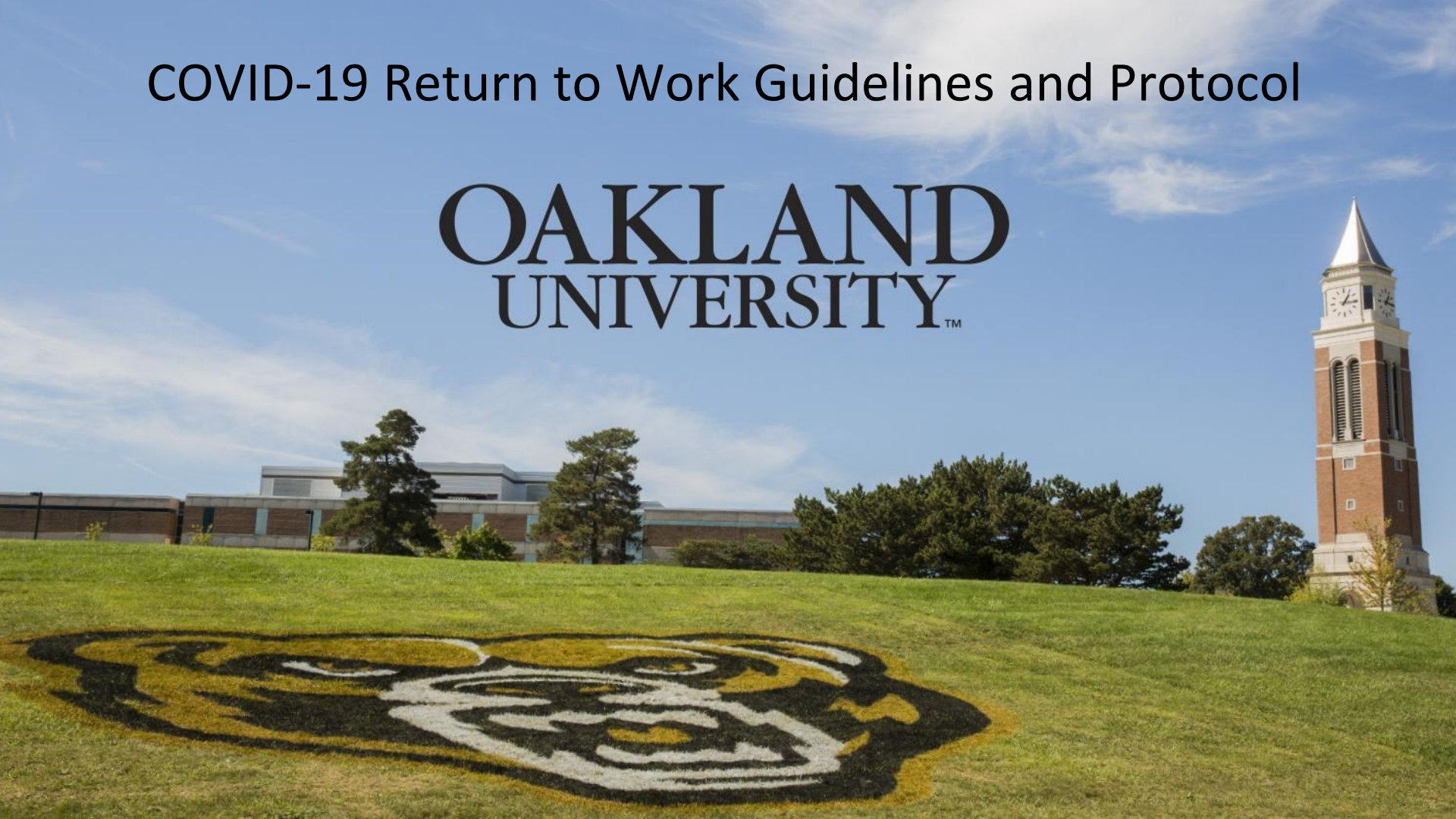


# COVID-19 Return to Work Guidelines and Protocol

**OAKLAND**  
**UNIVERSITY™**



# Return To Work



## **A Guide for Employees to Return to Work Safely During COVID-19**

In today's presentation the following topics will be covered:

