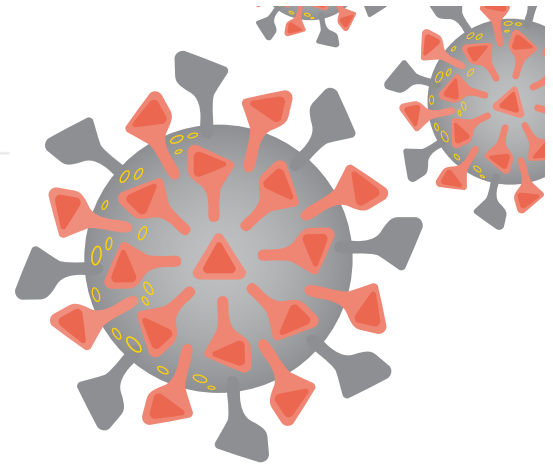


CompOne: Safe Work PLAYBOOK

AN INTERACTIVE GUIDE FOR COVID-19 PANDEMIC
PREPAREDNESS AND RESPONSE

Stay Calm & Reduce Fear during the COVID-19 PANDEMIC

With coronavirus (COVID-19) now a global pandemic, anxiety and stress levels may be higher than normal for many people. If you already struggle with mental health concerns, you may worry about the impact of COVID-19 on your condition. Here's what you need to know about COVID-19 and mental health, and how to keep yourself calm during the outbreak.



WHY COVID-19 IS TOUGH ON YOUR MENTAL HEALTH

There's so much uncertainty around what's going to happen with COVID-19, people are understandably feeling anxious. We are constantly flooded with news, statistics, and fresh emergency guidelines, that it's now become mentally and emotionally draining for everyone. So, how do you combat all this stress and stay calm?

1. Practice self-care

With so much beyond our control right now, focus on what you can control. Get more sleep, read a new book, have a warm bath, or take a walk somewhere quiet — whatever you do, now is the time to prioritize your wellbeing.

2. Limit social media use

Set limits on how often you use social media, especially if you're at home where it's tempting to check in more often. Don't let a constant stream of tweets, status updates and conflicting opinions overwhelm you.

3. Find opportunities to amplify positive and hopeful stories

People do recover after a positive COVID-19 screen and are willing to share their journey with others. Constantly focusing on the fatalities may increase feelings of panic and concern.

4. Talk it out

Acknowledge any stress or anxiety you're feeling right now, and ask others how they're coping. Talk to family and friends, and make sure you check in with how your kids are feeling. They are feeling stress as well, and miss the friends they are used to seeing at school.

5. Reach out to coworkers

Now is the time for coworkers to come together and support one another. Focus on maintaining positive morale at work, and if you're working remotely, set regular meetings.

HANDLING SELF-ISOLATION AND QUARANTINE

If you're showing flu-like symptoms, working remotely, or simply self-isolating, here are some specific tips to get you through the next few weeks and months.

1. Maintain your routine

It's important to maintain a sense of normalcy, where possible. If you're working remotely, check in with coworkers, and try to stick to a typical daily routine. You never know — you might even be more productive than usual!

2. Stay in touch where possible

Whether you use video chats, emails or voice calls, check in with family, friends, and colleagues. Send each

other texts, have virtual movie nights, and keep your spirits up.

3. Ask for help

If you're feeling lonely, or you need help getting supplies during the isolation period, reach out to others and your local community resources. You'd be surprised how many people are willing to help at a challenging time like this.

4. Look after your body

Don't neglect your body just because you're stuck at home. Try out meditation, yoga, or other at-home/virtual workouts, and eat nutritious meals — your body needs all the support it can get right now.

CONCLUSION & USING YOUR EAP

Everyone reacts to stressful situations and changing circumstances differently, and it's natural to feel overwhelmed right now. The is your go-to source for help and support. Keep them at the "top-of-your-mind" for when the going gets tough with any life concern.

Take care of yourself, your family, your friends, and your coworkers, and don't be afraid to ask for help if you need it. Remember, we're all in this together — stay connected to those around you, focus on what you can control, and don't allow yourself to burn out.

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SECTION 1: Protocols

SECTION 1: Protocols

Employees on the Floor Information and/or Strat-up Meetings

- Safe meeting spaces could be painted on the floor to encourage the Social Distancing of 1 to 2 meters (3 to 6 feet).
- No more than 10 employees at any meeting; times for meetings may be staggered and larger groups must be divided to meet the 10 employee maximum.
- Several meeting spaces can be designated for one large area.

Social Distancing During Breaks

Management of employee breaks to provide social spacing and proper hygiene is necessary. Start and end times should be staggered.

Recommended

1st Break

- Ex. Row 1 Teams 1 to 4 – 8:00 to 8:10 a.m.
- Ex. Row 2 Teams 5 to 8 – 8:20 to 8:30 a.m.
- Ex. Row 3 Teams 9 to 13 – 8:40 to 8:50 a.m.

2nd Break

- Ex. Row 1 Teams 1 to 4 – 1:00 to 1:10 p.m.
- Ex. Row 2 Teams 5 to 8 – 1:20 to 1:30 p.m.
- Ex. Row 3 Teams 9 to 13 – 1:40 to 1:50 p.m.

