COVID-19
AMBASSADOR ASSESSMENT

MICHIGAN DEPARTMENT OF LABOR & ECONOMIC OPPORTUNITY

MIOSHA
Michigan Occupational Safety and Health Administration

COMPANY NAME		DATE
ADDRESS		PHONE NUMBER
CONTACT NAME	PHONE NUMBER	EMAIL
PROJECT NAME	ADDRESS	
SITE SUPERVISOR NAME	CONSULTANT NAME	
PHONE NUMBER	EMAIL	

This assessment is limited to the requirements of Michigan's current Executive Orders,recommendations from the Occupational Safety and Health Administration (OSHA), and the U.S. Centers for Disease Control (CDC) for all businesses with in-person operations.

Employers should continue to review Michigan.gov/COVIDWorkplaceSafety, OSHA, and CDC websites 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. The information and resources provided in this checklist follows Executive Orders and guidance from OSHA and CDC, as of July 30, 2020.

If an item is not marked fully implemented, it represents an opportunity for improvement in workplace protection.

3	2	1	N/A
Fully Implemented	Partially Implemented	Not Implemented	Not Applicable

GENERAL **INDUSTRY REQUIREMENTS**

COVID-19 Preparedness & Response Plan	
	All businesses must have a written COVID-19 Preparedness and Response Plan within two weeks of resuming in-person activities. The plan must be consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by OSHA and available **here**. The plan must be made readily available to employees, labor unions, and customers, whether via website, internal network or by hard copy.
	All businesses must designate one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed under the plan. The supervisor must remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.
Recommended Actions:	
Training	
	Provide COVID-19 training to employees that covers, at a minimum: • 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.

Training (cont'd)	
	Provide any communication and training on COVID-19 infection control practices in the primary languages common in the employee population.
	Employers must maintain records on training including when the training was conducted, who participated, and what was covered in the training.
Recommended Actions:	
Screening	
	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.
	Employers must maintain records of the daily health screenings including the questionnaire given, temperature screen if applicable, and the outcome of the screening.
Recommended Actions:	
Confirmed or Suspected COVID-19 Cases	
	When an employee is identified with a confirmed case of COVID-19: • Immediately notify the local public health department, and • Within 24 hours, notify any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.

Confirmed or Suspected COVID-19 Cases (cont'd)	
	An employer will allow employees with a confirmed 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 by the local public health department.
	Follow Executive Order 2020-166, and any executive orders that follow it, that prohibit discharging, disciplining, or otherwise retaliating against employees who stay home or who leave work when they are at particular risk of infecting others with COVID-19.
	Include in response plan dealing with a confirmed infection in the workplace, including protocols for sending employees home and for temporary closures of all or part of the workplace to allow for deep cleaning.
	Employers must maintain records sufficient to show compliance with this section.
Recommended Actions:	
Cleaning & Disinfection	
	Implemented facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (e.g., door handles), paying special attention to parts, products and shared equipment (e.g., tools, machinery, vehicles).
	Implemented protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.

Cleaning & Disinfection (cont'd)	
	Cleaning supplies are available to employees upon entry and at the worksite and providing time for employees to wash hands frequently or to use hand sanitizer.
Recommended Actions:	

Administrative Controls (Work Practice Controls)	
	Place posters in the languages common in the employee population that encourage staying home when sick, cough and sneeze etiquette and proper hand hygiene practices.
	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.
	Restrict business-related travel for employees to essential travel only.
	Encourage employees to use personal protective equipment and hand sanitizer on public transportation.
	Promote remote work to the fullest extent possible.
	Adopt any additional infection-control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community.
Recommended Actions:	

Face Coverings	
	Provide non-medical grade face coverings to their employees.
	Require face coverings to be worn by employees and consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.
	Require customers to wear face coverings.
Recommended Actions:	

RETAIL **INDUSTRY REQUIREMENTS**

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

General Requirements	
	Create communications material for customers (e.g., signs or pamphlets) informing them of changes to store practices.
	Explain the precautions the store is taking to prevent infection.
	Stores of less than 50,000 square feet of customer floor space must limit the number of people in the store (including employees) to 25% of the total occupancy limits established by the State Fire Marshal or a local fire marshal.
	Stores of more than 50,000 square feet must limit the number of customers in the store at one time (excluding employees) to 4 people per 1,000 square feet of customer floor space.
	Establish lines with markings for patrons to enable them to stand at least six feet apart from one another while waiting.
	Create at least two hours per week of dedicated shopping time for vulnerable populations that include people over 60 years of age, pregnant women and individuals with chronic conditions like heart disease, diabetes and lung disease.
	Post signs at store entrance instructing customers of their legal obligation to wear a face covering when inside the store. An individual may be required to temporarily remove a face covering upon entering an enclosed public space for identification purposes.
	Post Signs at store entrance Informing customers not to enter if they are or have recently been sick.

Employee Training	
	Appropriate cleaning procedures, including training for cashiers on cleaning between customers.
	How to manage symptomatic customers upon entry or in the store.
	Require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways.
Recommended Actions:	

Notifications	
	Notify employees if the employer learns that an individual (including a customer or supplier) with a confirmed case of COVID-19 has visited the store.
Recommended Actions:	

Other	
	Design spaces and store activities in a manner that encourages employees and customers to maintain six feet of distance from one another.
	Install physical barriers at checkout or other service points that require interaction, including plexiglass barriers, tape markers, or tables, as appropriate.

