COVID-19 Guidelines for Offices

SUMMARY OF MIOSHA EMERGENCY RULES
MDHHS has issued COVID-19 Public Health Orders regarding requirements about face coverings for the public, gathering limitations, and other public health concerns.

Please visit [Michigan.gov/Coronavirus](https://Michigan.gov/Coronavirus) for information on these public health orders.

The requirements in this presentation are required by MIOSHA Emergency Rules for COVID-19.
Overview

- Requirements for All Workplaces
  - Definitions
  - Exposure Determination
  - COVID-19 Preparedness & Response Plan
  - Basic Infection Control Measures
  - Health Surveillance
  - Workplace Controls
  - Person Protective Equipment
  - Employee Training
  - Recordkeeping

- “INDUSTRY” Requirements (or Resources)
MIOSHA Emergency Rules for COVID-19

REQUIREMENTS FOR ALL WORKPLACES
Definitions

- **Close Contact**: someone who was within 6ft of an infected person for at least 15 minutes starting from 2 days before illness onset (or for asymptomatic persons, 2 days prior to specimen collection) until the time the person is isolated.

- **COVID-19**: coronavirus disease 2019, a severe acute respiratory disease characterized by symptoms including fever, cough, fatigue, and shortness of breath which may progress to pneumonia, multi-organ failure, & death.

- **Known Cases of COVID-19**: person who have been confirmed through diagnostic testing to have COVID-19.

- **SARS-CoV-2**: severe acute respiratory syndrome coronavirus 2, the virus which is the causative agent of COVID-19.

- **Suspected Cases of COVID-19**: persons who have symptoms of COVID-19 but have not been confirmed through diagnostic testing or person who have had close contact with a person who has been confirmed through diagnostic testing.
Exposure Determination

- Evaluate routine & reasonably anticipated tasks/procedures to determine actual OR reasonably anticipated exposures to SARS-CoV-2

- Categorize tasks/procedures into the following risk categories:
  - Lower Exposure Risk
  - Medium Exposure Risk
  - High Exposure Risk
  - Very High Exposure Risk

- Use OSHA guidance for additional resources for exposure determination
  - Guidance on Preparing Workplaces for COVID-19
  - COVID-19 Hazard Recognition
Exposure Determination

- Exposure Risk Categories

  - Lower Exposure Risk
    - Tasks do not require contact with people known or suspected of being infected with SARS-CoV-2
    - Tasks do not have frequent close contact with the public
    - Workers have minimal occupational contact with coworkers & the public

  - Medium Exposure Risk
    - Tasks require frequent OR close contact with people who may be infected with SARS-CoV-2, but who are NOT a known/suspected COVID-19 patient
    - In areas with ongoing community transmission, workers that have contact with the public (schools, high-population-density work environments, high-volume retail settings)
    - In areas without ongoing community transmission, workers that have frequent contact with travelers from areas with ongoing community transmission
Exposure Risk Categories (cont.)

- **High Exposure Risk**
  - Tasks with high potential for exposure to known or suspected sources of COVID-19
  - Worker could include: licensed health care professionals, medical first responders, nursing home employees, law enforcement, correctional officers, or mortuary workers

- **Very High Exposure Risk**
  - Tasks with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures
  - Workers could include:
    - Healthcare workers (doctors, nurses, dentists, paramedics, EMTs) performing aerosol-generating procedures on known/suspected COVID-19 patients
    - Healthcare or Laboratory workers collecting or handling specimens from known/suspected COVID-19 patients
    - Morgue workers performing autopsies on bodies of people who are known/suspected of having COVID-19 at the time of their death
Develop & Implement a written COVID-19 Preparedness & Response plan

- Use current OSHA guidance for COVID-19 - [Guidance on Preparing Workplaces for COVID-19](link)

- Use current CDC COVID-19 guidance

The preparedness & response plan **shall** include the employee exposure determination & **shall** detail measures to prevent employee exposure, including any:
  - Engineering Controls
  - Administrative Controls
  - Basic Infection Prevention Measures
  - Person Protective Equipment
  - Health Surveillance
  - Training

The employer **shall** make the preparedness & response plan readily available to employees & their representatives (website, internal network, or hardcopy)
COVID-19 Preparedness & Response Plan

- Examples of Engineering Controls
  - High-efficiency Air Filters
  - Increased Ventilation Rates
  - Physical Barriers – Clear plastic barriers, sneeze guard, plexiglass
  - Installing a drive-thru window
COVID-19 Preparedness & Response Plan