Helpful Tips to Communicate

Seating and Capacity

- Count the number of optimal, number of allowable seats in the break room considering the acceptable distances of 1 to 2 meters (3 to 6 feet).
- Limit and/or space chairs appropriately.
- Place signage on table to ensure proper social distancing in each seat – sign says yes or no to sit
- Post capacity of the breakroom
- Consider allowing employees to sit only on one side of table
- Remind employees not to arrive early to break

Break Times

- Separate times by 10 minutes to have enough time to wipe tables, seats, all surfaces, refrigerator, vending machines and microwave ovens after each use.

SECTION 1: Protocols

Cleanliness and Sanitation

- Station one to two employees to observe the safe 2 meter (6 feet) distance and to disinfect the items noted above if they are inadvertently touched
- Provide enough supplies for employees to clean up after themselves. Ex: wiping down tables, etc.

Food Storage

- Consider adding as many refrigerators and/or shelving to accommodate additional bags if you are limiting locker access.

Social Distancing During Lunch Break

Manage lunch breaks to provide social spacing and proper hygiene. Stagger start and end times to limit the amount of people within the lunch area at a given time.

Recommended

Separate the into two groups

- Alternating days or weeks - Group A will be asked to go to their car/truck for lunch, allow 5-10 extra minutes for travel time to incent employees to go to their vehicle (if reasonable and practical).
- Group B will be able to use the lunch room limit entry to a certain number and all others will go to the vehicle. In effect employees can chose which option they prefer.

1st Break Example

- Row 1 Teams 1 to 4 – 10:00 to 10:20 a.m.
- Row 2 Teams 5 to 8 – 10:30 to 10:50 a.m.
- Row 3 Teams 9 to 13 – 11:00 to 11:20 a.m.

SECTION 1: Protocols

Bathroom usage during the work day and at break times

Increase cleaning intervals to ensure clean environment at all times and make sure social distancing is maintained.

Recommended

- Establish maximum capacity for the facility that allows for social distancing
 - Post the maximum capacity
- Cleanliness & Sanitation
 - Station one to two employees to observe the safe 2 meters (6 feet) distance and to disinfect the items noted above if they are inadvertently touched
 - Provide enough supplies for employees to clean up after themselves. Ex: wiping down tables, etc.)

Social Distancing for Locker Room

Recommended

- Access to locker room
 - Follow shift start and end times, break and lunch schedule.

Helpful Tips to Communicate

- Re-assign lockers to ensure distancing by each employee groups start time
- Ensure proper social distancing during shift change

SECTION 1: Protocols

Additional Options

- Limit access to only employees who must have a locker as a matter of health or safety and/or clothes
- Subsidies with food – limiting the lockers for females or people who need it
- Shelves in lunch room to put lunch boxes

Social Distancing in Common Areas

- Increase cleaning intervals to ensure clean environment at all times
- Ensure social distancing is maintained
- Avoid non-essential gatherings

Recommended

Access to locker room

- Social distancing is a simple yet very effective mechanism to prevent potential infection, that relies on simple distance to avoid infection. In practice this means:
- Staying a minimum of 1 but preferably 2 meters (3 to 6 feet) from others as a normal practice.
- Eliminating contact with others, such as handshakes or embracing coworkers, visitors, or friends
- Avoiding touching surfaces touched by others to the extent feasible
- Avoiding anyone that appears to be sick, or is coughing or sneezing

Social Distancing in Offices

- Office work should be organized to ensure social distancing to keep separation of employees between 1 to 2 meters (3 to 6 feet) as a minimum.
- Avoid face to face desk layouts.

Recommended

- Cubicles should have dividers when people are working in 1 meter (3 feet) of one another.
- Meeting rooms should be organized to hold no more than 10 chairs with the appropriate spacing and 10 employees at a time. Sitting or standing positions should not exceed the minimum distance required.
- Communicate similar messages and arrange meetings over two or three shifts when possible to help reduce the number of people in office at any given point in time.

SECTION 1: Protocols



CHECKLIST

Disinfecting RCOC Vehicles & Fueling

While you're out, you're exposed to germs and viruses that can follow you back into your vehicle.

A good idea is to sanitize these parts on a daily basis.

You can use disinfectant wipes on most surfaces, excluding touchscreen's. If your vehicle has a touchscreen, you'll want to use a microfiber cloth to wipe it down [unless your owner's manual says otherwise].

The main areas that need to be cleaned are obvious – anything inside your vehicle (and some outside) that your fingers touch !

HERE IS A GENERAL LIST OF TOUCHPOINT ITEMS TO FOLLOW:

PASSENGER COMPARTMENT

- Steering Wheel (buttons and paddles)
- Rear View Mirrors
- Keys and Fobs
- Gear Shifter & levers
- Lane Change & Windshield Wiper Stalks
- Door Handles (inside and outside)
- Radio Knobs
- Infotainment Controllers
- Storage Bins
- Seat Belts
- Top of Dashboard
- Console
- Cup Holders
- Door Armrests
- Electronic Controls for deicing equipment



OTHER AREAS

- Exterior Hood Closures
- Covers for fluids and lubricants
- Exterior Battery Control Knobs

FUELING

- When fueling it's best to wear (disposable if available) gloves as viruses can remain active on stainless steel for up to 72 hours.
- If gloves are not available, immediate post fueling washing of hands with soap and warm water for 20 seconds.



