

# WORKPLACE GUIDELINES FOR EMPLOYERS



Employers should continue to review the U.S. Centers for Disease Control (CDC) and Occupational Safety and Health Administration (OSHA) websites to ensure their workplace policies and procedures are based on the most up-to-date information available.

## EMPLOYER REQUIREMENTS

### ✔ Establish Exposure Determination for Employees

- The employer should evaluate routine and anticipated tasks to determine anticipated employee exposure to COVID-19.
- The employer should categorize jobs into the following risk categories:
  - **Lower exposure risk** – do not require contact with public or other workers.
  - **Medium exposure risk** – require frequent and/or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. Workers in this category have contact with the general public and coworkers.
  - **High exposure risk** – high potential for exposure to known sources of COVID-19, these could include healthcare professionals, law enforcement, nursing home employees, medical transport or mortuary workers.
  - **Very high exposure risk** – high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers in this category include healthcare, dental and morgue workers performing aerosol-generating procedures.

### ✔ Create a COVID-19 Preparedness and Response Plan

- The employer should develop and implement a written plan to prevent employee exposure to COVID-19.
- The plan should include exposure determination and detail the measures the employer will implement to reduce employee exposure, including any:
  - **Engineering controls** – barriers between the worker and exposure to the virus.
  - **Administrative controls** – policies, procedures and practices such as staggered work schedule, teleworking and increase social distancing measures.
  - **Hand hygiene and environmental surface disinfection** – regularly clean and disinfect surfaces and equipment.
  - **Personal protective equipment** – employees in frequent or prolonged close contact with known or suspected cases of COVID-19 must be provided with and wear, at a minimum, an N95 respirator.
  - **Health surveillance** – screening protocols to identify known or suspected COVID-19 cases at the start of work shifts, employees should report any signs or symptoms of COVID-19.
  - **Training** – employers should provide COVID-19 exposure prevention training to employees, including steps to report signs and symptoms of COVID-19.

## ✔ Establish Workplace Procedures

- Identify a workplace COVID-19 coordinator.
- Examine and update policies like telework.
- Establish a chain of communication.
- Train employees on new procedures and policies.
- Employee health screening procedures - prior to work.

## ✔ Workplace Procedures - Cleaning

- The employer should routinely clean and disinfect all areas such as offices, common areas, bathrooms, shared electronic equipment and frequently touched surfaces.
- If a sick employee is suspected or confirmed to have COVID-19, perform enhanced cleaning and disinfection of the workplace.

## ✔ Workplace Procedures - Sick Employees

- Require employees to report when they receive a positive test or are experiencing symptoms of COVID-19.
- Require employees to self-isolate. Employees should notify supervisors and stay home. Do not allow employees to return until home isolation criteria is met (Follow CDC Guidance) and inform other employees of possible workplace exposure (ADA compliant - Keep confidentiality).
- Record COVID-19 illnesses on **MIOSHA 300 Log**
  - › Employers are to make work-related determinations based on reasonably available, objective evidence that the illness is work-related.
  - › Follow the OSHA Enforcement Memo for Recording COVID-19 Cases.

## ✔ Employee Training

Training should cover new policies and procedures like screening procedures, telework duties and employee reporting policy. Be sure to train on new controls like personal protective equipment (PPE) requirements and cleaning of workspace.

## ✔ Contact MIOSHA

Michigan Occupational Safety and Health Administration (MIOSHA)  
530 W. Allegan Street  
P.O. Box 30643  
Lansing, Michigan 48909-8143

If you need further information, call **855-SAFEC19 (855-723-3219)**. To request consultation, education and training services, call 517-284-7720 or visit our website at **[Michigan.gov/MIOSHA](https://www.miosha.org/)**

For more information visit **[OSHA.gov/Coronavirus](https://www.osha.gov/coronavirus)** or call **800-321-OSHA (6742)** or visit the U.S. Centers for Disease Control at **[CDC.gov/coronavirus](https://www.cdc.gov/coronavirus)**.