

Linda Pershinske, P.C.

COVID-19 PREPAREDNESS AND RESPONSE PLAN

With Remote Work Policy

Prepared: October 26, 2020

## COVID-19 PREPAREDNESS AND RESPONSE PLAN

**Linda Pershinske, P.C.** takes the health and safety of our employees seriously. We are all living through the spread of COVID-19 and the need for certain employees to continue in-person work. Others either are or will soon be welcomed back into work, either because they are critical infrastructure workers, because they are needed to conduct minimum basic operations for our business or because our business is once again allowed to open. We want you to know that we are committed to reducing the risk of exposure to COVID-19 and we are ready to provide a healthy and safe workplace for our employees, customers and guests.

Our plan is based on information and guidance from the Centers for Disease Control (CDC) and the Occupational Health and Safety Administration (OSHA) at the time of its development. Because the COVID-19 situation is frequently changing, the need for modifications may occur based on further guidance provided by the CDC, OSHA, and other public officials at the state or local levels. **Linda Pershinske, P.C.** is focused on three lines of defense:

1. Limiting the number of people together at the same time in the same place,
2. Sanitizing all areas and
3. Requiring appropriate personal protection equipment including masks.

**Note:** **Linda Pershinske, P.C.** may amend this Plan based on changing requirements and the need of our business.

The spread of COVID-19 in the workplace can come from several sources:

- Co-workers
- Customers
- Guests - visitors/vendors/family members
- The General Public

Our employees fall into one or more of the following categories as defined by OSHA:

- Lower exposure risk (the work performed does not require direct contact with people known or suspected to be infected with COVID-19 or frequent close contact with the public).

## COVID-19 WORKPLACE COORDINATORS (TASK FORCE)

**Linda Pershinske, P.C.** has designated the following staff as its COVID-19 Workplace Coordinators: *Linda Pershinske, President, linda@lpershinskepc.com (231)946-1535 or (231)631-7601.*

### **The Coordinators responsibilities include:**

- staying up to date on federal, state and local guidance
- incorporating those recommendations into our workplace
- training our workforce on control practices, proper use of personal protective equipment, the steps employees must take to notify our business of any COVID-19 symptoms or suspected cases of COVID-19.
- reviewing HR policies and practices to ensure they are consistent with this Plan and existing local, state and federal requirements

## RESPONSIBILITIES OF **LINDA PERSHINSKE, P.C.** SUPERVISORS AND MANAGERS

All **Linda Pershinske, P.C.** managers/supervisors must be familiar with this Plan and be ready to answer questions from employees. Additionally, **Linda Pershinske, P.C.** expects that all managers/supervisors will set a good example by following this Plan. This includes practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

**Linda Pershinske, P.C.** will require and keep a record of all self-screening protocols for all employees or contractors entering the worksite, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed cases of COVID -19.

### **Linda Pershinske, P.C.** will:

- Keep everyone on the worksite premises at least six feet from one another to the maximum extent possible, including through the use of ground markings, signs, and physical barriers, as appropriate to the worksite.
- Provide non-medical grade face coverings to their employees.
- Require face coverings to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace.
- Increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (e.g., door handles), paying special attention to equipment.
- Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.
- Make cleaning supplies available to employees upon entry and at the worksite and provide time for employees to wash hands frequently or to use hand sanitizer.
- When an employee is identified with a confirmed case of COVID-19, within 24 hours, notify both:

1. The local public health department, and
  2. Any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.
- Conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
  - Train employees on how to report unsafe work conditions.

## RESPONSIBILITIES OF EMPLOYEES

We are asking each of our employees to help with our prevention efforts while at work **Linda Pershinske, P.C.**, understands that in order to minimize the impact of COVID-19 at our facility, everyone needs to play his or her part. We have instituted several best practices to minimize exposure to COVID-19 and prevent its spread in the workplace. This includes specific cleaning efforts and social distancing. While here at work, all employees must follow these best practices for them to be effective. Beyond these best practices, we require employees to report to their managers or supervisors immediately if they are experiencing signs or symptoms of COVID-19, as described below. If employees have specific questions about this Plan or COVID-19, they should ask their manager, supervisor or contact **Linda Pershinske**.

### OSHA and the CDC Prevention Guidelines

OSHA and the CDC have provided the following preventive guidance for all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with anyone who is sick.
- Maintain appropriate social distance of six feet to the greatest extent possible.