SECTION 2: Employee Training

SECTION 2: Employee Training

Cleaning & Disinfecting Your Facility

Everyday Steps, Steps when Someone is Sick, and Considerations for Employers

How to clean and disinfect

Wear disposable gloves to clean and disinfect.

Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.



High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Recommend use of [EPA-registered household disinfectant](#).** **Follow the instructions on the label** to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label)
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

Leave solution on the surface for **at least 1 minute**

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of water

OR

- 4 teaspoons bleach per quart of water

- **Alcohol solutions with at least 70% alcohol.**

Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.



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

SECTION 2: Employee Training

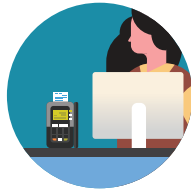
- **Launder items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.** [These disinfectants](#) meet EPA's criteria for use against COVID-19.

Electronics

- For electronics, such as **tablets, touch screens, keyboards, remote controls, and ATM machines**
- Consider putting a **wipeable** cover on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
 - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol.** Dry surface thoroughly.



Laundry

For clothing, towels, linens and other items

- **Wear disposable gloves.**
- **Wash hands with soap and water** as soon as you remove the gloves.
- **Do not shake** dirty laundry.
- Launder items according to the manufacturer's instructions. Use the **warmest appropriate water setting** and dry items completely.
- Dirty laundry from a sick person **can be washed with other people's items.**
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.



Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the sick person.
- **Open outside doors and windows** to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the sick person**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- If **more than 7 days** since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection.



When cleaning

- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a sick person.



SECTION 2: Employee Training

- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- **Additional key times to wash hands** include:
 - After blowing one's nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After contact with animals or pets.
 - Before and after providing routine care for another person who needs assistance (e.g., a child).

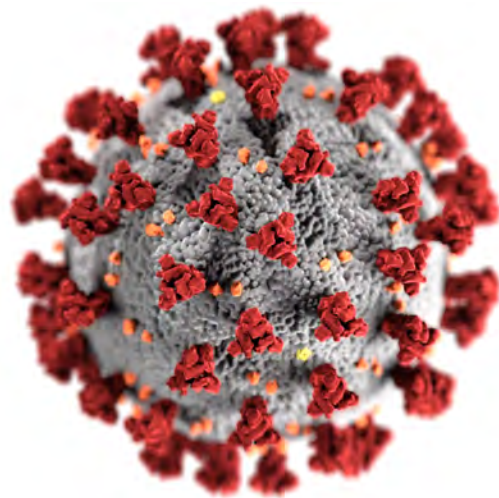
Additional Considerations for Employers



- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions **on what to do if they develop symptoms within 14 days** after their last possible exposure to the virus.
- Develop **policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
 - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are **trained on the hazards of the cleaning chemicals** used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200](#)).
- **Comply** with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#)).

For facilities that house people overnight:

- Follow CDC's guidance for [colleges and universities](#). Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.
- For guidance on cleaning and disinfecting a sick person's bedroom/bathroom, review CDC's guidance on [disinfecting your home if someone is sick](#).



SECTION 2: Employee Training

Cleaning & Disinfecting Hard Surfaces

What you need to know

What should be used to clean and disinfect hard surfaces?

When a surface is visibly dirty, wash with a general household cleaner (soap or detergent). Rinse with water and follow with a disinfectant. When a surface is not visibly dirty, clean with a commercial product that is both a detergent (cleans) and a disinfectant (kills germs). Wear disposable gloves. Make sure the disinfectant product you choose is registered with the United States Environmental Protection Agency (EPA) and includes an EPA registration number on it. For a list of EPA-registered disinfectants visit:

www.epa.gov/oppad001/chemregindex/html.

NOTE:

- Minimum disinfectant concentrations are needed for different bacteria/viruses and surfaces. In general, a bleach concentration of 200 parts per million (1 tablespoon of bleach in one gallon of water) is effective against many bacteria and viruses. Bleach solution of 1,000 – 5,000 parts per million (1/3 cup to 1 2/3 cups of bleach in 1 gallon of water) may be needed to be effective against Norovirus. For more detailed information visit the EPA disinfectant web page at: www.epa.gov/oppad001/chemregindex.html.
- When using chlorine bleach to disinfect surfaces, use an unopened bottle. Chlorine bleach loses its effectiveness 30 days after opening. A fresh bleach/water solution should be made daily. Spray or use a cloth to apply to surfaces and let stand for 10 minutes if possible. Rinse with clear water.
- Always follow label instructions carefully when using cleaners and disinfectants. Pay attention to hazard warnings and label instructions for using personal protective items such as household gloves.
- **DO NOT MIX DISINFECTANTS AND CLEANERS**

What surfaces should be cleaned and disinfected?

Hard surfaces that are touched often or by more than one person need to be cleaned and disinfected as explained above. Examples of hard surfaces include:

- Countertops
- Tabletops
- Doorknobs/door handles
- Toys
- Desktops
- Chairs
- Bathroom surfaces
- Drinking fountains

Use sanitizer cloths on electronic items that are touched often. These items include computers, keyboards, computer mice, telephones, remote controls, light switches, door knobs and hand-held video games. Also use sanitizer cloths on car door handles, steering wheels, and gear shifts in vehicles.

