws, with significant consequences under the Michigan Occupational Health and Safety Act (MIOSHA).

ALL BUSINESSES

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| <ul style="list-style-type: none"> <input type="checkbox"/> Develop a COVID-19 response Plan based on Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration (OSHA) <input type="checkbox"/> Plan must be available by June 1st or within 2 wks. of resuming in-person activities via website, network or hard copy <input type="checkbox"/> Designate 1 or more worksite supervisors to implement, monitor, and report on the COVID-19 Plan <input type="checkbox"/> Provide training to employees* that covers: (1) infection-control practices, (2) proper use of PPE, (3) how to notify company of COVID symptoms or suspected or confirmed diagnosis, & (4) how to report unsafe work conditions | <ul style="list-style-type: none"> <input type="checkbox"/> Conduct a daily entry self-screening protocol for all employees or contractors* at a minimum using questionnaire covering symptoms and suspected or confirmed exposure to positive case of COVID-19 ^ <input type="checkbox"/> Keep everyone 6 ft. from one another to max. extent possible <input type="checkbox"/> Provide non-medical grade face coverings to employees <input type="checkbox"/> Face coverings must be worn when employees cannot maintain 6 ft. of distance <input type="checkbox"/> Consider face shields when 3 ft. of distance cannot be maintained | <ul style="list-style-type: none"> <input type="checkbox"/> Increase cleaning/disinfecting with focus on high-touch surfaces, parts, products, equipment <input type="checkbox"/> Adopt protocols to clean and disinfect with positive COVID case <input type="checkbox"/> Make cleaning supplies available on entry and workstations and wash hands and sanitize frequently <input type="checkbox"/> Adopt additional infection control measures appropriate work performed and rate of infection in community | <ul style="list-style-type: none"> <input type="checkbox"/> Within 24 hours of confirmed COVID case, notify: (1) local public health department and (2) coworkers, contractors, suppliers who had contact with confirmed case* <input type="checkbox"/> Prohibit discharge, discipline, or retaliation against employee who stays home or leaves work per EO 2020-36 <input type="checkbox"/> Allow employee with suspected or confirmed case of COVID-19 to return to workplace only after they are no longer infectious according to CDC guidelines <input type="checkbox"/> Essential business travel only <input type="checkbox"/> Encourage use of PPE <input type="checkbox"/> Promote remote work |
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* Must maintain a record of these requirements.

^ If a business is located in a county with stricter screening requirements (like Oakland County), businesses must follow those stricter local orders.

In addition to the above general business protocols, the following industries must also implement industry-specific protocols:

OUTDOOR BUSINESSES			
<ul style="list-style-type: none"> <input type="checkbox"/> Prohibit gatherings of any size in which people cannot maintain 6 ft. of distance from one another 	<ul style="list-style-type: none"> <input type="checkbox"/> Limit in-person interaction with clients and patrons and bar interactions when people cannot maintain 6 ft. of distance 	<ul style="list-style-type: none"> <input type="checkbox"/> Provide and require PPE such as gloves, goggles, face shields, face coverings appropriate for activity being performed 	<ul style="list-style-type: none"> <input type="checkbox"/> Protocols to limit sharing of tools and equipment and require frequent cleaning and disinfecting
CONSTRUCTION BUSINESSES			
<ul style="list-style-type: none"> <input type="checkbox"/> Conduct daily entry screening protocol for all employees, contractors, suppliers, or others entering worksite, including using a questionnaire covering symptoms and suspected or confirmed exposure to positive case of COVID-19 and, if possible, temperature screening <input type="checkbox"/> Create dedicated screening entry points at each worksite, if possible, or issue stickers to show employee received screening prior to worksite entry 	<ul style="list-style-type: none"> <input type="checkbox"/> Provide instructions for the distribution of PPE and designate on-site locations for soiled masks <input type="checkbox"/> Require the use of work gloves where appropriate to prevent skin contact with contaminated surfaces 	<ul style="list-style-type: none"> <input type="checkbox"/> Identify choke points and high-risk areas where employees must stand near one another (such as hallways, hoists and elevators, break areas, water stations, and buses), control their access and use to maintain social distancing <input type="checkbox"/> Provide easy access to sufficient hand-washing or hand-sanitizing stations at the worksite 	<ul style="list-style-type: none"> <input type="checkbox"/> Notify contractors (if a subcontractor) or owners (if a contractor) of any confirmed COVID-19 cases among employees at the worksite <input type="checkbox"/> Restrict unnecessary movement between project sites <input type="checkbox"/> Protocols for minimizing personal contact upon delivery of materials to the worksite
REAL ESTATE			
<ul style="list-style-type: none"> <input type="checkbox"/> Showings, inspections, appraisals, photograph or videography, or final walk-throughs must be performed by appointment and must be limited to 4 or fewer people at any one time. 	<ul style="list-style-type: none"> <input type="checkbox"/> Private showings may only be arranged for owner-occupied homes, vacant homes, vacant land, commercial property, and industrial property. 		
MANUFACTURING BUSINESS			
<ul style="list-style-type: none"> <input type="checkbox"/> Conduct daily entry screening protocol for all employees, contractors, suppliers, or others entering facility, including using a questionnaire covering symptoms and suspected or confirmed exposure to positive case of COVID-19, together with temperature screening as soon as no-touch thermometers can be obtained <input type="checkbox"/> Create dedicated entry point(s) at every facility for daily screening and ensure physical barriers are in place to prevent anyone from bypassing the screening 	<ul style="list-style-type: none"> <input type="checkbox"/> Train employees (at a minimum) on: (1) How virus is transmitted from person to person; (2) Distance virus can travel in the air and time it remains viable in the air and on surfaces; (3) Use of PPE, including putting it on and taking it off <input type="checkbox"/> Reduce congestion in common areas – for example: close salad bars and buffets, sit 6 ft. apart when eating, place marking on the floor for standing in line, offer boxed food via delivery or pick-up points, reduce cash payments 	<ul style="list-style-type: none"> <input type="checkbox"/> Stagger meal and break times <input type="checkbox"/> Suspend all non-essential in-person visits, including tours Install temporary barriers, where possible, between work stations and cafeteria tables <input type="checkbox"/> Minimize personal contact upon delivery of materials to the facility <input type="checkbox"/> Limit the sharing of tools and equipment <input type="checkbox"/> Ensure sufficient # of hand-washing or hand-sanitizing stations to enable easy access by employees, and discontinue use of hand dryers 	<ul style="list-style-type: none"> <input type="checkbox"/> Notify plant leaders and potentially exposed individuals of a positive case of COVID-19 in the facility <input type="checkbox"/> Maintain a central log for symptomatic employees or employees who received a positive test for COVID-19 <input type="checkbox"/> Send potentially exposed employees home upon identification of positive COVID-19 case <input type="checkbox"/> Require employees to self-report to plant leaders as soon as possible after developing COVID-19 symptoms