Additionally, employees must familiarize themselves with the symptoms and exposure risks of COVID-19.

The primary symptoms of COVID-19 include the following:

- Dry cough;
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever (either feeling feverish or a temperature of 100.4 degrees or higher);
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Individuals with COVID-19 may also have early symptoms such as, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as an atypical cough or shortness of breath, do not report to work. You must also notify your supervisor immediately and contact your healthcare provider. Similarly, if employees come into close contact with someone showing these symptoms, they must notify their supervisor immediately and consult their healthcare provider. We have the responsibility to work to identify and notify all employees who have close contact with individuals with COVID-19 symptoms. "Close contact" is not brief or incidental contact with a person with COVID-19 symptoms.

The CDC defines "close contact" as either:

- Being within roughly six feet of a COVID-19 infected person or a person with any symptom(s) for a "prolonged period of time;" ( the CDC estimates range from 10 to 30 minutes, or,
- Having direct contact with infectious secretions of a COVID-19 infected person or a person with any COVID-19 symptom(s) (i.e., being coughed on).

## HEALTH AND SAFETY PREVENTATIVE MEASURES FOR LINDA PERSHINSKE, P.C.

**Linda Pershinske, P.C.** has put a number of best practices and measures in place to ensure the health and safety of identified groups of individuals. With each group of individuals, our Plan is focused on three lines of defense – limiting the number of people together at a time, sanitizing all areas and requiring appropriate personal protection equipment.

Minimizing exposure from co-workers.

**Linda Pershinske, P.C.** takes the following steps to minimize exposure from co-workers to COVID-19 by educating employees on protective behaviors that reduce the spread of COVID-19 and provide employees with the necessary tools for these protective behaviors, including:

General Education:

- Informing employees of the importance of good hand hygiene. Regularly washing hands with soap and water for at least 20 seconds is one of the most effective ways for employees to minimize exposure to COVID-19. If soap and water are not readily available, employees should use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer.
- Encourage good hand hygiene by ensuring that adequate supplies of soap and hand sanitizer are maintained and placing hand sanitizers in multiple locations.
- Discourage handshaking and encourage the use of other non-contact methods of greeting
- When possible, avoid the use of other employees' phones, desks, offices, other work tools and equipment, and other commonly touched surfaces.
- If the above cannot be avoided, clean and disinfect them before and after use

Social Distancing

- Limit in-person meetings
- Restrict the number of workers present on-site to no more than necessary
- Promote remote work as much as possible
- Encourage and require social distancing to the greatest extent possible while in the workplace
- Encourage employees to minimize ridesharing. If this cannot be avoided, while in vehicles, employees must ensure adequate ventilation

- Consider use of masks and gloves
- Deliver items through curbside pick-up or delivery

## Checklist for Employers when employee tests positive for COVID-19

- Treat positive test results and “suspected but unconfirmed” cases of COVID-19 the same.
- If the source of infection is known, identify if it was at the workplace or outside.
- If the infection was contracted inside the workplace, notify workers’ compensation carrier;
  - Place the employee on workers’ compensation leave (with pay); and
  - Record the infection in the employer’s OSHA 300 log.
- Consider and then include employee benefit plans that may be available including: FMLA, PTP, paid sick leave, etc.
- Ask employee if he or she grants the employer permission to disclose the fact that the employee is infected.
  - If yes:
    - Notify employee’s manager(s) or supervisor(s) that employee is infected with COVID-19 and is out on leave.
    - For everyone else, respond to inquiries by disclosing employee is on a leave of absence for non-disciplinary purposes.
  - If no:
    - Notify employee’s manager(s) or supervisor(s) only that employee is on a leave of absence for non-disciplinary purposes.
  - Regardless of yes or no:
    - Disclose identity of employee to any required notification to OSHA or the health department.
- Notify employee’s co-workers who may have come into contact with employee at work within the past 14 days that they may have been exposed to COVID-19 and may wish to see a healthcare provider.
- DO NOT identify the infected employee by name and to the greatest extent possible, avoid making any direct or indirect references that would lead co-workers to identity of the employee.
- For employees who had close contact with employee in past 14 days, send them home for a 14-day self-quarantine.
- Notify known customers, vendors, or third parties with whom the employee may have come into contact with while at work within the past 14 days that they may have been exposed to COVID-19 and may wish to see a healthcare provider. DO NOT identify the infected employee by name.
- To the extent reasonably possible, avoid making any direct or indirect references that would lead the person to guess the identity of the employee.
- Currently, there is no guidance on how far a company should investigate for third parties who may have come into contact with an employee through work. It is safe to include any parties on the employee’s work calendar, in visitor logs, or otherwise readily available or known.
- Arrange for a professional cleaning of the employee’s workspace, immediate surrounding area, and areas likely visited (break room, restroom, etc.).
- Respond to inquiries by CDC or public health authorities as received.