- What is COVID-19, what are the symptoms, and how does it spread?
- A Review of Workplace Infection Control Procedures, including:
  - Health monitoring and reporting
  - Return to Work Following Illness
  - Social Distancing
  - Cleaning and Disinfection Practices
  - Classifying Exposure Risk and Proper Use of PPE
  - Personal Hygiene
  - Everyday Work Practices
- A Review of Available Resources
- Where and How to Report Concerns



# An Important Note:



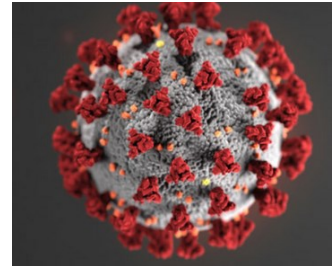
This is a rapidly evolving situation. The University will make adjustments to these requirements based on best practice recommendations of the Centers for Disease Control (CDC) and state and local health departments.



# About COVID-19



- COVID-19 is a respiratory disease caused by the novel coronavirus SARS-CoV-2.
  - This is a new strain of coronavirus not previously identified in humans, and easily spread from person to person.
- There is currently no approved vaccine or antiviral treatment for this disease.
- Anyone can have very mild to severe symptoms.
- Individuals at higher risk for developing more serious complications include:
  - Older Adults (Aged 65+)
  - Those who are immunocompromised
- And those with severe underlying medical conditions including:
  - heart or lung disease
  - diabetes
  - kidney or liver disease
  - severe obesity



# Symptoms of COVID-19



People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. **Symptoms may appear 2-14 days after exposure to the virus.**

## People with these symptoms may have COVID-19:

- Fever – A temperature of 100.4 °F or greater
- Cough (or change in a chronic cough)
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- Loss of taste or smell

### Emergency symptoms:

- Difficulty breathing, persistent pain/pressure in chest, new confusion/inability to arouse, bluish lips/face

**Note: If someone is showing any of these signs, seek emergency medical care immediately**

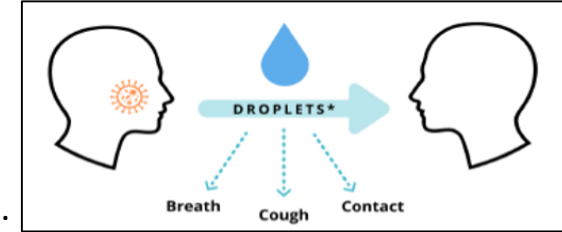
# How is COVID-19 Spread?



## PERSON-TO-PERSON SPREAD

**The virus is thought to spread mainly from person-to-person.**

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 may be spread by people who are not showing symptoms.



**The virus spreads easily between people.**

- How easily a virus spreads from person-to-person can vary. Some viruses are highly contagious, like measles, while other viruses do not spread as easily. Another factor is whether the spread is sustained, which means it goes from person-to-person without stopping.
- The virus that causes COVID-19 is spreading very easily and sustainably between people. Information from the ongoing COVID-19 pandemic suggest that this virus is spreading more efficiently than influenza, but not as efficiently as measles, which is highly contagious.

# How is COVID-19 Spread? (continued)



## **The virus does not spread easily in other ways.**

COVID-19 is a new disease and we are still learning about how it spreads. It may be possible for COVID-19 to spread in other ways, but these are not thought to be the main ways the virus spreads.

- From touching surfaces or objects. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning more about this virus.
- From animals to people. At this time, the risk of COVID-19 spreading from animals to people is considered to be low. Learn about [COVID-19 and pets and other animals](#).
- From people to animals. It appears that the virus that causes COVID-19 can spread from people to animals in some situations. CDC is aware of a small number of pets worldwide, including cats and dogs, reported to be infected with the virus that causes COVID-19, mostly after close contact with people with COVID-19. Learn what you should do [if you have pets](#).

# Steps OU is Taking



**The University is following the guidelines provided by CDC and OSHA which emphasize the following:**

- Personal Hygiene
  - Encouraging employees to wash hands often
  - Reminding employees to avoid touching eyes, nose and mouth with unwashed hands
- Frequent Disinfection of Common Surfaces
- Social Distancing
  - Wearing washable cloth face coverings when working in enclosed public spaces
  - Maintaining a 6' Social Distance from others when working on campus
- Health Protocols
  - Daily health screening questionnaire
  - What to do if you are sick or develop symptoms at work
  - Reporting of illness or symptoms
  - Following specific guidelines for return to work following illness.



