

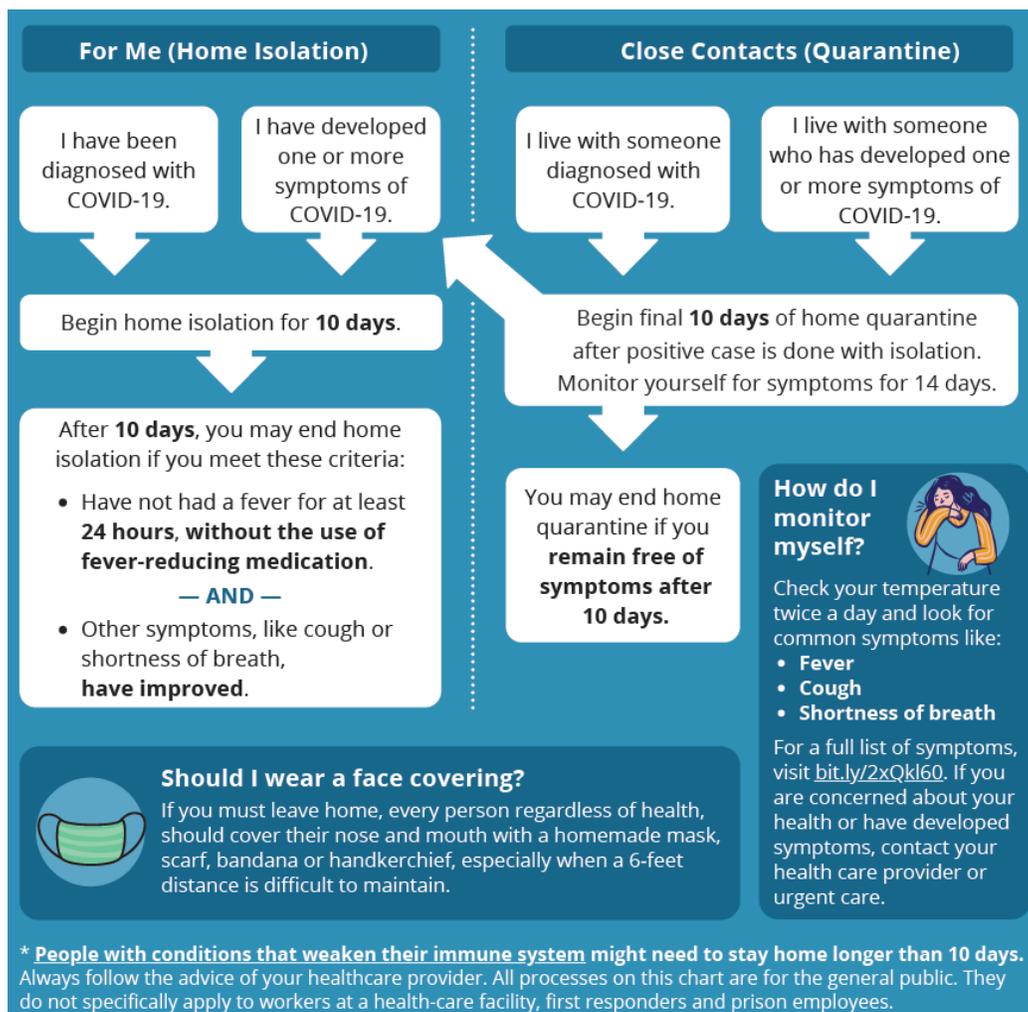
COVID-19 PREVENTION & RESPONSE

Guide for Employers

When can an employee return to work?

The Ottawa County Department of Public Health (OCDPH), like most health departments across Michigan, is experiencing a surge in positive COVID-19 cases; making it difficult to promptly follow-up with case investigation and contact tracing. People who've been contacted and had to isolate or quarantine, look to the health department for a release letter to return to work. However, because of delays in the case management process, the OCDPH asks employers to determine when an employee can return to work and not wait for a release letter from the health department.