Restrict employees from the workplace if they display symptoms of COVID-19

- For employees who are completing in-person work, health assessments (temperature checks) and/or questionnaires prior to entry into the facility.
- Any employee with COVID-19 symptoms will be immediately separated from other individuals and sent home.
- The ability to work remotely will be encouraged where possible.
- Guidance from the employee's health care provider on their return to work date will be required.

Actively encourage sick employees to stay home:

- Include a statement regarding your PTO program, Families First Coronavirus Response Act Policies and Posters should be posted in common places as well as on the employee shared IT drives (if employees have questions regarding use of emergency paid sick time, employees should contact [Linda Pershinske](#)).
- **Linda Pershinske, P.C.** will follow state and federal guidance for return to work guidance.
- Guidance from the employee's health care provider will also be considered

If an employee has a confirmed case of COVID-19, **Linda Pershinske, P.C.** ensures the following:

- We will communicate with co-workers
- We will work with our local health department to provide them with the name of any identified employees that may have been exposed
- We will report cases to OSHA via their reporting/recordkeeping requirements
- **Linda Pershinske, P.C.** will follow CDC and State guideline protocols for return to work, including workplace contact tracing and CDC-recommended cleaning and disinfecting in all affected areas
- Guidance from the employee's health care provider will also be considered
- We will perform increased environmental cleaning and disinfection
  - Employees should sanitize their work areas upon arrival, throughout the workday, and immediately before leaving for the day
  - We will all routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
  - **Linda Pershinske, P.C.** provides disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, copiers, desks, other work tools and equipment) can be wiped down by employees before each use.
  - Employees at a higher risk for serious illness due to COVID-19 will be encouraged to work remotely. If working remotely is not possible, additional precautions will be put in place to ensure their safety, including working in separate workspaces.
  - Monitor and respond to absenteeism

Minimizing exposure from those outside of our workforce including customers, and temporary or contract labor

- **Linda Pershinske, P.C.** business practices are evaluated to ensure safety and health of all individuals. This is done on a phased approach. Beginning with appointment only onsite meetings, virtual meetings and finally transitioning to onsite meetings with appropriate precautions when that time comes.

- **Social distancing practices to be observed:**
  - In person meetings are to be made by appointments only
  - Limit the number of customers allowed into workplace
  - Minimize face to face contact
- Information is posted throughout the worksite educating individuals on ways to reduce the spread of COVID-19
- Any individual entering one of **Linda Pershinske, P.C.** facilities may have their temperature checked and/or a questionnaire completed prior to entry.
- Individual symptoms will be observed and individuals displaying symptoms of COVID -19 will be removed from the workplace.
- Physical barriers between **Linda Pershinske, P.C.** employees and customers will be considered in high volume areas (i.e. shielding at the front desk areas).
- **Linda Pershinske, P.C.** will require masks to be worn by customers inside the building.

#### Minimizing exposure from the visitors/vendors

- All business partners that work within **Linda Pershinske, P.C.** have been provided this Plan
- When possible, **Linda Pershinske, P.C.** will limit the number of visitors in the facility.
- Any individual entering one of **Linda Pershinske, P.C.** facilities may have their temperature checked and/or a questionnaire completed prior to entry.
- Masks will be available to visitors/vendors who do not have one.

#### Minimizing exposure from the general public

- Business practices are evaluated to ensure safety and health of all individuals. This is done on a phased approach. Beginning with appointment only onsite meetings, virtual meetings and finally transitioning to onsite meetings with appropriate precautions.
- Social distancing practices to be observed:
  - Limit number of individuals allowed into workplace
  - Minimize face to face contact
  - Computer workstations positioned at least 6 feet apart
- Any individual entering **Linda Pershinske, P.C.** may have their temperature checked and/or a questionnaire completed prior to entry.
- Individual symptoms may be assessed of COVID-19 and individuals with symptoms will be removed from the workplace.
- Physical barriers between **Linda Pershinske, P.C.** employees and the public will be considered in high impact areas (i.e. shielding at the front desk areas).
- Masks may be available to the general public.