SECTION 2: Employee Training

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

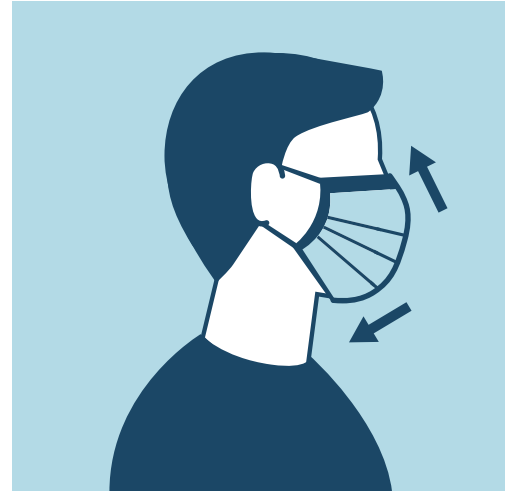
Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



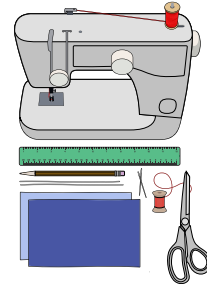
[CDC.GOV/CORONAVIRUS](https://www.cdc.gov/coronavirus)

SECTION 2: Employee Training

Sewn Cloth Face Covering

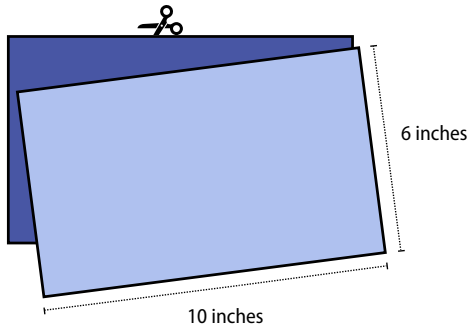
Materials

- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

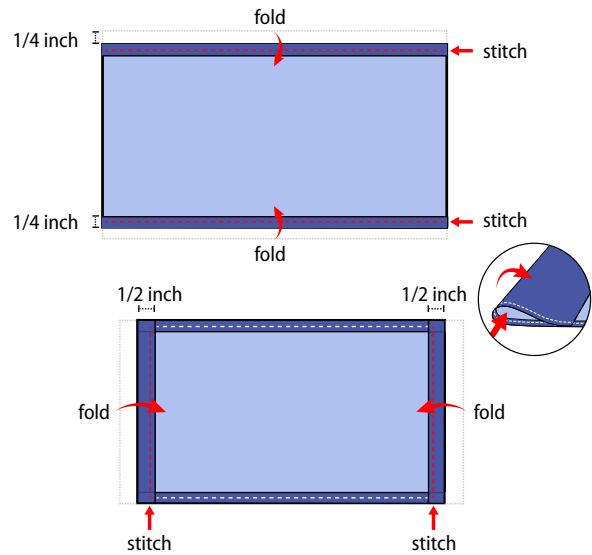


Tutorial

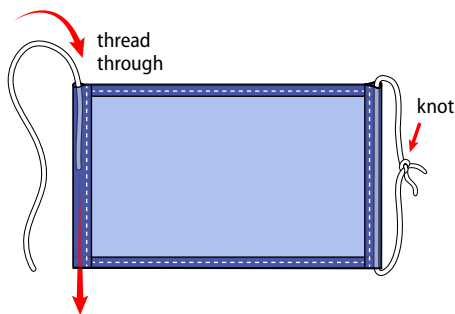
1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the cloth face covering as if it was a single piece of fabric.



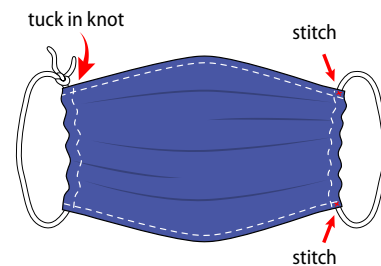
2. Fold over the long sides $\frac{1}{4}$ inch and hem. Then fold the double layer of fabric over $\frac{1}{2}$ inch along the short sides and stitch down.



3. Run a 6-inch length of $\frac{1}{8}$ -inch wide elastic through the wider hem on each side of the cloth face covering. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight. Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the cloth face covering behind your head.



4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the cloth face covering on the elastic and adjust so the cloth face covering fits your face. Then securely stitch the elastic in place to keep it from slipping.



