

COVID-19 AMBASSADOR ASSESSMENT

Company Name:	Date:
Address:	Phone Number:
Contact Name:	Phone Number:
Consultant Name:	Phone Number:
	Email:
	Email:

This assessment is limited to the requirements of MIOSHA’s Coronavirus Disease 2019 (COVID-19) Emergency Rules. Employers should continue to review [Michigan.gov/COVIDWorkplaceSafety](https://www.michigan.gov/COVIDWorkplaceSafety) to ensure their workplace COVID-19 policies and procedures are based on the most up-to-date information available.

This form assesses the COVID-19 Preparedness and Response Plan at your facility. If an item is not marked fully implemented, it represents an opportunity for improvement in workplace protection.

GENERAL INDUSTRY REQUIREMENTS

Status Key

Fully Implemented = 3	Partially Implemented = 2	Not Implemented = 0	Not Applicable = N/A
Status	Item		

EXPOSURE DETERMINATION

	Evaluate routine and reasonably anticipated tasks and procedures to determine whether there is actual or reasonably anticipated employee exposure to SARSCoV-2.
	Categorize jobs tasks and procedures into the following risk categories: <i>Lower, Medium, High, & Very High</i>
Recommended Actions	

COVID-19 PREPAREDNESS AND RESPONSE PLAN

	Develop and implement a written COVID-19 preparedness and response plan.
	The preparedness and response plan shall include the employee exposure determination and shall detail the measures the employer will implement to prevent employee exposure, including any: <i>Engineering controls, Administrative controls, Basic infection prevention measures, Personal protective equipment, Health surveillance, & Training</i>
	Make the preparedness and response plan readily available to employees and their representatives.
Recommended Actions	

BASIC INFECTION PREVENTION MEASURES	
	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.
	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 and equipment, when possible.
	Increase facility cleaning and disinfection.
	Establish procedures for disinfection if it is suspected or confirmed that an employee, visitor, or customer has a known case of COVID-19.
	Use Environmental Protection Agency (EPA)-approved disinfectants.
	Follow the manufacturer's instructions for use of all cleaning and disinfection products.
	Create a policy prohibiting in-person work for employees to the extent that their work activities can feasibly be completed remotely.
Recommended Actions	
HEALTH SURVEILLANCE	
	Conduct a daily entry self-screening protocol for all employees or contractors entering the workplace.
	Direct employees to promptly report any signs and symptoms of COVID-19 to the employer.
	Physically isolate any employees known or suspected to have COVID-19 from the remainder of the workforce.
	When an employer learns of an employee, visitor, or customer with a known case of COVID-19 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.

	Allow employees with a known or suspected case of COVID-19 to return to the workplace only after they are no longer infectious and they are released from any quarantine or isolation order.
Recommended Actions	
WORKPLACE CONTROLS	
	Designate one or more worksite COVID-19 safety coordinators. The COVID-19 safety coordinator must remain on-site at all times when employees are present on site.
	Place posters that encourage staying away from the workplace when sick, cough and sneeze etiquette, and proper hand hygiene practices.
	Keep everyone on the worksite premises at least 6 feet from one another to the maximum extent possible and to reduce congestion.
	Provide non-medical grade face coverings to employees at no cost to the employee.
	Require face coverings to be worn when employees cannot consistently maintain 6 feet of separation from other individuals in the workplace.
	Require face coverings in shared spaces.
Recommended Actions	
PERSONAL PROTECTIVE EQUIPMENT	
	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.
	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.
Recommended Actions	

TRAINING

	Provide training to employees on SARS-CoV-2 and COVID-19.
	Provide any communication and training on COVID-19 infection control practices in the primary languages common in the employee population.
	Training shall cover: <i>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</i>
	Provide updated training if changes are made to the preparedness and response plan or new information becomes available about the transmission of SARS-CoV-2 or diagnosis of COVID-19.
Recommended Actions	

RECORDKEEPING

	Maintain a record of the following: <i>Training, Screening protocols, & Required notifications</i>
	Maintain records for 1 year from time of generation.
Recommended Actions	

INDUSTRY SPECIFIC REQUIREMENTS

Status Key

Fully Implemented = 3

Partially Implemented = 2

Not Implemented = 0

Not Applicable = N/A

Status

Item

RETAIL, LIBRARIES, & MUSEUMS

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.

Recommended Actions

INDUSTRY SPECIFIC REQUIREMENTS

Status Key

Fully Implemented = 3	Partially Implemented = 2	Not Implemented = 0	Not Applicable = N/A
Status	Item		

RESTAURANTS & BARS

	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 (<i>unless the patron is unable medically to tolerate a face covering</i>).
	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.
Recommended Actions	

INDUSTRY SPECIFIC REQUIREMENTS

Status Key

Fully Implemented = 3	Partially Implemented = 2	Not Implemented = 0	Not Applicable = N/A
Status	Item		

SPORTS & EXERCISE FACILITIES

	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.
Recommended Actions	

ADDITIONAL RESOURCES

Websites

[Michigan.gov/Coronavirus](https://www.michigan.gov/Coronavirus) | [Michigan.gov/COVIDWorkplaceSafety](https://www.michigan.gov/COVIDWorkplaceSafety) | [Michigan.gov/MIOSHA](https://www.michigan.gov/MIOSHA)
[Michigan.gov/MDHHS](https://www.michigan.gov/MDHHS) | [OSHA.gov](https://www.osha.gov) | [CDC.gov](https://www.cdc.gov)

Contact

MIOSHA Hotline
855-SAFE-C19 (855-723-3219)

Ask MIOSHA
[Michigan.gov/AskMIOSHA](https://www.michigan.gov/AskMIOSHA)

Request for Consultation Assistance
[Michigan.gov/CETRCA](https://www.michigan.gov/CETRCA) or 517-284-7720