This Plan is based on information and guidance from the CDC, OSHA and MIOSHA at the time of its development. The safety of our employees and visitors remain the top priority at **Linda Pershinske, P.C.** We recognize that all individuals are responsible for preventing the spread of COVID-19 and reduce the potential risk of exposure to our workforce and visitors. As the COVID-19 outbreak continues to evolve and spread, **Linda Pershinske, P.C.** is monitoring the situation closely and will update our guidance based on the most current recommendations from the CDC, World Health Organization (WHO), OSHA and any other public entities.



# Remote Work Policy

## Purpose

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. In the interest of protecting employee health & safety and proactively slowing the spread of the COVID-19 virus, **Linda Pershinske, P.C.** has implemented an emergency remote work plan following MiOSHA Emergency Rules dated 10/14/2020 stating “the employer shall create a policy prohibiting in-person work for employees to the extent that their work activities can feasibly be completed remotely.”

To this end, all employees are expected to employ the practice of working at home, instead of working at the primary place of work (e.g. the office), unless otherwise specified below.

**Linda Pershinske, P.C.** reserves the right to terminate or extend the emergency remote work plan at any time given the constantly evolving nature of the COVID-19 situation. Employee compensation, benefits, work status, and work responsibilities will not change because of the emergency remote work plan. *(OR list what has changed and the effective date.)*

This coronavirus (COVID-19) company policy is subject to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by email.

## Emergency Remote Work Guiding Principles

In implementing emergency remote work, **Linda Pershinske, P.C.** has followed these principles:

- If the business needs to change, emergency remote work logistics may change.
- The program will be transparent to all employees.
- The program will be consistently applied to all eligible employees.

## Scope

This coronavirus policy applies to all our employees. This policy applies to all regular [full-time and/or part-time] employees at **Linda Pershinske, P.C.**

## Elements

Core Business Hours: Period during which all employees must be present at the workplace or their remote office. Unless otherwise specified, core business hours at **Linda Pershinske, P.C.** are [8:30am-5pm]. The standard work week is [40] hours.

Eligibility Criteria: Full-time/part-time employees whose work can be done, even partially, without a physical presence in the workplace.

Not all roles are suited to remote work because they require extensive use of onsite resources, hands-on service, or other business operations; or it is not feasible for the employee to work remotely. The following roles are not eligible for remote work and are still expected to work onsite following all policies and procedures outlined in our remote work policies:

- Any office manager or accounting position in which paper checks need to be prepared and disbursed to the clients as part of the Company payroll preparation or accounting function. Scanning of client information is also not available from a remote work site, therefore any

position requiring scanning of documents must be performed onsite. Linda Pershinske, P.C. will work with each position to allow for remote work to the extent possible but require in person scheduling when these job duties must be performed.

- New employees that must be trained in the processes of the office must work in person until the Supervisor determines the remote work is a viable option.

The number of hours the employee is expected to work per day, or per pay period, will not change because of the emergency remote plan. Employees are required to work during the core hours.

Employees are required to submit time sheets.

Employees are required to be available by phone, chat, or video-conference during scheduled hours, except for the lunch period.

If an employee is ill while the emergency remote plan is in place, follow **Linda Pershinske, P.C.** attendance notice and reporting procedures. Non-exempt employees must report hours worked and use sick leave for hours not worked.

The employee's offsite, work location is to be considered an extension of the primary **Linda Pershinske, P.C.** work location. The employee is responsible for compliance with health and safety regulations while working in their home office. The employee promises to maintain safe working conditions at the secondary work location and to practice the same safety habits in the designated secondary workspace as in their primary workspace.

---

*What follows is a copy of the General Rules issued by the Department of Labor and Economic Opportunity Michigan Occupational Safety and Health Administration on October 14, 2020.*

Version 7 Updated October 15, 2020

*Disclaimer: While we have made every attempt to ensure that the information contained in this document has been obtained from reliable sources, the Small Business Association of Michigan is not responsible for any errors or omissions or for the results obtained from the use of this information. All information is provided "as is," with no guarantee of the completeness, accuracy, timeliness or of the results obtained from the use of this information, and without warranty of any kind, express or implied, including, but not limited to warranties of performance, merchantability, and fitness for a particular use. In no event will the Small Business Association of Michigan, its related corporations, its Board of Directors or staff thereof be liable to you or anyone else for any decision made or action taken in reliance on the information presented here or for any consequential, special or similar damages, even if advised.*

# DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY MICHIGAN OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION

## GENERAL RULES

### **EMERGENCY RULES CORONAVIRUS DISEASE 2019 (COVID-19)**

**October 14, 2020**

(By authority conferred on the director of the department of labor and economic opportunity by sections 19, 21, and 24 of the Michigan occupational safety and health act, 1974 PA 154, MCL 408.1019, 408.1021, and 408.1024, and Executive Reorganization Order Nos. 1996-1, 1996-2, 2003-1, 2008-4, 2011-4, and 2019-3, MCL 330.3101, 445.2001, 445.2011, 445.2025, 445.2030, and 125.1998.)

### **FINDING OF EMERGENCY**

These rules are promulgated by the Director of the Michigan Department of Labor and Economic Opportunity to establish requirements for employers to control, prevent, and mitigate the spread of coronavirus disease 2019 (COVID-19) among employees. Based on the best available scientific evidence and public health guidance published by the U.S. Centers for Disease Control (CDC) and other public health authorities, COVID-19 is an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). SARS-CoV-2 is easily transmitted through the air from person-to-person through respiratory aerosols, and the aerosols can settle and deposit on environmental surfaces where they can remain viable for days. There is currently no approved vaccine or proven effective antiviral treatment for COVID-19. In addition to its contagious nature, COVID-19 is dangerous and deadly. As of October 7, 2020, COVID-19 has infected 130,842 Michiganders and killed 6,847 in less than seven months.

Work, by its nature, removes people from the confines and relative safety of their homes to interact with others who may be carrying the virus including coworkers, customers, patients, or the public at large. Employees who come into contact with others at work are at elevated risk of infection.

Since March 2020, employers have reported 30 worker deaths from COVID-19 in Michigan and 127 in-patient hospitalizations for COVID-19 potentially linked to workplace exposure to SARS-CoV-2. MIOSHA has received over 3,800 complaints from employees alleging uncontrolled COVID-19 hazards in the workplace and 263 referrals from local government, including local health departments, indicating that businesses were not taking all the necessary measures to protect their employees from SARS-CoV-2 infection.

The Legislature has declared that “all employees shall be provided safe and healthful work environments free of recognized hazards.” MCL 408.1009. Employers must provide employees with “a place of employment that is free from recognized hazards that are causing, or are likely to

cause, death or serious physical harm to the employee.” MCL 408.1011(a). Nonetheless, Michigan’s experience with COVID-19 demonstrates that the disease can spread rapidly without protective measures and standards in place. Workplaces, where employees, customers, and members of the public congregate, pose a particular threat for COVID-19’s spread. To mitigate and limit COVID-19’s spread in workplaces and to protect employees across Michigan, it is necessary to impose these rules and standards.

Businesses must do their part to protect employees, their patrons, and their communities. Many businesses have already done so by implementing robust safeguards to prevent viral transmission. But we can and must do more: no one should feel unsafe at work. Pursuant to section 21(2) of the Michigan occupational safety and health act, 1974 PA 154, MCL 408.1021, I find that these emergency rules are necessary to protect employees during the ongoing COVID-19 pandemic.

Based on the best available scientific evidence and public health guidance available regarding the spread of COVID-19 in the workplace, I find that these emergency rules are necessary to protect employees. If the non-emergency rulemaking process specified in the administrative procedures act of 1969 (APA), 1969 PA 306, MCL 24.201 to 24.328, for the promulgation of rules was followed, employees across Michigan may be unnecessarily exposed to SARS-CoV-2 during the rule promulgation process. Further, existing MIOSHA rules do not directly address COVID-19’s spread in the workplace and employees are likely to experience an increased probability of infection at work until the protective measures in this rule are in place. Accordingly, following the non-emergency rulemaking process would undermine the effectiveness of Michigan’s emergency response to COVID-19, and expose Michigan workers to a higher risk of contracting the disease in their places of employment.

The Director, therefore, for the preservation of the public health, safety, and welfare, finds that a clear and convincing need exists for the promulgation of emergency rules as provided in section 48 of the APA, MCL 24.248, without following the notice and participation procedures required by sections 41 and 42 of the APA, MCL 24.241 and 24.242.

### **Rule 1. Scope and application.**

These rules apply to all employers covered in the Michigan occupational safety and health act, 1974 PA 154, MCL 408.1001 to 408.1094.