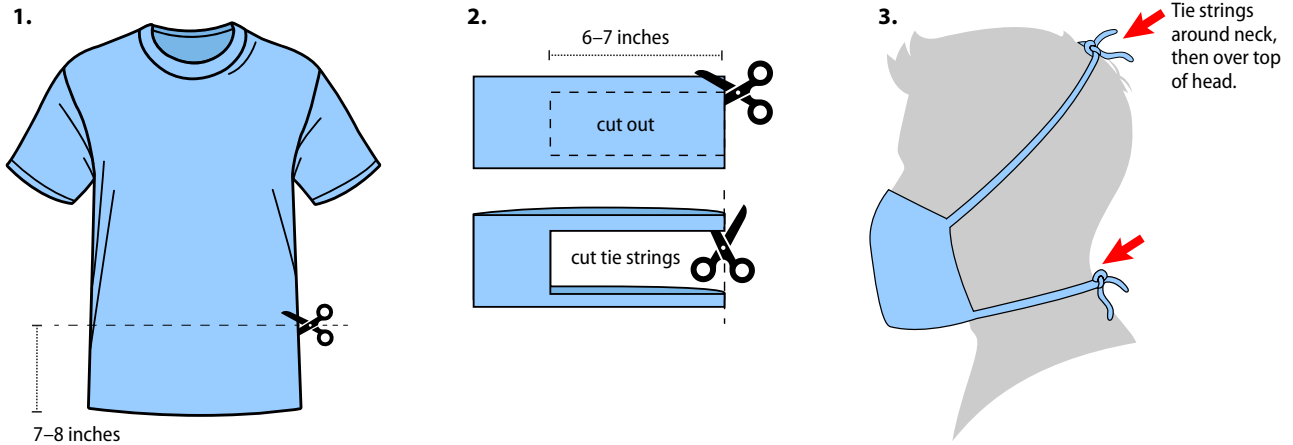
SECTION 2: Employee Training

Quick Cut T-shirt Cloth Face Covering (no sew method)

Materials

- T-shirt
- Scissors

Tutorial

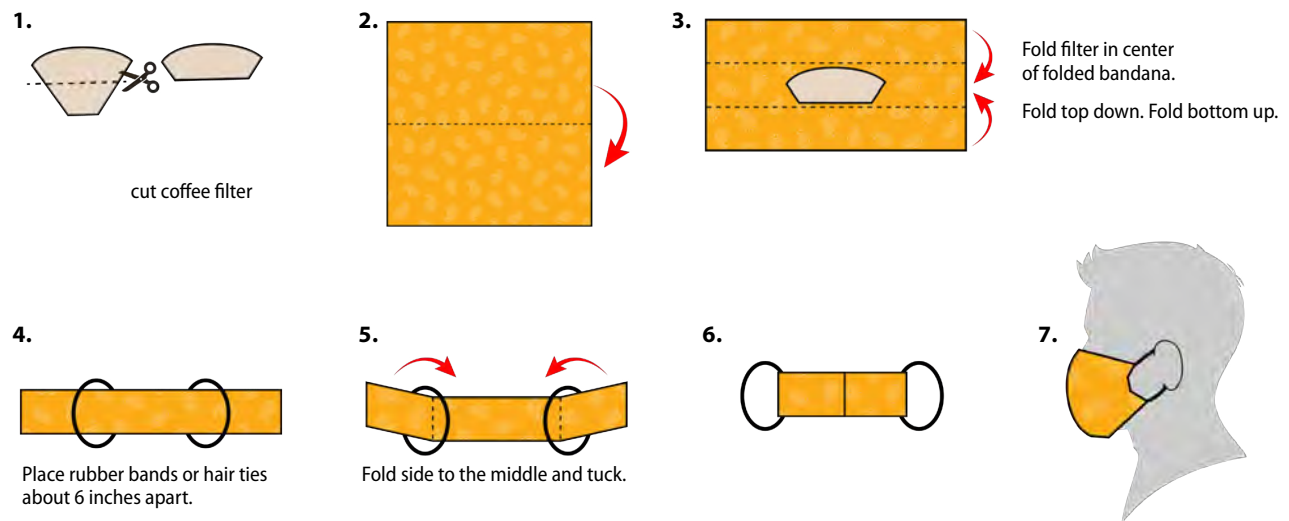


Bandana Cloth Face Covering (no sew method)

Materials

- Bandana (or square cotton cloth approximately 20"x20")
- Coffee filter
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

Tutorial



SECTION 2: Employee Training



STOP The Spread of Germs

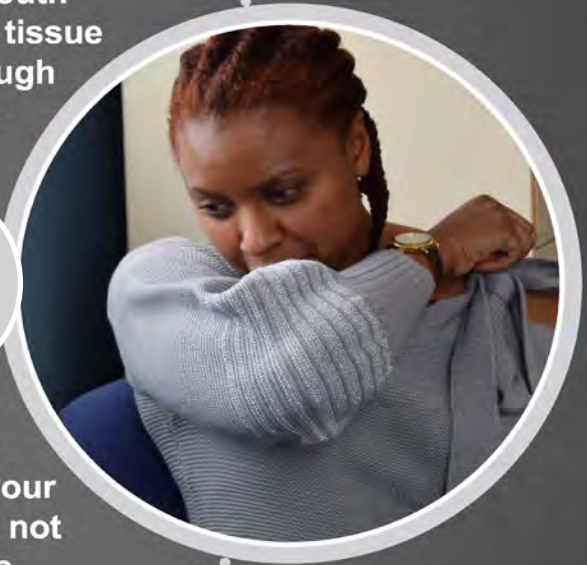
COVER YOUR COUGH

Cover your mouth and nose with a tissue when you cough or sneeze



OR

cough or sneeze into your upper sleeve, not your hands



Throw away used tissue

WASH YOUR HANDS AFTER COUGHING OR SNEEZING



Washing hands with soap and warm running water is most effective



Or use alcohol-based hand sanitizer when soap and water not available

SECTION 3:

Health & Wellness

SECTION 3: Health & Wellness



A CLEAN HOUSEHOLD

Is a healthier household



CLEAN ALL HARD SURFACES, SUCH AS:



LIGHT SWITCHES



REMOTE CONTROLS



REMOTE CONTROLS



HARD-BACK CHAIRS



TABLES



DOOR KNOBS



SINKS & FAUCETS



TOILETS

Face Coverings: FAQ

Michigan.gov/Coronavirus

Face Coverings: Frequently Asked Questions

The Michigan Department of Health and Human Services recommends that Michiganders wear a face covering when outside of their home to help stop the spread of coronavirus disease 2019 (COVID-19).