Other (cont'd)	
	Establish an enhanced cleaning and sanitizing protocol for high-touch areas like restrooms, credit-card machines, keypads, counters, shopping carts and other surfaces.
	Stores should explore alternatives to lines such as allowing customers to wait in their cars for a text message or phone call to enable social distancing.
Recommended Actions:	

RESTAURANTS & BARS **INDUSTRY REQUIREMENTS**

General Requirements	
	Limit capacity of 50% or normal seating
	Require six feet of separation between parties or groups at different tables or bar tops
	Close waiting areas and ask customers to wait in cars or outside establishment. Encourage social distancing.
	Close self-serve food or drink options, such as buffets, salad bars and drink stations.
	Require patrons to wear a face covering except when seated or medically unable.
	Require patrons to remain seated, except to enter, exit, order food or use restroom.
	Sell alcoholic beverages only via table service.
	Prohibit access to common areas in which people can congregate, dance, or mingle.
	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.

General Requirements (cont'd)	
	Post sign(s) at entrance(s) informing customers not to enter if they are or have recently been sick.
	Post sign(s) instructing customers to wear face coverings until they get to their table.
Recommended Actions:	

Employee Training	
	Require employees to wear face coverings and gloves in the kitchen area when handling food, consistent with guidelines from the Food and Drug Administration (FDA).
	Require hosts, servers and staff to wear face coverings in the dining area.
	Train on proper wear, use and maintenance of face coverings
	Train on protection provided by face coverings.
	Cloth face coverings are not N95 respirators or surgical masks.
	Appropriate use of personal protective equipment in conjunction with food safety guidelines.
	Food safety health protocols (e.g., cleaning between customers, especially shared condiments).

Employee Training (cont'd)	
	How to manage symptomatic customers upon entry or in the restaurant.
Recommended Actions:	

Notification	
	Notify employees if the employer learns that an individual (including an employee, customer, or supplier) with a confirmed case of COVID-19 has visited the store.
	Close restaurant immediately if an employee shows symptoms of COVID-19, defined as either the new onset of cough or new onset of chest tightness or two of the following: fever (measured or subjective), chills, rigors, myalgia, headache, sore throat or disorders of taste or smell, and perform a deep clean, consistent with guidance from the FDA and the CDC. Such cleaning may occur overnight.
Recommended Actions:	

Other	
	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.
	To the maximum extent possible, limit the number of employees in shared spaces, including kitchens, break rooms and offices to maintain at least a six-foot distance between employees.

Other (cont'd)	
	Provide physical guides, such as tape on floors or sidewalks and signage on walls to ensure that customers remain at least six feet apart in any lines.
	Limit shared items for customers (e.g., condiments, menus) and clean high-contact areas after each customer (e.g., tables, chairs, menus, payment tools, condiments).
Recommended Actions:	

FITNESS **INDUSTRY REQUIREMENTS**

Gymnasiums, Fitness Centers, Recreation Centers, Sports Facilities, Exercise Facilities, Exercise Studios, bowling alleys, roller rinks, ice rinks and like facilities.

General Requirements	
	Post sign(s) outside of entrance(s) informing individuals not to enter if they are or have recently been sick.
	Maintain accurate records, including date and time of entry and exit, names of patrons and contact information, to aid with contact tracing; and deny entry to any visitor who does not provide at a minimum their name and phone number.
	Configure workout stations or implement protocols to enable six feet of distance between individuals during exercise sessions.
	Limit capacity in the facility to 25% of the total occupancy limits.
	Provide equipment cleaning products throughout the gym or exercise facility for use on equipment.
	Regularly disinfect exercise equipment, including immediately after use. If patrons are expected to disinfect, post signs encouraging patrons to disinfect equipment.
	Ensure that ventilation systems operate properly.
	Increase introduction and circulation of outdoor air as much as possible by opening windows and doors, using fans or other methods.
	Close steam rooms and saunas, jacuzzies and cold plunge pools.

General Requirements (cont'd)	
	Mandate wearing of facial coverings at all times except when swimming.
	Regularly clean and disinfect public areas, locker rooms and restrooms.
Pools	
	Outdoor pools: limit capacity to 50% of the bather capacity limits
	Indoors pools: limit capacity to 25% of the bather capacity limits
	Limit capacity on the pool deck to ensure that persons not part of the same household maintain six feet of distance from one another.
Recommended Actions:	

ADDITIONAL **RESOURCES**

Websites

Michigan.gov/Coronavirus | Michigan.gov/MIOSHA | OSHA.gov | CDC.gov | AIHA
Michigan.gov/COVIDWorkplaceSafety | Local Health Departments | Executive Orders

Documents

OSHA Guidance on Preparing Workplaces for COVID-19
MIOSHA Sample COVID-19 Preparedness and Response Plan
MIOSHA COVID-19 Interim Enforcement Plan
Reopening Checklist

Detect

Michigan MI Symptoms | CDC Symptoms and Self-Checker

Recordkeeping

OSHA Revised Enforcement Guidance for Recording Cases of COVID-19

Other

Hazard Communication Guide and Plan | Personal Protective Equipment

Contact

COVID-19 Hotline
855-SAFE-C19 (855-723-3219)

Ask MIOSHA
MIOSHAinfo-gi@michigan.gov

Request for Consultation Assistance
517-284-7720 or visit Michigan.gov/MIOSHA