### **Rule 2. Definitions.**

#### **As used in these rules:**

“Close contact” means someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the person is isolated.

“COVID-19” means 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, and death.

“Known cases of COVID-19” means persons who have been confirmed through diagnostic testing to have COVID-19.

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

“Suspected cases of COVID-19” means persons who have symptoms of COVID-19 but have not been confirmed through diagnostic testing or persons who have had close contact with a person who has been confirmed through diagnostic testing to have COVID-19.

### **Rule 3. Exposure determination for all employers.**

The employer shall evaluate routine and reasonably anticipated tasks and procedures to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2.

The employer shall categorize jobs tasks and procedures into the following risk categories:

Lower exposure risk job tasks and procedures. These job tasks and procedures are those that do not require contact with people known to be or suspected of being infected with SARS-CoV-2 nor frequent close contact (e.g., within 6 feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

Medium exposure risk job tasks and procedures. These job tasks and procedures include those that require frequent or close contact (e.g., within 6 feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from locations with widespread SARS-CoV-2 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, high-volume retail settings).

High exposure risk job tasks and procedures. These job tasks and procedures are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category could include licensed health care professionals, medical first responders, nursing home employees, law enforcement, correctional officers, or mortuary workers.

Very high exposure risk job tasks and procedures. These job tasks and procedures are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers in this category can include:

Healthcare workers (e.g., doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures (e.g., intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on known or suspected COVID-19 patients.

Health care or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients (e.g., manipulating cultures from known or suspected COVID-19 patients).

Morgue workers performing autopsies, which generally involve aerosol-generating procedures, on the bodies of people who are known to have or are suspected of having COVID-19 at the time of their death.

### **Rule 4. COVID-19 preparedness and response plan for all employers.**

The employer shall develop and implement a written COVID-19 preparedness and response plan, consistent with the current guidance for COVID-19 from the US Centers for Disease Control and

Prevention (CDC) and recommendations in “Guidance on Preparing Workplaces for COVID-19,” developed by the Occupational Health and Safety Administration (OSHA).

The preparedness and response plan shall include the employee exposure determination from Rule 3 and shall detail the measures the employer will implement to prevent employee exposure, including any:

Engineering controls.

Administrative controls.

Basic infection prevention measures.

Personal protective equipment.

Health surveillance.

Training.

The employer shall make the preparedness and response plan readily available to employees and their representatives, whether via website, internal network, or by hard copy.

**Rule 5. Basic infection prevention measures for all employers.**

The employer shall promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide antiseptic hand sanitizers or alcohol-based hand towelettes containing at least 60 percent alcohol.

The employer shall require workers who are sick to not report to work or work in an isolated location.

The employer shall prohibit workers from using other workers’ phones, desks, offices, or other work tools and equipment, when possible.

The employer shall increase facility cleaning and disinfection to limit exposure to SARS-CoV-2, especially on high-touch surfaces (e.g., door handles), paying special attention to parts, products, and shared equipment (e.g., tools, machinery, and vehicles).

The employer shall establish procedures for disinfection in accordance with CDC guidance if it is suspected or confirmed that an employee, visitor, or customer has a known case of COVID-19.

The employer shall use Environmental Protection Agency (EPA)-approved disinfectants that are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses.

The employer shall follow the manufacturer’s instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, and personal protective equipment).

The employer shall create a policy prohibiting in-person work for employees to the extent that their work activities can feasibly be completed remotely.

**Rule 6. Health surveillance for all employers.**

The employer shall conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with, if possible, a temperature screening.

The employer shall direct employees to promptly report any signs and symptoms of COVID-19 to the employer before or during the work shift.

The employer shall physically isolate any employees known or suspected to have COVID-19 from the remainder of the workforce, using measures such as, but not limited to:

Not allowing known or suspected cases to report to work.

Sending known or suspected cases away from the workplace.

Assigning known or suspected cases to work alone at a remote location (for example, their home), as their health allows.

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.

The employer shall allow employees with a known or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC and they are released from any quarantine or isolation order by the local public health department.

**Rule 7. Workplace controls for all employers.**

The employer shall designate one or more worksite COVID-19 safety coordinators to implement, monitor, and report on the COVID-19 control strategies developed under these rules. The COVID-19 safety coordinator 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 the workplace when sick, cough and sneeze etiquette, and proper hand hygiene practices.