<ul style="list-style-type: none"> <input type="checkbox"/> Stagger start times to prevent congestion any entry points 	<ul style="list-style-type: none"> <input type="checkbox"/> Implement rotational shifts (increase # of shifts, alternating days or weeks to reduce # of employees in facility at same time 		<ul style="list-style-type: none"> <input type="checkbox"/> Shut down areas for cleaning and disinfecting, as necessary, if employee goes home after displaying symptoms of COVID-19 at facility
RESEARCH LABS (not labs that perform diagnostic test)			
<ul style="list-style-type: none"> <input type="checkbox"/> Create protocols and checklists to conform to the Response Plan <input type="checkbox"/> Assign dedicated entry point(s) and/or times into lab buildings <input type="checkbox"/> Conduct daily entry screening protocol for all employees, contractors, suppliers, or others entering worksite, including using a questionnaire covering symptoms and suspected or confirmed exposure to positive case of COVID-19 and, if possible, temperature screening <input type="checkbox"/> Restrict all non-essential travel, including in-person conference events 	<ul style="list-style-type: none"> <input type="checkbox"/> Suspend all non-essential in-person visitors (including visiting scholars and undergrad. students) until further notice <input type="checkbox"/> Implement plan for distributing face coverings <input type="checkbox"/> Limit # of people per sq. ft of floor space in a particular lab at one time <input type="checkbox"/> Close open workspaces, cafeterias, and conference rooms <input type="checkbox"/> As necessary, use tape on the floor to mark socially distanced workspaces and create one-way traffic flow 	<ul style="list-style-type: none"> <input type="checkbox"/> Require all office and dry lab work to be conducted remotely <input type="checkbox"/> Minimize the use of shared lab equipment and shared lab tools <input type="checkbox"/> Protocols for disinfecting lab equipment and lab tools <input type="checkbox"/> Provide disinfecting supplies and require employees to wipe down their work stations at least twice daily <input type="checkbox"/> Implement an audit and compliance procedure to ensure that cleaning criteria are followed 	<ul style="list-style-type: none"> <input type="checkbox"/> Establish clear reporting process for person with symptoms or confirmed case of COVID-19, including the notification to lab leaders <input type="checkbox"/> Maintain a central log of individuals with symptoms or confirmed cases <input type="checkbox"/> Clean and disinfect work site when employee is sent home with symptoms or a confirmed case of COVID-19 <input type="checkbox"/> Send any potentially exposed co-workers home if there is a positive case in the facility
RETAIL STORES OPEN FOR IN-STORE SALES*			
<ul style="list-style-type: none"> <input type="checkbox"/> Create signs or pamphlets to inform customers of changes to store practice and explain precautions taken by store <input type="checkbox"/> Establish lines to regulate entry with markings for patrons to stand at least 6 ft. apart from one another while waiting. <input type="checkbox"/> Explore alternatives to lines, including by allowing customers to wait in their cars for a text message or phone call (promotes social distancing and accommodates patrons with disabilities) 	<ul style="list-style-type: none"> <input type="checkbox"/> Stores of less than 50,000 sq. ft. of customer floor space must limit total # of people in store (incl. employees) to 25% of total occupancy established by fire marshal <input type="checkbox"/> Stores of more than 50,000 square feet must (1) limit total number of customers (excluding employees) to 4 people per 1,000 sq. ft. of customer floor space, and (2) create at least two hours per week of dedicated shopping time for vulnerable populations (i.e. > age 60, pregnant, and chronic conditions like heart disease, diabetes, and lung disease) 	<ul style="list-style-type: none"> <input type="checkbox"/> Post signs at store entrance(s) instructing customers of their legal obligation to wear a face covering when inside the store <input type="checkbox"/> Post signs at store entrance(s) informing customers not to enter if they are or have recently been sick <input type="checkbox"/> Design spaces and activities to encourage employees and customers to maintain 6 ft. of distance from one another <input type="checkbox"/> Install physical barriers at checkout or other service points that require interaction, including plexiglass barriers, tape markers, or tables, as appropriate 	<ul style="list-style-type: none"> <input type="checkbox"/> Enhanced cleaning protocols for high-touch areas like restrooms, credit-card machines, keypads, counters, shopping carts <input type="checkbox"/> Train employees on: (1) appropriate cleaning procedures, including training for cashiers on cleaning between customers, (2) how to manage symptomatic customers upon entry or in the store <input type="checkbox"/> Notify employees if employer learns that an individual (including a customer or supplier) with a confirmed case of COVID-19 has visited the store <input type="checkbox"/> Limit staffing to the minimum number necessary to operate
OFFICES			
<ul style="list-style-type: none"> <input type="checkbox"/> Assign dedicated entry point(s) for all employees to reduce congestion at the main entrance 	<ul style="list-style-type: none"> <input type="checkbox"/> Require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways 	<ul style="list-style-type: none"> <input type="checkbox"/> Provide disinfecting supplies and require employees to wipe down their work stations at least twice daily 	<ul style="list-style-type: none"> <input type="checkbox"/> Institute cleaning and communications protocols when employees are sent home with symptoms

<ul style="list-style-type: none"> <input type="checkbox"/> Provide visual indicators of appropriate spacing for employees outside the building in case of congestion <input type="checkbox"/> Reduce entry congestion to ensure effective screening (e.g., staggering start times, adopting a rotation schedule so only half of employees are in at time) 	<ul style="list-style-type: none"> <input type="checkbox"/> Spread out workspaces, stagger workspace usage, restrict non-essential common space (cafeterias), provide cues to guide movement and activity (restrict elevator capacity, lock conference rooms) <input type="checkbox"/> Turn off water fountains <input type="checkbox"/> Prohibit social gatherings and meetings that prevent social distancing or that create unnecessary movement through the office 	<ul style="list-style-type: none"> <input type="checkbox"/> Post signs about the importance of personal hygiene <input type="checkbox"/> Disinfect high-touch surfaces in offices (whiteboard markers, restrooms, handles) and minimize shared items when possible (pens, remotes, whiteboards) 	<ul style="list-style-type: none"> <input type="checkbox"/> Notify employees if employer learns that an individual (including a customer, supplier, or visitor) with a confirmed case of COVID-19 has visited the office <input type="checkbox"/> Suspend all nonessential visitors <input type="checkbox"/> Restrict all non-essential travel, including in-person conference events
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RESTAURANTS AND BARS

