Below is a breakdown of the requirements of the Governor’s latest Executive Orders, which establishes safeguards for employees leaving their residence to work and pursuant to Executive Directive 2020-6 which establishes the Office of Worker Safety.

**THE EO REQUIRES BUSINESSES TO MINIMALLY DO THE FOLLOWING:**

- **Develop** a COVID-19 preparedness and response plan consistent with OSHA guidelines - a fillable form can be found at [www.dhd4.org/covid19/business](http://www.dhd4.org/covid19/business).
- **Designate** a workplace supervisor to implement, monitor and report on the plan developed as a result of the above requirement.
- **Provide** COVID-19 training to employees addressing infection control practices, proper use of personal protective equipment (PPE), steps to notify the employer of a positive test or symptoms, and how to report unsafe work conditions.
- **Conduct** daily entry self-screening of employees including a questionnaire covering symptoms or confirmed exposure to positive people - employee screening forms can be found at [www.dhd4.org/covid19/business](http://www.dhd4.org/covid19/business).
- **Maintain** a distance of 6 feet between all people at the business to the maximum extent possible using ground markings, etc.
- **Provide** non-medical grade face masks to all employees.
- **Require** face coverings be worn when employees cannot consistently maintain 6 feet of distance from each other.
- **Increase** disinfection and cleaning of the business with special attention to shared objects and high-touch surfaces. Procedures can be found at [www.dhd4.org/covid19/business](http://www.dhd4.org/covid19/business).
- **Develop** protocols to be used for cleaning if there is a positive test at the location.
- **Make** cleaning supplies available to employees upon arrival at work and allow time for them to wash their hands or use hand sanitizer frequently.
- **Notify** the local health dept. and co-workers, contractors, or suppliers who may have come into contact with the person within 24 hours of having an employee test positive.
- **Follow** EO 2020-36 which prohibits any retaliating against employees who stay home or leave work when they are at particular risk of infecting others.
- **Establish** a response plan to send employees home and temporary closure when dealing with a confirmed infection.
- **Restrict** business related travel to essential travel only.
- **Encourage** employees to use PPE and hand sanitizer on public transportation.
- **Promote** remote work to the fullest extent possible.
- **Adopt** additional reasonable infection control measures in light of the work performed at the location and the infection rate in the community.
- **Maintain** records of employee trainings, daily screenings and employees identified with COVID-19 and what steps were taken.
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.

☐ Suspend all non-essential in-person visits, including tours.

☐ Train employees on, at a minimum:
  1. Routes by which the virus causing COVID-19 is transmitted from person to person.
  2. Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
  3. The use of personal protective equipment, including the proper steps for putting it on and taking it off.

☐ Reduce congestion in common spaces wherever practicable by, for example, closing salad bars and buffets in cafeteria kitchens, requiring individuals to sit at least 6 feet from one another, place markings on the floor to allow social distancing while in line, offering boxed food via delivery or pick-up points and reducing cash payments.

☐ Implement rotational shift schedules where possible (e.g. increasing the number of shifts, alternating days or weeks) to reduce the number of employees in the facility at the same time.

☐ Stagger meal and break times, as well as start times at each entrance, where possible.

☐ Install temporary physical barriers, where practicable, between work stations and cafeteria tables.

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

☐ Adopt protocols to limit the sharing of tools and equipment to the maximum extent possible.

☐ Ensure there are sufficient hand-washing or hand-sanitizing stations at the worksite to enable easy access by employees and discontinue use of hand dryers.

☐ Notify plant leaders and potentially exposed individuals upon identification of a positive case of COVID-19 in the facility as well as maintain a central log for symptomatic employees or employees who received a positive for COVID-19.

☐ Send potentially exposed individuals home upon identification of a positive case of COVID-19 in the facility.

☐ Require employees to self-report to plant leaders as soon as possible after developing symptoms of COVID-19.

☐ Shut down areas of the manufacturing facility for cleaning and disinfection, as necessary if an employee goes home because he or she is displaying symptoms of COVID-19.

ED 2020-6 creates the Office of Worker Safety and allows someone to be appointed Director of COVID-19 Workplace Safety. The latest EO establishes the workforce safety rules for all businesses across the state as the process of in-person work gradually returns. The Director of Workplace safety (and all agencies required to monitor compliance with workplace safety) will bring enforcement actions against any employer who violates these orders. For DHD4 specific business materials, such as signs and additional guidance documents, please visit www.dhd4.org/covid19/business.

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