The employer shall keep everyone on the worksite premises at least 6 feet from one another to the maximum extent possible and to reduce congestion, including using ground markings, signs, and physical barriers, as appropriate to the worksite.

The employer shall provide non-medical grade face coverings to their employees at no cost to the employee.

The employer shall require face coverings to be worn when employees cannot consistently maintain 6 feet of separation from other individuals in the workplace and consider face shields when employees cannot consistently maintain 3 feet of separation from other individuals in the workplace.

The employer shall require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways.

**Rule 8. Personal protective equipment requirements for all employers.**

The employer shall provide employees with the types of personal protective equipment, including respirators if necessary, for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job. The employer must follow current CDC and OSHA guidance for personal protective equipment.

The employer shall ensure that the personal protective equipment is properly fitted and worn; used consistently; regularly inspected, maintained, and replaced, as necessary; and properly removed, cleaned, and stored or disposed of to avoid contamination of self, others, or the work environment.

In establishments that provide medical treatment or housing to known or 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, an N95 respirator, goggles or face shield, and a gown.

**Rule 9. Industry-specific requirements.** An employer of a business, operation, or facility in the industry sectors named below shall comply with the following requirements specific for its business, operation, or facility.

**Construction.** Businesses or operations in the construction industry must:

Create dedicated entry point(s) at every worksite, if possible, for daily screening as provided in Rule 6 of these rules, or in the alternative issue stickers or other indicators to employees to show that they received a screening before entering the worksite that day.

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) and control their access and use (including through physical barriers) so that social distancing is maintained.

Create protocols for minimizing personal contact upon delivery of materials to the worksite.

**Manufacturing.** Manufacturing facilities must:

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.

Create protocols for minimizing personal contact upon delivery of materials to the facility.



**Retail, libraries, and museums.** Retail stores that are open for in-store sales, as well as libraries and museums, must:

Create communications material for customers (e.g., signs or pamphlets) to inform them of changes to store practices and to explain the precautions the store is taking to prevent infection.

Require patrons to wear a face covering (unless the patron is unable medically to tolerate a face covering).

Post signs at store entrances instructing customers to wear a face covering when inside the store.

Post signs at store entrances informing customers not to enter if they are or have recently been sick.

Design spaces and store activities in a manner that encourages employees and customers to maintain 6 feet of distance from one another.

Install physical barriers at checkout or other service points that require close interaction, including plexiglass barriers, tape markers, or tables.

Establish an enhanced cleaning and sanitizing protocol for high-touch areas like restrooms, credit-card machines, keypads, counters, shopping carts, and other surfaces.

**Restaurants and bars.** Restaurants and bars must:

Require 6 feet of separation between parties or groups at different tables or bar tops (e.g., spread tables out, use every other table, remove or put up chairs or barstools that are not in use).

Require patrons to wear a face covering except when seated at their table or bar top (unless the patron is unable medically to tolerate a face covering).

Prohibit access to common areas in which people can congregate.

Create communications material for customers (e.g., signs, pamphlets) to inform them of changes to restaurant or bar practices and to explain the precautions that are being taken to prevent infection.

Post signs at all entrances informing customers not to enter if they are or have recently been sick.

Post signs instructing customers to wear face coverings until they are seated at their table.

Require hosts, servers, and staff to wear face coverings in the dining area in addition to areas where social distancing cannot be maintained.

**Health care.** Health facilities or agencies, including outpatient health-care facilities, clinics, primary care physician offices, dental offices, and veterinary clinics, must:

Post signs at entrance(s) instructing patients to wear a face covering when in the facility, except as necessary for identification or to facilitate an examination or procedure.

Limit waiting-area occupancy to the number of individuals who can be present while staying 6 feet away from one another and ask patients, if possible, to wait in cars for their appointment to be called.

Mark or arrange waiting rooms to enable 6 feet of social distancing (e.g., by placing X's on the ground and/or removing seats in the waiting room).

Conduct a common screening protocol for all patients, including a temperature check and questions about COVID-19 symptoms.

Place hand sanitizer and face coverings at patient entrances.

Require patients to wear a face covering when in the facility, except as necessary for identification or to facilitate an examination or procedure.

Install physical barriers at sign-in, temperature screening, or other service points that normally require personal interaction (e.g., plexiglass, cardboard, tables).

**In-home services.** All businesses or operations that provide in-home services, including cleaners, repair persons, painters, and the like, must:

Maintain accurate appointment record, including date and time of service, name of client, and contact information, to aid with contact tracing.

