



BUSINESS QUICK SHEET FOR EMPLOYERS TO PLAN, PREPARE AND RESPOND TO COVID-19.

Michigan.gov/Coronavirus

As Coronavirus Disease 2019 (COVID-19) continues to spread in the U.S. and Michigan employers must be flexible in a way that stops the spread of illness. **Practicing social distancing, like allowing employees to tele-work or reducing the number of staff on a worksite, are critical measures to stop the spread of illness, especially if:**

- An employee or their immediate family member is diagnosed with COVID-19, or
- If the workplace is in a community where the virus is circulating.

Strategies employers should implement now.

Encourage sick employees to stay home until symptom free for 24 hours (including fever).

- Ensure sick leave policies are flexible and consistent with public health guidance.
- Do not require a healthcare provider's note to validate illness or return to work.
- Place [posters](#) that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene in high-visibility areas.

Provide easy access for cleaning and hygiene.

- Provide disposable wipes for employees to clean commonly used surfaces.
- Provide tissues and no-touch disposal receptacles for use by employees.
- Place alcohol-based hand sanitizers in the workplace, and keep soap available for handwashing.

Perform routine environmental cleaning.

- Routinely clean all frequently touched surfaces including workstations, countertops, doorknobs, and elevator buttons.
- Use cleaning agents that are usually used and follow the directions on the label.

Share accurate information.

Stigma and discrimination occur when people associate an infectious disease with a population or nationality. COVID-19 does not target people from specific populations, ethnicities, or racial backgrounds.

Advise employees before traveling.

Check the [CDC's Traveler's Health Notices](#) for the latest guidance.

Cancel large conferences and events.

If more than 100 attendees are expected, events should be canceled, postponed, or conducted via tele-conference.

Planning for the spread of COVID-19 in Michigan.

Employers should [create an infectious disease outbreak plan](#) that considers:

- Reducing virus transmission among staff.
- Protecting people who are at higher risk for adverse health complications.
- Maintaining business operations.
- Minimizing adverse effects on other entities in their supply chains.