Below is a flowchart to help guide the decisions for your workforce.



ISOLATE for a minimum of 10 days, if you receive a positive COVID-19 test result, from the start of your symptom(s) or your positive test date if you didn't have symptoms. If someone is awaiting test results, they must stay home until the results are in.

NOTIFY your close contacts that they may have been exposed and encourage them to get tested. A close contact is someone who has been within six feet (about two arms' length) of an infected person with or without a face covering for at least 15 minutes in 24 hours including brief encounters (it does not need to be consecutive minutes). There may be exceptions to these criteria in certain cases where the risk of transmission is higher such as contact during high impact sports, hugging or sharing eating utensils or drinks, even if it was less than 15 minutes.

QUARANTINE for at least 10 days*, if you are a close contact of someone who has COVID-19. Monitor yourself for symptoms for 14 days. Quarantine is longer than isolation since a person can be infectious before showing any symptoms. People who've had COVID-19 within the last 90 days, do not need to quarantine as a close contact.

Isolation and quarantine mean staying home from work, school, gatherings, extracurricular activities and any other public place other than when seeking medical care.

*There may be conflicts in the length of quarantine for employers with Public Act 238 and MIOSHA. Employers should refer to those sources when determining whether non-essential employees need to wait 14 days to return to work.

Under the MIOSHA Emergency Rules, employers can't retaliate against workers for taking time away from work under these circumstances.

Learn more at Michigan.gov/MIOSHA.

miOttawa Department of
Public Health

616-396-5266 - miOttawa.org/coronavirus

Updated 11/12/2020 based on the latest guidance from the Centers for Disease Control and Prevention, Michigan Department of Health and Human Services and the Michigan Occupational Safety & Health Administration. Information is subject to change upon new research and recommendations.

CONTACT TRACING FLOW CHART

For potential and actual exposures to COVID-19

CLOSE CONTACTS OF A COVID-19 CASE

I live with or am caring for someone who has COVID-19.

I received a call that I am a close contact of someone who has COVID-19

You should self quarantine and monitor yourself for symptoms. A contact tracer or your local health department will call with instructions, or you can call your local health department.

THIRD-PARTY EXPOSURE; NOT CLOSE CONTACT

I have been in contact with a person who is a close contact of someone who has COVID-19.

I think someone I know has COVID-19.

You do not need to self quarantine, but it is a good idea to be vigilant and monitor yourself for symptoms.

How to monitor for symptoms

Check your temperature twice daily and watch for symptoms of COVID-19. Have you developed any [symptoms of COVID-19](#)?

YES

NO

Are you having **severe symptoms** like difficulty breathing, persistent pain or pressure in the chest, new confusion, inability to awaken or bluish lips or face?

YES

NO

Seek immediate medical attention.

Isolate from others and get tested for COVID-19. Find a test site a [Michigan.gov/CoronavirusTest](https://www.michigan.gov/CoronavirusTest).

Call your doctor if you are concerned about your health, especially if you are severely immunocompromised.

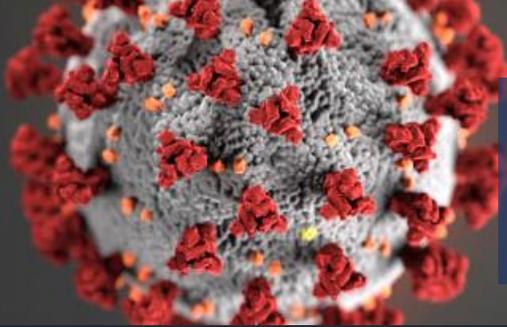
Get answers to questions about:

Your health... call your doctor.

Quarantine or isolation... call your [local health department](#).

COVID-19... call the COVID-19 Hotline at 1-888-535-6136.

Contact tracing... call the MI COVID HELP Contact Tracing Line at 1-866-806-3447.



