

WORKPLACE SAFETY FOR EMPLOYEES



Use these guidelines and safety tips to limit potential exposure to COVID-19 and to help keep yourself and co-workers safe and healthy while returning to work.

✔ Employee Responsibilities

- Protect yourself and know how COVID-19 is spread:
 - COVID-19 is spread person to person by exposure to respiratory droplets from someone who is infected. People without symptoms are also able to spread the virus.
 - COVID-19 is also spread from contaminated surfaces and then touching eyes, nose or mouth.
- Report any abnormal/new symptoms to your employer immediately and stay home. Symptoms may include:
 - Coughing
 - Runny nose
 - Sneezing
 - Fever
 - Shortness of breath
- Sick Employees returning to work in non-healthcare settings after COVID-19 should meet the following criteria:
 - Free of symptoms for 7 days since they first appeared.
 - Be at least 3 days (72 hours) without fever (without use of fever-reducing medications).
 - See improvement in respiratory symptoms (cough/shortness of breath).
- Follow current CDC Guidelines for discontinuation of isolation

✔ Employee precautions to prevent spread of COVID-19

- Avoid close contact by following the CDC Guideline for social distancing and staying at least 6 ft apart (about 2 arms length) from other co-workers
- Use cloth face coverings or masks when social distancing cannot be maintained
 - Be sure to properly wear your cloth face coverings or mask, and make sure they:
 - › Fit snugly (but comfortably) against the face and secured with ties or ear loops.
 - › Include multiple layers of fabric and can be laundered and dried without damage.
 - Cloth face coverings serves to protect people around you if you are infected but do not have symptoms. These are not an N95 respirator.
 - You should continue to maintain proper social distancing.
- Use Hygiene Etiquette
 - Avoid touching your eyes, nose or mouth with unwashed hands.
 - Wash your hands regularly using soap and water for at least 20 seconds and scrub all hand surfaces – between fingers, back of hand and fingernails.

- o Use hand sanitizer when soap and water are unavailable. Sanitizer should be \geq 60% alcohol.
- o Cover coughs and sneezes with a tissue. If you do not have a tissue use your upper sleeve (elbow) **NOT YOUR HANDS.** Remember to wash your hands after.
- o Regularly clean and disinfect surfaces, equipment and other elements of the work environment.
- o Limit sharing of tools, work equipment and other commonly used items.

✔ **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.michigan.gov/MIOSHA)

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).