# Daily Employee Health Screening



Effective May 7, 2020 at 3:00 pm, per the State of Michigan Executive Order 2020-77 11 (g), businesses operations, and government agencies that remain open for in-person work must, at a minimum adopt policies to prevent workers from entering the premises if they display respiratory symptoms or have had contact with a person with a confirmed diagnosis of COVID-19.

In compliance with this Order all employees must complete the daily screening process by answering the self screening questions and taking their temperature. The process can be completed via computer, tablet or smart-phone [here](#). These submissions are confidential and will be monitored daily by the Director of the Graham Health Center.

**Note: if you are unable to complete the electronic form, contact your Supervisor or Department Chair for information on how to utilize the manual form to complete this mandatory, daily activity.**

# Stay Home if You are Sick!



## **PLEASE, DO NOT COME TO WORK IF YOU ARE SICK!**

- Take care of yourself and help prevent others from getting sick.

### **This is an important part of our community mitigation strategy:**

- Complete the Daily Employee Health Screening prior to reporting to work.
- If you answer 'YES' to any of the employee self-screening questions, your supervisor will be notified that you will not be coming to work.
  - In addition, you should report any absence according to department policy.
  - Contact the Graham Health Center at (248) 370-2381 to report your symptoms.

### **In addition you should:**

- Get rest and stay hydrated
- Monitor your symptoms and, if they get worse:
  - Consult with a physician
  - Many Oakland University insurance plans include options for tele-health visits.

# Go Home if You Develop Symptoms!



**Those employees who develop COVID-19 related symptoms such as fever, cough and shortness of breath while at work must leave work, and:**

- Notify their Supervisor
- Notify the Graham Health Center of these symptoms at 248.370.2341.
  - If self-isolation, self-quarantine or self-monitoring is recommended by either the local health department, or Graham Health Center, the employee must follow these guidelines.
  - Printable version - [Self-Monitoring, Isolation, and Quarantine Guidance 3.31.20.pdf](#)
  - Web version - <https://www.oakgov.com/covid/best-practices/sick-caring/Pages/self-monitor-quarantine-isolation.aspx>

# Reporting Illness or Symptoms



- Employees must notify the Graham Health Center Director of any confirmed COVID-19 illness, and within 24 hours the University must notify:
  - the local public health department
  - any co-workers, contractors or suppliers who may have come into contact with an individual with a confirmed case of COVID-19.
- Employers must maintain a record of such notifications.



# Return to Work Following Illness



**You must meet one of the following criteria to return to work following a COVID-19 related illness (either confirmed or suspected):**

- 1. If you are *unable* to have a follow up COVID-19 test** to determine if you are still contagious, provide a note from your health care provider stating:
  - a. 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**,
  - b. other symptoms have improved (for example, when your cough or shortness of breath have improved) **AND**,
  - c. at least 10 days have passed since your symptoms first appeared
- 2. If you *will* have a COVID-19 follow up test** to determine if you are still contagious, provide a note from your health care provider stating:
  - a. You no longer have a fever (without the use of medicine that reduces fevers) **AND**,
  - b. other symptoms have improved (for example, when your cough or shortness of breath have improved) **AND**,
  - c. You received two negative tests in a row, 24 hours apart.
- 3. Absent a return to work clearance from a healthcare provider, employees must schedule a symptom/temperature check at Graham Health Center prior to returning to the workplace.**

# Practice Social Distancing




## WHAT IS SOCIAL DISTANCING?

- According to CDC, social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home.


## WHY SHOULD I PRACTICE SOCIAL DISTANCING?

- Studies have shown that COVID-19 spreads mainly among people who in close contact (within 6') with each other for a prolonged period.



### SOCIAL DISTANCING

*What You Need to Know*




OAKLAND  
UNIVERSITY  
HEALTH DIVISION  
DAVID COULTER  
OAKLAND COUNTY EXECUTIVE

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.