Prior to entering the home, inquire with the customer whether anyone in the household has been diagnosed with COVID-19, is experiencing symptoms of COVID-19, or has had close contact with someone who has been diagnosed with COVID-19. If so, the business or operation must reschedule for a different time.

**Personal-care services.** All businesses or operations that provide barbering, cosmetology services, body art services (including tattooing and body piercing), tanning services, massage services, or similar personal-care services must:

Post signs at all entrances instructing customers to wear a face covering when inside the facility.

Post signs at all entrances informing customers not to enter if they are or have recently been sick.

Restrict entry to customers, to a caregiver of those customers, or to the minor dependents of those customers.

Limit waiting-area occupancy to the number of individuals who can be present while staying 6 feet away from one another and ask customers, if possible, to wait in cars for their appointment to be called.

Discard magazines in waiting areas and other non-essential, shared items that cannot be disinfected.

Mark or arrange waiting rooms to enable 6 feet of social distancing (e.g., by placing X's on the ground and/or removing seats in the waiting room).

Require employees and customers to wear a face covering at all times, except that customers may temporarily remove a face covering when receiving a service that requires its removal. During services that require a customer to remove their face covering, an employee must wear a face shield or goggles in addition to the face covering.

**Public accommodations.** Sports and entertainment facilities, including arenas, cinemas, concert halls, performance venues, sporting venues, stadiums and theaters, as well as places of public amusement, such as amusement parks, arcades, bingo halls, bowling alleys, night clubs, skating rinks, and trampoline parks, must:

Post signs at all entrances instructing customers to wear a face covering when inside the facility.

Post signs outside of entrances informing customers not to enter if they are or have recently been sick.

Require patrons to wear a face covering (unless the patron is unable medically to tolerate a face covering).

Establish crowd-limiting measures to meter the flow of patrons (e.g., digital queuing, delineated waiting areas, parking instructions, social distance markings on ground or cones to designate social distancing).

For sports and entertainment facilities, establish safe exit procedures for patrons (e.g., dismiss groups based on ticket number, row).

**Sports and exercise facilities.** Gymnasiums, fitness centers, recreation centers, exercise facilities, exercise studios, bowling alleys, roller rinks, ice rinks, and like facilities must:

Post signs at all entrances instructing customers to wear a face covering when inside the facility.

Post signs outside of entrances instructing individuals not to enter if they are or have recently been sick.

Mandate wearing of facial coverings at all times except when swimming.

Provide equipment-cleaning products throughout the facility for use on equipment.

Ensure that ventilation systems operate properly.

**Meat and poultry processing.** Meat and poultry processing plants must:

Create at least 1 dedicated entry point at every facility for daily screening and ensure physical barriers are in place to prevent anyone from bypassing the screening.

Provide clean face coverings or disposable mask options for employees to use when the coverings become wet, soiled, or otherwise visibly contaminated over the course of a workday.

**Casinos.** Casinos must:

Post signs at all entrances instructing customers to wear a face covering when inside the facility.

Designate entry points and exit points with extensive signage of the directional flow of patrons.

Place signs at each entrance point, cage, and throughout the casino reminding patrons of CDC guidelines for social distancing practices, proper washing of hands, wearing face coverings, and to stay at home if feeling ill or sick.

Conduct a daily entry screening protocol for customers and any other individuals entering the facility, including a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with temperature screening.

Require patrons to wear a face covering, except while eating or drinking or for identification purposes.

**Rule 10. Training requirements for all employers.**

The employer shall provide training to employees on SARS-CoV-2 and COVID-19.

The employer shall provide any communication and training on COVID-19 infection control practices in the primary languages common in the employee population.

The training shall cover:

Workplace infection-control practices.

The proper use of personal protective equipment.

Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.

How to report unsafe working conditions.

The employer shall provide updated training if it changes its preparedness and response plan or new information becomes available about the transmission of SARS-CoV-2 or diagnosis of COVID-19.

**Rule 11. Recordkeeping requirements for all employers.**

Employers must maintain a record of the following requirements:

Training. The employer shall maintain a record of all COVID-19 employee training.

Screening protocols. The employer shall maintain a record of screening for each employee or visitor entering the workplace.

Records of required notifications. The employer shall maintain a record of each notification required by Rule 6 of these rules.

Employers must maintain records for 1 year from time of generation.