



## COVID-19 RETURN TO WORK GUIDE FOR MICHIGAN WORKERS (Per Executive Order 2020-91)

CLC recognizes that employees are concerned about workplace safety. This is a guide for employees returning to work in Michigan. Use this guide as a quick reference when you have questions or concerns about returning to work. This guide includes information for workers in general, office workers, retail workers, outdoor workers, construction workers, manufacturing workers, research workers, and restaurant workers.

We are all still adjusting to life during this pandemic. We believe that employers want to do the right thing. Communicate with your employer when you have concerns. CLC is here if you need us. Visit our website at [www.cottonlawcenter.com](http://www.cottonlawcenter.com) for updates.

### QUESTIONS AND CONSIDERATIONS

Has your employer provided you with COVID-19 training on?

- Workplace infection and disease control
- Proper use of face masks, gloves or other personal protection equipment
- Steps you must take to notify your employer of any COVID-19 confirmed or suspected symptoms of COVID-19
- How to report unsafe working conditions

Has your employer implemented measures to prevent the spread of COVID-19?

- Implemented daily self-screening protocols inquiring about confirmed or suspected symptoms or confirmed or suspected exposure to individuals with COVID-19
- Required social distancing such as requiring workers to stay six feet apart, identification markers to maintain social distancing, limiting visitors to necessary guests
- Provided “nonmedical” grade face coverings and require that they be worn especially when social distancing is not practicable

- Increased cleaning and disinfection in the workplace especially on door handles, counter tops, machinery, tools, vehicles, products and other “high touch” areas
- Provided hand sanitizer or other cleaning supplies upon entry in the workplace and provide time for employees to regularly wash or sanitize their hands
- In the event of a confirmed COVID-19 case the workplace, notified you and the health department that you if you may have come into contact with some with a confirmed COVID-19 diagnosis
- Sent people home in the event of a confirmed case of COVID-19 to clean and disinfect the workplace
- Restricted business travel to “essential travel” only
- Promoted remote work

Do you work outdoors? Has your employer:

- Implemented policies to maintain social distancing (six feet distance) and prohibited gathering
- Limited interaction between clients and patrons, and prohibited interactions where social distancing is not possible
- Provided equipment such as face masks or shields, gloves, goggles, or other personal protection equipment for the outdoor activities
- Limited the sharing of tools and equipment for the outdoor work
- Implemented cleaning and disinfection protocols for tools, equipment or frequently touched surfaces

Do you work in construction? Has your employer:

- Conducted daily screening protocols for you, other employees, contractors and suppliers, including inquiries about confirmed or suspected symptoms or confirmed or suspected exposure to individuals with COVID-19
- Created an entry point at each worksite and provided stickers or markers for people who have already been screened before entering the worksite that day
- Provided instructions on the distribution of personal protection equipment and designated onsite locations for soiled face coverings
- Required use of gloves to prevent exposure to contaminated surfaces
- Controlled access to high traffic areas where social distancing is difficult such as hallways, break rooms, hoists, elevators, buses, water stations, etc.

- Ensured easily accessible hand washing and hand sanitizing stations at the worksite
- Notified you about any confirmed cases of COVID-19 among other workers at the work site
- Restricted unnecessary movement between different worksites
- Created protocols minimizing contact upon delivering materials to the worksite

Do you work in manufacturing? Has your employer:

- Conducted daily screening protocols for you, other employees, contractors and suppliers, including inquired about confirmed or suspected symptoms or confirmed or suspected exposure to individuals with COVID-19
- Created an entry point at each worksite and provide stickers or markers for people who have already been screened before entering the worksite that day, and used barriers to prevent people from bypassing the barriers
- Limited all non-essential guests from visiting the workplace
- Trained you on the spread of COVID-19 from person to person; the distance the disease can travel in the air and the time it may live in the air or on surfaces; the proper use of personal protection equipment such as putting it on and taking it off
- Taken steps to allow social distancing (six feet) in common areas such as cafeterias and kitchen areas, and provided boxed food via delivery or pick up points
- Reduced the number of employees in the facility at one time by adjusting work shifts, adjusting meal and break times, installing barriers between work station cafeteria tables
- Provided protocols for minimizing personal contact upon delivery of materials to facility, limiting the sharing of tools and equipment
- Ensured sufficient hand-washing and hand-sanitations at the worksite and discontinued use of hand dryers
- Notified you if you have been potentially exposed to COVID-19.
- Sent potentially exposed individuals home upon identification of a positive COVID-19 case at the plant and shut off areas of the facility for cleaning and disinfection if a person is sent home after displaying COVID-19 symptoms
- Required self-reporting in the event of a positive COVID-19 case at the plant

Do you work in a research laboratory other than one that performs diagnostic testing?  
Has your employer:

- Assigned entry points and/or times into lab buildings
- Conducted a daily entry screening protocol for employees, contractors, suppliers, and any other individuals entering a worksite, and inquired about symptoms and suspected or confirmed exposure to people with possible COVID-19, or conducted temperature screening
- Created protocols and/or checklists as necessary to conform to the facility's COVID-19 preparedness and response plan
- Suspended all non-essential in-person visitors (including visiting scholars and undergraduate students) until further notice
- Distributed face coverings
- Limited the number of people permitted in a particular laboratory at one time
- Closed open workspaces, cafeterias, and conference rooms
- Demarcated areas on the floor for social distancing and one-way traffic flow
- Required all office and dry lab work to be conducted remotely
- Minimized the use of shared lab equipment and shared lab tools and provided protocols for disinfecting lab equipment and lab tools
- Provided disinfecting supplies and require employees to wipe down their work stations at least twice daily
- Maintained a cleaning worksite
- Ensured that cleaning criteria are followed
- Established a clear reporting process for any symptomatic individual or any individual with a confirmed case of COVID-19
- Cleaned and disinfected the work site when an employee is sent home with symptoms or with a confirmed case of COVID-19
- Sent any potentially exposed co-workers home if there is a positive case in the facility
- Restricted all non-essential travel, including in-person conference events

Do you work at a retail store that is open for in-store sales? Has your employer:

- Established protocols for social distancing throughout the store

- Posted signs at store entrances instructing customers of their legal obligation to wear a face covering when inside the store
- Posted signs at store entrances informing customers not to enter if they are or have recently been sick
- Installed physical barriers at checkout or other service points that require interaction, including plexiglass barriers, tape markers, or tables, as appropriate
- Established an enhanced cleaning and sanitizing protocol for high-touch areas like restrooms, credit-card machines, keypads, counters, shopping carts, and other surfaces
- Trained you on appropriate cleaning procedures, including training for cashiers on cleaning between customers, and how to manage symptomatic customers upon entry or in the store
- Notified you if the employer learns that an individual (including a customer or supplier) with a confirmed case of COVID-19 has visited the store
- Limited staffing to the minimum number necessary to operate

Do you work in an office? Has your employer:

- Assigned dedicated entry points for all employees to reduce congestion at the main entrance
- Provided visual indicators of appropriate spacing for employees outside the building in case of congestion
- Taken steps to reduce entry congestion and to ensure the effectiveness of screening
- Required face coverings in shared spaces, including during in-person meetings and in restrooms and hallways
- Increased distancing between employees by spreading out workspaces, staggering workspace usage, restricting non-essential common space (e.g., cafeterias), providing visual cues to guide movement and activity (e.g., restricting elevator capacity with markings, locking conference rooms)
- Turned off water fountains
- Prohibited social gatherings and meetings that do not allow for social distancing or that create unnecessary movement through the office
- Provided disinfecting supplies and required employees wipe down their work stations at least twice daily

- Posted signs about the importance of personal hygiene
- Disinfected high-touch surfaces in offices (e.g., whiteboard markers, restrooms, handles) and minimize shared items when possible (e.g., pens, remotes, whiteboards)
- Conducted cleaning and disinfection when employees are sent home with symptoms
- Notified you if the employer learns that an individual (including a customer, supplier, or visitor) with a confirmed case of COVID-19 has visited the office
- Suspended all nonessential visitors
- Restricted all non-essential travel, including in-person conference events.

Do you work in a restaurant? Has your employer:

- Limited capacity to 50% of normal seating.
- Required six feet of separation between parties or groups at different tables or bar tops
- Closed waiting areas and asked customers to wait in cars for a call when their table is ready
- Closed self-serve food or drink options, such as buffets, salad bars, and drink stations
- Provided physical guides, such as tape on floors or sidewalks and signage on walls to ensure that customers remain at least six feet apart in any lines
- Posted signs at store entrances informing customers not to enter if they are or have recently been sick
- Posted signs instructing customers to wear face coverings until they get to their table
- Required hosts and servers to wear face coverings in the dining area
- Required employees to wear face coverings and gloves in the kitchen area when handling food
- Limited shared items for customers (e.g., condiments, menus) and cleaned high-contact areas after each customer (e.g., tables, chairs, menus, payment tools, condiments)
- Trained you on appropriate use of personal protective equipment in conjunction with food safety guidelines; food safety health protocols (e.g., cleaning between

customers, especially shared condiments); how to manage symptomatic customers upon entry or in the restaurant

- Notified you if the employer learns that an individual (including an employee, customer, or supplier) with a confirmed case of COVID-19 has visited the store
- Closed restaurant immediately if an employee shows multiple symptoms of COVID-19 (fever, atypical shortness of breath, atypical cough) and performed a deep clean even if overnight
- Required a doctor's written release to return to work if an employee has a confirmed case of COVID-19
- Installed physical barriers, such as sneeze guards and partitions at cash registers, bars, host stands, and other areas where maintaining physical distance of six feet is difficult
- Limited the number of employees in shared spaces, including kitchens, break rooms, and offices, to maintain at least a six-foot distance between employees

Has your employer disciplined, retaliated, harassed, or discharged you during the pandemic?

- For staying home or leaving work early because you risk spreading COVID-19 to others
- For reporting unsafe work conditions to any state or federal agency such as MIOSHA or MIOSHA
- For filing a claim for worker's compensation benefits, unemployment benefits, short-term or long-term disability benefits
- For requesting a leave of absence under FMLA or pursuant to company policy

*This is an informational guide only. This information is not legal advice and it is not to be acted on as such. The information may not be current and is subject to change without notice. If you have legal questions or believe that your rights have been violated, you should contact an attorney. Feel free to contact CLC's attorney Daimeon Cotton at 313-979-0087 or [dcotton@cottonlawcenter.com](mailto:dcotton@cottonlawcenter.com)*