Wearing a face covering is an additional precaution we can take that may help stop the spread of COVID-19. The best way to keep from getting sick is to stay home as much as possible, practice social distancing – keep at least 6 feet of distance from others, and good hand hygiene.

What is a face covering?

- A face covering is any well-secured cloth (like a bandana or scarf) that covers your mouth and nose.
- A face covering is different from a surgical or N95 mask which must be reserved for healthcare workers.

Who should and should not wear a face covering?

Cloth face coverings **should not** be placed on:

- young children under age 2,
- anyone who has trouble breathing, is unconscious, incapacitated, and
- anyone otherwise unable to remove the mask without assistance.

Cloth face coverings **should** be worn by:

- All others when they need to be outside their home and within 6 feet of others.
- People who are sick should wear a face covering while at home if they cannot maintain at least 6 feet of distance from others.
- People who are sick and who need to leave home, such as to get urgent medical care, should always wear a face covering.

Do I need to wear a face covering all the time when outside my house?

- **If you are sick**, yes. Remember you must stay home if you are sick and only leave for essential medical care. Arrange for essential items, like groceries, to be delivered to you through a delivery service or through friends or family.
- **If you are not sick**, you should wear a face covering whenever you need to leave home and might be closer than 6 feet from others. Examples include using public transportation, riding in a taxi or car service, walking on a busy street, going to pharmacies and grocery stores, and going to the doctor or a hospital.
- **Essential workers** should also wear a face covering at work when they cannot maintain at least 6 feet of distance between themselves and others.

SECTION 3: Health & Wellness

Do I need to wear a face covering when I am exercising?

No — as long as you maintain at least 6 feet from others.

People should only do exercises that allow them keep physical distance from others. Walking, running, and biking outside are good examples of activities that do not require shared equipment or close contact with others.

I was confirmed to have COVID-19 and am better now. Do I still need to wear a face covering?

Yes – everyone that is able should wear a face covering when outside of their home and it is not possible to maintain at least 6 feet of distance between others. Social distancing is still necessary, even when using a face covering.

We don't yet know how long the virus remains in a person's body, or whether it is possible to get sick again. Using facemasks in public and practicing social distancing is still important for people who were sick and recovered.

Remember if you had or may have had COVID-19, you should not leave the house except for essential medical care or to get essential needs until all the following are true:

- It has been at least 7 days since your symptoms started or since you tested positive for COVID-19 **and**
- You have been fever-free for the last 3 days without taking fever-reducing drugs such as Tylenol or ibuprofen **and**
- Your overall illness has improved (for example, when your cough or shortness of breath have improved).

Why is this being recommended now?

As we learn more about COVID-19, sometimes recommendations change. There is increasing evidence that people without symptoms may be able to spread the virus, and that droplets produced when breathing, speaking, or singing may spread COVID-19 from person to person.

This evidence informed the decision to recommend face coverings. The use of face coverings is one more simple tool that may help reduce the spread of the virus – especially from people who are infected and don't know it yet.

How often do I need to wash my face covering?

If you are using a cloth face covering, we recommend washing once a day by hand or machine using detergent. The face covering should be fully dry before using. You should have a couple of face coverings so you can rotate for washing.

Are there precautions I should take with my face covering?

- In taking on and off a face covering, you will likely touch your face. As such, please wash your hands with soap and warm water for at least 20 seconds. If soap and warm water are not

SECTION 3: Health & Wellness

available, use an alcohol-based sanitizer that contains at least 60% alcohol every time before and after removing or putting on your mask.

- Do not put a used face covering in places where others can touch them or where germs trapped in your face covering can touch other surfaces, such as counter tops or your kitchen table.
- Do not throw your face covering loose in a bag or backpack. We recommend keeping a paper bag with you to store your face covering if you will be taking it off outside your house.

Is it possible to make your own face covering?

Yes! A face covering can be a scarf, bandana or other cloth. [Watch this video from the U.S. Attorney General](#) to see ideas about creating a face covering with household items.

What is the best fabric for a mask?

Use tightly woven cotton, such as quilting fabric or cotton sheets.

Are medical grade masks such as N95 or surgical masks better than home made masks?

Medical grade masks need to be saved for use by health care providers only. Use of homemade masks for people with lower risk exposure is a good way to decrease the chance of exposure to COVID-19.

SECTION 3: Health & Wellness



HAND WASHING

What you need to know

HAND WASHING STEPS



1. Rub your hands together for at least 20 seconds using warm running water and soap.



2. Wash under fingernails, between fingers, back of hands and wrists.



3. Rinse your hands well under warm running water.



4. Dry your hands completely. In the home, change hand washing towels often.

IN PUBLIC BATHROOMS

- Dry your hands with a single-use paper towel (or with hot air blow dryer).
- If towel dispenser has a handle, be sure to roll the paper down before you wash your hands. This helps to ensure that you will not pick up new germs from the handle.
- For hand-held faucets, turn off water using a paper towel instead of bare hands so you will not pick up new germs on your clean hands.
- Open the bathroom door with the same paper towel.