Learn more about slowing the spread of COVID-19 at <https://bit.ly/3d7JQ4>  
For questions call Nurse On Call at 1.800.848.5533 or visit [www.oakgov.com/covid](http://www.oakgov.com/covid)

Nurse On Call: 1.800.848.5533  
800.848.5533 NOC@OakGov.com  
OAKGOV.COM/HEALTH



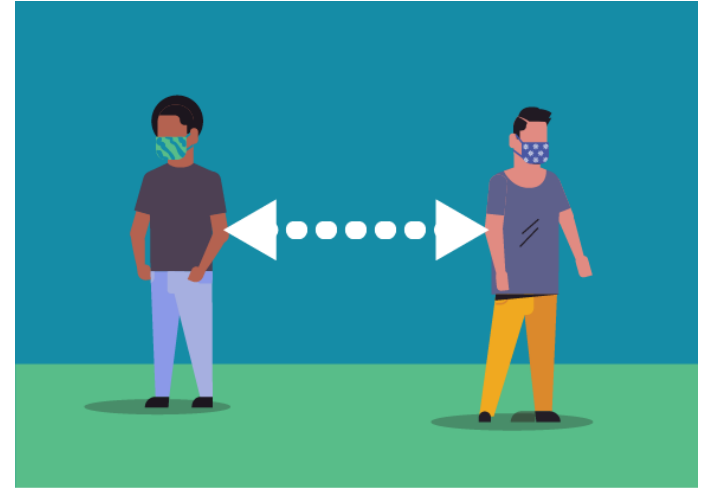
The Oakland County Health Division will not deny participation in its programs based on race, sex, religion, national origin, age or ancestry. State and federal eligibility requirements apply for certain programs.  
www.oakgov.com

# How Can Tell If I Am Six Feet Away?



For comparison, 6' is about:

- ★ The width of 2 picnic tables
- ★ About 8 steps on a stairway
- ★ The length of one standard bicycle
- ★ The length of one full size mattress
- ★ The length of one weightlifting barbell
- ★ The height of a door
- ★ The length of two shopping carts, end to end



# Use of Cloth Face Coverings



The State of Michigan Executive Order 2020-92 requires that individuals able to medically tolerate a face covering **must** wear a covering over his or her nose and mouth - such as a homemade mask, scarf, bandana, or handkerchief - when in any enclosed public space.

**To the extent required by law, the University will provide one (1) face covering to each employee performing in-person work on any Oakland University campus or property. Employees are responsible for cleaning the mask, bringing it to campus each day, and wearing it in an enclosed public space.**

Employees may utilize personal cloth face coverings that comply with CDC Requirements ([How to Wear a Cloth Face Covering](#)).



# Personal Protective Equipment (PPE)



**Most employees are unlikely to need PPE beyond what they use to protect themselves during routine job tasks.**

- CDC, OSHA and the State of Michigan may recommend protective equipment be utilized by University employees for COVID response depending on specific job hazards, responsibilities and current public health guidance.
- Oakland University will provide any required PPE as indicated.

**Evaluation of job hazards includes classifying worker exposure as very high, high, medium, or low**

- The level of risk depends in part on:
  - the industry/job type
  - the need for contact within 6 feet of people known to be, or suspected of being, infected with SARS-CoV-2, or
  - requirement for repeated or extended contact with persons known to be, or suspected of being, infected with SARS-CoV-2.

# Classifying Worker Exposure



## Very High Risk of Exposure

Those employees with high potential for exposure to KNOWN or SUSPECTED sources of COVID-19 during specific medical, postmortem, or laboratory procedures.

- None

## High Risk of Exposure

Those employees with high potential for exposure to known or suspected sources of COVID-19.

- None at this time

## Medium Exposure Risk

Those employees that require frequent and/or close contact with (i.e. within 6 feet of) people who may be infected with SARS-CoV2, **but who are not known or suspected COVID-19 patients**. In areas where there is ongoing community transmission, like Oakland County, workers in this category may have contact with the general public.