<ul style="list-style-type: none"> <input type="checkbox"/> Post signs at entrances warning customers not to enter if they are or have recently been sick <input type="checkbox"/> Post signs instructing customers to wear face coverings until they get to their table <input type="checkbox"/> Post signs or provide pamphlets to inform customer of changes practices and explain the precautions that are being taken to prevent infection <input type="checkbox"/> Limit capacity to 50% of normal seating <input type="checkbox"/> Six feet of separation between parties or groups at different tables or bar tops (spread tables out, use every other table, remove or put up chairs or barstools that are not in use) 	<ul style="list-style-type: none"> <input type="checkbox"/> Train employees on: (1) appropriate use of PPE in conjunction with food safety guidelines, (2) food safety health protocols (cleaning between customers, especially shared condiments), and (3) how to manage symptomatic customers upon entry or in the restaurant. <input type="checkbox"/> Require hosts and servers to wear face coverings in the dining area <input type="checkbox"/> Require employees to wear face coverings and gloves in kitchen area when handling food, consistent with guidelines from the Food and Drug Administration (FDA) 	<ul style="list-style-type: none"> <input type="checkbox"/> Limit the number of employees in shared spaces, including kitchens, break rooms, and offices, to maintain at least a six-foot distance between employees <input type="checkbox"/> Limit shared items (condiments, menus) and clean high-contact areas after each customer (tables, chairs, menus, payment tools, condiments). <input type="checkbox"/> Install physical barriers, such as sneeze guards and partitions at cash registers, bars, host stands, and other areas where maintaining physical distance of six feet is difficult 	<ul style="list-style-type: none"> <input type="checkbox"/> Notify employees if employer learns that an individual (including an employee, customer, or supplier) with a confirmed case of COVID-19 has visited the location <input type="checkbox"/> Close restaurant immediately if employee shows multiple symptoms of COVID-19 (fever, atypical shortness of breath, atypical cough) and perform a deep clean, consistent with guidance from FDA and the CDC - cleaning may occur overnight
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**OUTPATIENT HEALTHCARE FACILITIES
(clinics, primary care, dental office, and vet clinic)**

<ul style="list-style-type: none"> <input type="checkbox"/> Post signs at entrance telling patients to wear face covering when inside <input type="checkbox"/> Limit waiting room occupancy to only those people who can sit 6 ft. apart. If possible, ask patients to wait in their car until called <input type="checkbox"/> Mark waiting rooms to enable 6 ft. of social distancing between individuals while waiting (placing an X on the ground or moving chairs) 	<ul style="list-style-type: none"> <input type="checkbox"/> Conduct common screening protocols for all patients, including temperature checks and COVID-19 screening questions <input type="checkbox"/> Install barriers (plexiglass, cardboard, tables) at sign-in, temperature screening or other service points that require physical interaction <input type="checkbox"/> Employ special protocols (special entrance, waiting in the car) for patients with high temperatures or 	<ul style="list-style-type: none"> <input type="checkbox"/> Require patients to wear face covering when in facility, except for identification or to facilitate exam or procedure <input type="checkbox"/> Require employees to make proper use of PPE per CDC and OSHA guidance <input type="checkbox"/> Limit # of appointments to maintain social distancing and allow adequate time to clean between appointments <input type="checkbox"/> Clean rooms between each patient <input type="checkbox"/> Deep clean exam rooms after patients with respiratory symptoms 	<ul style="list-style-type: none"> <input type="checkbox"/> Use telehealth and telemedicine as much as possible <input type="checkbox"/> Establish procedures for building disinfection per CDC if it is suspected that an employee or patient has COVID-19 or if there is a confirmed case <input type="checkbox"/> Add special hours for highly vulnerable patients (e.g. elderly and chronic conditions)
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<input type="checkbox"/> Enable contact-less sign-in (using an app) as soon as possible	respiratory problems to avoid exposing them to other patients <input type="checkbox"/> Place hand sanitizer and face covers at patient entrance		
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* According to EO 2020-96, "retail" is defined as (1) selling of goods and rendering of services incidental to the sale of goods (e.g. packaging and processing to allow for sale and delivery of goods) and (2) excludes all of the places of public accommodation listed in EO 2020-69 that remain closed.

Jaffe can answer all of your employment-related COVID-19 questions. Let us help you ensure a smooth return-to-work transition with policies and protocols that comply with federal, state, and local laws. Contact us to help you make sound and well-informed decisions about returning your employees to work and how to respond when an employee cannot return to work.

Call or email us to discuss your employment-related concerns:

Nicole Foley at nfoley@jaffelaw.com or 248.727.1396

Patrice Arend at parend@jaffelaw.com or 248.727.1381



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