- Examples of Administrative Controls
  - Restrict non-essential business travel
  - Encourage hand washing and use of hand sanitizer through posters and training
  - Promote remote work
  - Implement rotational shift schedules to reduce the number on employees onsite at the same time
  - Stagger meal and break times
  - Use posters, signs, barriers, or floor markings to reduce congestion
Basic Infection Prevention Measures

- The employer **shall**:  
  - Promote frequent & thorough handwashing, including by providing workers, customers, & worksite visitors a place to wash hands; Provide antiseptic hand sanitizer or alcohol-based hand towelettes containing 60% alcohol when soap & water are unavailable
  - Require workers who are sick to not report to work or work in an isolated location
  - Prohibit workers from using other workers’ phones, desks, offices, or other work tools & equipment when possible
  - Create policy prohibit in-person work for employees to the extent that their work activities can feasibly be performed remotely

Photo: U.S. Department of Defense
Basic Infection Prevention Measures (cont)

- The employer **shall**:
  - Increase facility cleaning & disinfection to limit exposure to SARS-CoV-2; focus on:
    - High touch surfaces (e.g. door handles)
    - Parts, products, and shared equipment (e.g. tools, machinery, and vehicles)
  - Use EPA approved disinfectants expected to be effective against SARS-CoV-2: [List N](#)
  - Follow manufacturer’s instructions for cleaning & disinfection products (e.g. concentration, application method, contact time, and PPE)
Basic Infection Prevention Measures (cont.)

General Information

- **Cleaning**
  - The removal of germs, dirt, and impurities from surfaces. Removes, but does not kill germs
  - Use soap & water

- **Disinfecting**
  - The use of chemicals to kill germs on surfaces. Does not necessarily remove germs from a surface

- **Common Disinfectants**
  - EPA List N: Disinfectants for Coronavirus
  - Bleach Solution - ⅓ cup bleach per gallon water or 4 teaspoons bleach per quart water
  - 70% alcohol solutions may also be used – wipes or liquid
Health Surveillance

The employer **shall** conduct a daily entry self-screening protocol

For all employees and contractors entering the workplace

- At minimum, a questionnaire that includes questions about:
  - Symptoms of COVID-19
  - Contact with individuals known or suspected COVID-19

- Temperature Screening (if possible)
Health Surveillance (cont.)

- The employer **shall**:
  - Direct employers to promptly report any signs & symptoms of COVID-19 their experiencing to the employer before OR during the work shift
  - Physically isolate any employees know or suspected to have COVID-19 from the remainder of the workforce, using measure such as, but not limited to:
    - Not allowing known/suspected cases to report to work
    - Sending know/suspected cases away from the workplace
    - Assigning known/suspected cases to work alone at a remote location (e.g. their home), as their health allows

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STOP THE SPREAD OF GERMS
Help prevent the spread of respiratory diseases like COVID-19.

Stay home when you are sick, except to get medical care.
Health Surveillance (cont.)

- When an employer learns of an employee, visitor, or customer with a known case of COVID-19, the employer **shall**:  
  - Immediately notify the local public health department AND  
  - Within 24 hours of learning of the known case, notify any co-workers, contractors, or suppliers who may have come into contact with the person with a known case of COVID-19

- Employer **shall** allow employees with a known/suspected case of COVID-19 return to the workplace only after:  
  - The individual is no longer infectious according to the latest guidelines from the CDC AND  
  - The individual is released from any quarantine or isolation order by the local public health department

- CDC Guidance for [Return to Work for Persons with COVID-19 Not in Healthcare](#)
- CDC Guidance for [Return to Work for Healthcare Personnel with COVID-19](#)
Workplace Controls

- The employer **shall** designate one or more worksite COVID-19 safety coordinator
- **COVID-19 Safety Coordinator**
  - Must Implement, monitor, & report on the COVID-19 control strategies required for the worksite
  - Must remain on-site at all times when employees are present on site
  - An on-site employee may be designated to perform the COVID-19 safety coordinator role

- The employer **shall** place posters in the languages common in the employee population that encourage staying away from work when sick, cough & sneeze etiquette, and proper hand hygiene practices
Workplace Controls (cont.)