ALWAYS PRACTICE HEALTHY HABITS

- Cover your mouth and nose with a tissue when sneezing or coughing, or cough/sneeze into your upper sleeve. Immediately throw away used tissues, then wash hands.
- Teach and show children how to wash hands correctly.

WHEN TO WASH HANDS

Wash hands after:

- Coughing, sneezing, or touching objects and surfaces. You can also use hand sanitizer with at least 60% alcohol
- Using the bathroom or helping a child use the bathroom
- Changing a diaper; wash the child's hands too
- Handling items soiled with body fluids or wastes such as blood, drool, urine, stool, or discharge from nose or eyes
- Arriving home from day care, friend's home, outing, or school
- Cleaning up messes
- Handling a sick child
- Touching an animal or pet

Wash hands before:

- Preparing or serving food
- Eating or drinking

THE MOST IMPORTANT THING YOU CAN DO TO PREVENT THE SPREAD OF ILLNESS IS WASH YOUR HANDS OFTEN

Washing hands is more effective than hand sanitizer.

SECTION 3: Health & Wellness



SOCIAL DISTANCING

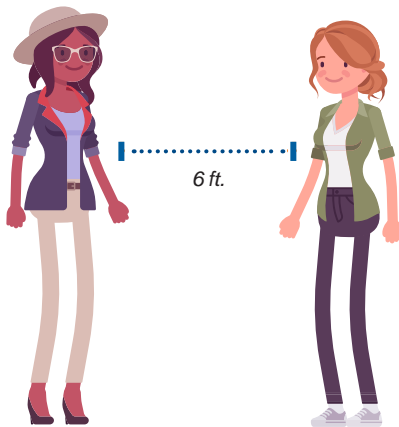
What you need to know

Social distancing means keeping a physical separation from other people. This includes avoiding groups of people and keeping space between yourself and others. It can include larger measures like closing public spaces and canceling group events. It helps protect people from illness, especially those who are more vulnerable. Social distancing limits the spread of disease by lowering the chance of contact with someone with COVID-19.

PRACTICE SOCIAL DISTANCING

INDIVIDUALS CAN

- Keep six (6) feet between yourself and others.
- Avoid getting together in social groups and gatherings.
- Use Skype and FaceTime to visit family and friends.
- Use online, curbside or drive-through services such as banking, groceries, pharmacy and carryout.
- Avoid public places at their busiest times.



BUSINESSES CAN

- Have employees tele-work when possible.
- Modify operations to provide online options.
- Restrict areas where people may gather.
- Limit in-person meetings and use electronic communication methods.
- Assess store layout and modify high traffic areas (i.e. checkout lines, pharmacy counter etc.) to create six (6) feet of space between people:
 - Special store hours for seniors, healthcare workers and first responders to shop.
 - Signage asking people to remain at least 6 feet apart from others.
 - Mark floors of checkout lines with tape for 6 foot spacing between customers.
 - Promote curbside pick-up, delivery and online services.

EVERYONE SHOULD

- Stay home when sick.
- Avoid hugging, high-fives, shaking hands, and sharing cups or eating utensils.
- Use good personal hygiene practices whenever you are out in public:
 - Washing your hands often with soap and warm water for 20 seconds, and help young children do the same. If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol.
 - Covering your nose and mouth with a tissue when you cough or sneeze, or cough/sneeze in your upper sleeve. Immediately throw away used tissues in the trash, then wash hands.
 - Avoiding touching your eyes, nose, and mouth with unwashed hands.
 - Cleaning and disinfecting frequently touched surfaces, such as toys and doorknobs.

SECTION 3: Health & Wellness



A CLEAN HOUSEHOLD

Is a healthier household

HELP PREVENT THE SPREAD OF RESPIRATORY DISEASES



Wash your hands often with soap and warm water for at least 20 seconds.



Clean and disinfect frequently touched objects and surfaces.



Avoid touching your eyes, nose, and mouth with unwashed hands.



Cough and sneeze into your upper sleeve or cover with a tissue, then throw in the trash. Wash Hands.



Stay home when you are sick, except to get medical care. Call ahead before you visit a doctor or emergency room.



Avoid contact with people who are sick.

SECTION 3: Health & Wellness

PERSONAL VEHICLES: Keep Your Car Clean to Reduce Risk From Coronavirus

The spread of the novel coronavirus, and its associated COVID-19 disease, is made worse because it is highly contagious. Since vehicle interiors are essentially small contained spaces, it is important to take steps to reduce the risk of contracting the virus while driving or riding inside.

When it comes to vehicles, washing your hands thoroughly is one of the most effective ways to prevent transmission of the virus, which is spread from small droplets from the nose or mouth when an infected person coughs, sneezes or exhales.

But proper cleaning and disinfecting are also advised. That's because the virus can exist on a variety of surfaces, sometimes even days after contagious droplets were planted there. The experts at Edmund's recommend these tips to increase your safety during the outbreak.

BE PREPARED

While it's important that the inside of your vehicle is clean, it's just as important that your hands are free of germs too. The Centers for Disease Control and Prevention recommends washing your hands for at least 20 seconds before and after or after eating, using the restroom, coughing or sneezing, caring for others, and leaving your house.