Discharge Instructions for Persons with Pending COVID-19 Test Results or Who Have Mild Symptoms and Do Not Require Hospitalization

Michigan.gov/Coronavirus

Your healthcare professional has determined you should return home to recover from COVID-19. Below is information for how you should manage your condition at home.

Managing COVID-19 at home:

- People **with COVID-19 who have stayed home (home isolated)** can stop home isolation under the following conditions:
 - ***If you will not have a test*** to determine if you are still contagious, you can leave home after these three things have happened:
 - You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)
AND
 - other symptoms have improved (for example, when your cough or shortness of breath have improved)
AND
 - at least 10 days have passed since your symptoms first appeared
 - ***If you will be tested*** to determine if you are still contagious, you can leave home after these three things have happened:
 - You no longer have a fever (without the use of medicine that reduces fevers)
AND
 - other symptoms have improved (for example, when your cough or shortness of breath have improved)
AND
you received two negative tests in a row, 24 hours apart. Your doctor will follow [CDC guidelines](#).
- If you must go out, wear a mask if you can tolerate it. Do not use any kind of public transportation, ridesharing, or taxis.
- Monitor your symptoms carefully. If your symptoms get worse, call your healthcare provider immediately.
- For medical emergencies, call 911 and notify the dispatch personnel that you have or may have COVID-19.
- If you have a medical appointment, call the healthcare provider ahead of time and tell them that you have or may have COVID-19.

While recovering at home:

- Ensure you have appropriate caregivers available at home.
- Stay in a separate bedroom (if possible) where you can recover without sharing immediate space with others.
- Ensure you and other household members have access to appropriate, recommended personal protective equipment (at a minimum, gloves and facemask) and are capable of adhering to precautions recommended as part of home care or isolation (e.g., respiratory hygiene and cough etiquette, hand hygiene).
- Ensure you have access to food and other necessities.
- Get rest and stay hydrated.
- Cover your cough and sneezes.
- Wash your hands often with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.
- As much as possible, stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a facemask.
- Avoid sharing personal items with other people in your household, like dishes, towels, and bedding.
- Clean all surfaces that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.
- If there are household members who may be at increased risk of complications from COVID-19 infection (e.g., older people and people with severe chronic health conditions, such as heart disease, lung disease, and diabetes) consider if there are other places they could go while you recover.

Steps to help prevent the spread of COVID-19 if you are sick

FOLLOW THE STEPS BELOW: If you are sick with COVID-19 or think you might have it, follow the steps below to help protect other people in your home and community.

Stay home except to get medical care

- **Stay home:** People who are mildly ill with COVID-19 are able to recover at home. Do not leave, except to get medical care. Do not visit public areas.
- **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you feel worse or you think it is an emergency.
- **Avoid public transportation:** Avoid using public transportation, ride-sharing, or taxis.



Separate yourself from other people in your home, this is known as home isolation

- **Stay away from others:** As much as possible, you should stay in a specific “sick room” and away from other people in your home. Use a separate bathroom, if available.
- **Limit contact with pets & animals:** You should restrict contact with pets and other animals, just like you would around other people.
 - Although there have not been reports of pets or other animals becoming sick with COVID-19, it is still recommended that people with the virus limit contact with animals until more information is known.
 - When possible, have another member of your household care for your animals while you are sick with COVID-19. If you must care for your pet or be around animals while you are sick, wash your hands before and after you interact with them. See COVID-19 and Animals for more information.



Call ahead before visiting your doctor

- **Call ahead:** If you have a medical appointment, call your doctor’s office or emergency department, and tell them you have or may have COVID-19. This will help the office protect themselves and other patients.



Wear a facemask if you are sick

- **If you are sick:** You should wear a facemask when you are around other people and before you enter a healthcare provider’s office.
- **If you are caring for others:** If the person who is sick is not able to wear a facemask (for example, because it causes trouble breathing), then people who live in the home should stay in a different room. When caregivers enter the room of the sick person, they should wear a facemask. Visitors, other than caregivers, are not recommended.