- OUPD – First Responders/Collateral First Aide
- Custodians – Disinfection Crew
- Graham Health Center – Healthcare Workers
- Shipping/Receiving Delivery Personnel (Dependent on Operational Protocols In Place)
- Mail Services Delivery Personnel (Dependent on Operational Protocols in Place)

# Classifying Worker Exposure? (continued)



## Low Exposure Risk

Those employees that do not require contact with people known to be, or suspected of being, infected with SARS-CoV2 nor frequent close contact with (i.e., within 6 feet of) the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

- Remote workers (i.e., those working from home during the pandemic)
- Faculty engaged in Face to Face Instruction with social distancing
- Certain Researchers
- Print Services Staff
- Grounds and Golf Course Personnel
- Office workers who do not have frequent close contact with coworkers, customers, or the public.
- Central Heat Plant Personnel
- Maintenance Personnel
- Custodians – General

# Frequent Cleaning and Disinfection



Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in community settings.

In accordance with [CDC guidelines](#) Facilities Management will:

- Perform increased cleaning and disinfection of occupied areas to include attention to high touch point areas like light switches and door knobs.
- Perform [enhanced cleaning and disinfection](#) of any work areas where COVID-19 has been confirmed in accordance with CDC Guidelines



# Steps that YOU can take



- When you are not at work, stay Safer at Home, to the maximum extent possible.
- Know the symptoms of COVID-19
- Monitor your health
- Engage in safe and proactive work practices.
- Wash Your Hands Often!

Things You  
Can Do  
Right Now  
to Make a  
Difference

# Practice Hand Hygiene



- **Employees should clean hands often**, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds.
- 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.
- Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
  - ***Additional key times to clean 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 such as a child

# Five Steps to Wash Your Hands the Right Way



Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community

**Follow these five steps every time.**

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

# Avoid Touching Your Face!



To help prevent infections, keep your hands away from your eyes, nose, and mouth.

## **Why is not touching your face so important?**

- It is estimated that people touch their faces about 23 times per hour!
- When you touch your face with dirty, unwashed hands, germs can take up residence in your mucous membranes which can lead to an infection.

We can infect ourselves by transmitting germs from contaminated surfaces to our face (including eyes, nose and mouth).





# Avoid Sharing Materials and Supplies



To reduce the possibility of transmitting germs that cause infection:

- Avoid using other employees' phones, desks, offices
- Avoid sharing work tools and equipment
- Develop a protocol to clean and disinfect shared items
- Practice routine cleaning and disinfection of frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs.



# Cleaning and Disinfection Differences



## Cleaning and Disinfection: Know the Difference

- **Cleaning** refers to the removal of dirt and impurities, including germs, from surfaces.
  - Cleaning alone does not kill germs.
  - But, by removing the germs, it decreases their number and therefore risk of spreading infection.
- **Disinfecting** works by using chemicals, for example EPA-registered disinfectants, to kill germs on surfaces.
  - This process does not necessarily clean dirty surfaces or remove germs.
  - But, killing germs remaining on a surface after cleaning further reduces risk of spreading infection.

## To help maximize cleaning efforts:

- Unclutter workspaces and surfaces to allow for more thorough cleaning and disinfection.
- Wipe down your work areas, tools and equipment at the beginning and end of each shift, paying special attention to desks, phones, keyboards, and any shared items.

- [Oakland University COVID-19 Webpage](#)
- [Center for Disease Control \(CDC\)](#)
- [MDHHS](#)
- [Graham Health Center](#)  
248-370-2431  
health@oakland.edu
- [Oakland County Health Department](#)  
1200 N Telegraph Rd  
Pontiac, MI 48341  
248-858-0178  
health@oakgov.com

## Local Testing Resources Available

- ***COVID-19 testing for active infection***
  - Oakland County Health Department.
  - Free
  - Appointment Required
  - call (800) 848-5533 for more information.
- ***Antibody testing***
  - Graham Health Center
  - Covered by most insurances.
  - Call 248-370-2341 to schedule an appointment

# Training Acknowledgment



To receive credit for the completion of this training, please click the link below and complete the Google form.

[Click here for Acknowledgement of Training](#)



# Thank you

Questions

Please Contact

OU Crisis Communication Hotline (248) 556-3330.  
Someone will be available between Monday-Friday,  
9 a.m. - 4 p.m. to help answer your questions.