Cleaning your vehicle should also be on the list. It may also be a good idea to use disposable or designated gloves while cleaning to prevent the spread of the coronavirus inside. Limiting your trips outside is the most effective method of ensuring you won't contract the coronavirus or spread it to others. Restrict your movement to essential tasks only. This will reduce the spread of germs into your vehicle and prevent you from carrying them to the outside world or back inside your home.

USE THE RIGHT TOOLS

The right disinfectants can kill the coronavirus so that it doesn't live on surfaces such as rubber, plastic, aluminum and leather. Most common household cleaners will work. The American Chemistry Council has a helpful list of specific EPA-approved products for use against the coronavirus. We recommend keeping a tube of disinfectant wipes in your vehicle for regular use.



Check to ensure that the cleaners you're using are safe for the surfaces in your car. Some disinfectants can dry out leather. A safer option would be to use a mild soap and water, then apply a leather conditioner to protect those surfaces. This option will not kill germs as well as harsher disinfectants, but it will greatly reduce them and help prevent spread.

SECTION 3: Health & Wellness

FOCUS ON TOUCHPOINTS

The main areas that need to be cleaned are obvious. Anything inside the car that your fingers touch should be cleaned: the steering wheel, gear shifter, lane change and windshield wiper stalks, door handles, radio knobs, infotainment controllers, storage bins and seat belts. The CDC recommends cleaning touched surfaces daily.

One other area might not be so immediately evident: The top of the dashboard is a prime spot for

harboring such microorganisms, according to Charles P. Gerba, a professor of microbiology and public health at the University of Arizona. Recirculating air swirls up against the windshield and sticks to the dash, where it can be distributed throughout the cabin, Gerba said. Cleaning that spot reduces risk.



CHILDREN AND THE ELDERLY

People who are regularly in contact with both children and the elderly should take extra precautions, even if those two groups are not sharing the same airspace at the same time. That's because children are often less careful about hygiene and cleanliness, while the elderly are more susceptible to any germs left behind.

People over the age of 60 and those with underlying conditions such as hypertension, diabetes, cardiovascular disease, chronic respiratory disease and cancer have the highest risk of severe disease and death from COVID-19, according to the World Health Organization. But proper and regular cleaning inside the car can greatly reduce the risk of passing the virus on from children and others.

EDMUNDS SAYS: Maintaining cleanliness in your car is a small act that can go a long way toward the greater good. If you are going to take trips outside, do everything you can to slow or prevent the transmission of the coronavirus. Disinfecting your steering wheel over and over again might seem tedious and unnecessary, but it is likely to save lives.

Source: This story was provided to The Associated Press by the automotive website Edmunds. Ryan ZumMallen is a staff writer at Edmunds. Twitter: @zoomy575m; Instagram: zoomy575m

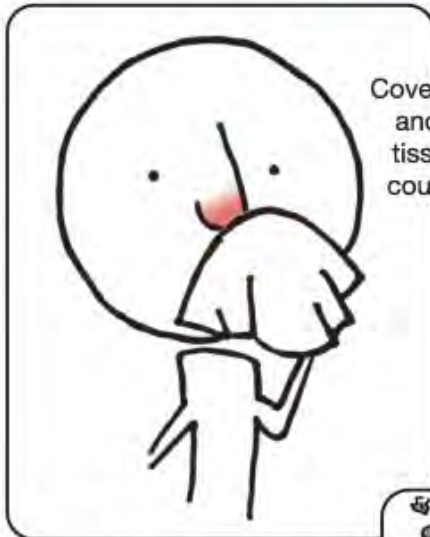
SECTION 4: Faculty Signage



**We are recognizing Social Distancing
Requirements in the Workplace.**

Stop the spread of germs that make you and others sick!

Cover your Cough



Cover your mouth and nose with a tissue when you cough or sneeze

or

cough or sneeze into your upper sleeve, not your hands.



Put your used tissue in a waste basket.



You may be asked to wear a surgical mask in public. Don't worry if you see staff and others wearing masks. They are preventing the spread of germs.



Wash your Hands

after coughing or sneezing.



Wash with soap and water

or
clean with alcohol-based hand cleaner.





**PURSUANT TO OUR
EMERGENCY ORDER
#2020-07**

**BY BADGING INTO THIS BUILDING OR CLOCKING IN, I AM
AFFIRMATIVELY STATING THAT:**

- 1) I DO NOT HAVE A FEVER, COUGH (EXCLUDING COUGH DUE TO KNOWN CHRONIC COUGH), SHORTNESS OF BREATH, SORE THROAT, AND/OR DIARRHEA (EXCLUDING DIARRHEA DUE TO KNOWN MEDICAL REASON).**
- 2) I HAVE NOT BEEN IN CLOSE CONTACT IN THE LAST 14 DAYS WITH SOMEONE DIAGNOSED WITH COVID-19**
- 3) I HAVE NOT TRAVELED INTERNATIONALLY OR DOMESTICALLY IN THE LAST 14 DAYS.**

IF YOU HAVE ANY OF THE THESE SYMPTOMS

DO NOT ENTER THIS BUILDING

**PLEASE RETURN TO YOUR CAR AND CALL YOUR
SUPERVISOR**

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