Cover your coughs and sneezes

- **Cover:** Cover your mouth and nose with a tissue when you cough or sneeze.
- **Dispose:** Throw used tissues in a lined trash can.
- **Wash hands:** Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



Clean your hands often

- **Wash hands:** Wash your hands often with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- **Hand sanitizer:** If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- **Soap and water:** Soap and water are the best option, especially if hands are visibly dirty.
- **Avoid touching:** Avoid touching your eyes, nose, and mouth with unwashed hands.



Avoid sharing personal household items

- **Do not share:** Do not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.



[cdc.gov/COVID19](https://www.cdc.gov/COVID19)

- **Wash thoroughly after use:** After using these items, wash them thoroughly with soap and water or put in the dishwasher.

Clean all “high-touch” surfaces everyday

Clean high-touch surfaces in your isolation area (“sick room” and bathroom) every day; let a caregiver clean and disinfect high-touch surfaces in other areas of the home.



- **Clean and disinfect:** Routinely clean high-touch surfaces in your “sick room” and bathroom. Let someone else clean and disinfect surfaces in common areas, but not your bedroom and bathroom.
 - If a caregiver or other person needs to clean and disinfect a sick person’s bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and wait as long as possible after the sick person has used the bathroom.
- High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.
- **Clean and disinfect areas that may have blood, stool, or body fluids on them.**
- **Household cleaners and disinfectants:** Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
 - Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
 - Most EPA-registered household disinfectants should be effective. A full list of disinfectants can be found [here](#).

Monitor your symptoms

- **Seek medical attention, but call first:** Seek medical care right away if your illness is worsening (for example, if you have difficulty breathing).
 - **Call your doctor before going in:** Before going to the doctor’s office or emergency room, call ahead and tell them your symptoms. They will tell you what to do.
- **Wear a facemask:** If possible, put on a facemask before you enter the building. If you can’t put on a facemask, try to keep a safe distance from other people (at least 6 feet away). This will help protect the people in the office or waiting room.
- **Follow care instructions from your healthcare provider and local health department:** Your local health authorities will give instructions on checking your symptoms and reporting information.



If you develop **emergency warning signs** for COVID-19 get **medical attention immediately**.

Emergency warning signs include*:

- Difficulty breathing or shortness of breath
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.

Call 911 if you have a medical emergency: If you have a medical emergency and need to call 911, notify the operator that you have or think you might have, COVID-19. If possible, put on a facemask before medical help arrives.

How to discontinue home isolation

- People **with COVID-19 who have stayed home (home isolated)** can stop home isolation under the following conditions:
 - **If you will not have a test** to determine if you are still contagious, you can leave home after these three things have happened:
 - You have had no fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers) AND
 - other symptoms have improved (for example, when your cough or shortness of breath have improved) AND
 - at least 7 days have passed since your symptoms first appeared
 - **If you will be tested** to determine if you are still contagious, you can leave home after these three things have happened:
 - You no longer have a fever (without the use medicine that reduces fevers) AND
 - other symptoms have improved (for example, when your cough or shortness of breath have improved) AND
 - you received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines.



In all cases, follow the guidance of your healthcare provider and local health department. The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Local decisions depend on local circumstances.

More information is available [here](#).

Additional information for healthcare providers: [Interim Healthcare Infection Prevention and Control Recommendations for Persons Under Investigation for 2019 Novel Coronavirus](#).

10 things you can do to manage your COVID-19 symptoms at home

Accessible Version: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

If you have possible or confirmed COVID-19:

1. **Stay home** from work and school. And stay away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.



6. **Cover your cough and sneezes.**



2. **Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately.



7. **Wash your hands often** with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



3. **Get rest and stay hydrated.**



8. As much as possible, **stay** in a specific room and **away from other people** in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a cloth face covering.



4. If you have a medical appointment, **call the healthcare provider** ahead of time and tell them that you have or may have COVID-19.



9. **Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.



5. For medical emergencies, call 911 and **notify the dispatch personnel** that you have or may have COVID-19.



10. **Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)