- The employer **shall**:
  - Keep everyone on the worksite at least 6ft from one another and reduce congestion
    - Use ground markings, signs and physical barriers as appropriate to ensure social distancing and reduce congestions
  - Provide non-medical grade face coverings to their employees
  - Require face coverings when employees cannot consistently maintain 6ft of separation from others
  - Consider face shields (in addition to face coverings) when employees are unable to consistently maintain 3ft of separation from others
  - Require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways
Personal Protective Equipment (PPE)

- The employer **shall**:  
  - Provide employees with types of PPE, including respirators as necessary, for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job
  - Ensure PPE is:  
    - Properly worn  
    - Used consistently  
    - Regularly inspected, maintained, and/or replaced (as necessary)  
    - Properly removed, cleaned, and stored or disposed of to avoid contamination to self, others, or the work environment
In establishments that provide medical treatment or house know/suspected cases of COVID-19, the employer **shall** ensure that employees in frequent or prolonged close contact with such cases are provided with and wear, **at a minimum**: 
- N-95 respirator
- Goggles or face shield AND
- Gown
Face Coverings vs Respirators

- Know the difference between cloth face coverings and respirators
- NIOSH Certified Respirators require compliance to the Respiratory Protection Program
- Facemasks vs Respirators Factsheet
- Voluntary vs Required Respirator Use Factsheet
Respirator Information

- MIOSHA Part 451 Respiratory Protection Key Program Elements
- NIOSH Certified Respirators
- Written Program – MIOSHA Sample Program
- Medical Evaluation
- Fit Testing

Voluntary use respirators require a respiratory protection program
- The respirator worn will prescribe which program elements are required for voluntary use
- Use resources to evaluate program requirements - OSHA Small Entity Compliance Guide to Respiratory Protection

Stay updated to temporary enforcement guidance given by OSHA Enforcement Memos for COVID-19
Employee Training

- **Employer shall provide:**
  - Training to employees on SARS-CoV-2 and COVID-19
  - Communication and training on COVID-19 infection control practices in the primary languages common in the employee population
  - Updated training if:
    - There are changes to its COVID-19 preparedness & response plan OR
    - New information becomes available about the transmission of SARS-CoV-2

- **Training shall cover:**
  - Workplace infection control practices
  - Proper use of PPE
  - Steps employees must follow to employer of COVID-19 symptoms or a suspected or confirmed case of COVID-19
  - How to report unsafe working conditions
Employers must maintain a record of the following:

- Training; maintain all COVID-19 employee training
- Screening Protocols; maintain a record of screening for each employee or visitor entering the workplace
- Records of Required Notifications; maintain record of notifications associated to confirmed cases of COVID-19 in the workplace (see Rule 6 for health surveillance)

Employers must maintain records for one year from time of generation.
MIOSHA RECOMMENDATIONS for COVID-19

ADDITIONAL RESOURCES FOR OFFICES
Recommendations Specifically for Offices

For specific recommendations on keeping employees safe in office environments please visit:


Which can be found at:

https://www.backtoworksafely.org/
CDC Recommendations for Offices

For specific recommendations on keeping employees safely in office environments please visit:

The CDC’s COVID-19 Employer Information for Office Buildings
COVID-19 Resources

State of Michigan
- Coronavirus
- Emergency Epidemic Orders
- Michigan Coronavirus Resources
- Michigan Safe Start Map

MIOSHA
- COVID-19 Interim Enforcement Plan
- Workplace Safety Guidance for COVID-19
- Sample COVID-19 Preparedness & Response Plan

OSHA
- COVID-19 Information
- Guidance on Preparing Workplaces for COVID-19
- Enforcement Memos for COVID-19
- Interim Guidance for Specific Industries

CDC
- Coronavirus Disease (COVID-19)
- Guidance for Businesses & Workplaces
- Return to Work Guidance for Individuals with COVID-19 Not in Healthcare
- Guidance for Cleaning & Disinfecting
- General Business FAQs
- Healthcare Workers FAQs

Other
- AIHA – Back to Work Safety Industry Specific Recommendations
MIOSHA Resources

- MIOSHA Webpage
- MIOSHA Consultation, Education & Training (CET) Division
- MIOSHA Standards
- Request for Consultative Assistance
- PPE Guide for General Industry (SP #16)
- Respiratory Protection Program – Sample Written Program (SP #05)
- Hazard Communication Program – Sample Written Program (CET 5530)
- MIOSHA Training Program
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 regarding COVID-19
Call 855-SAFEC19 (855-723-3219).

To request consultation, education and training services, call 517-284-7720
or visit our website at:
www.michigan.gov/miosha