

Coronavirus Disease (COVID-19) Workplace Checklist



KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance

Health and Community Services Department

Kalamazoo County businesses and entities may remain open if they provide essential services to sustaining or protecting life. Under the Kalamazoo County Health Officer's recommendation, these businesses and entities are strongly encouraged to follow actions to ensure the safety of employees and customers.

Screen staff reporting to work sites

Ask all staff these questions when they report for work for each shift:

1. Do you have symptoms of:
 - Fever
 - Cough
 - Shortness of breath

If an employee answers YES to any of the screening questions:

Send the employee home immediately and request they call their primary healthcare provider.

Screening Guidance:

Create and implement an active screening plan that will work best for your facility. Determine where and how this screening will take place.

Items to consider: Stagger shift starting times so employees do not arrive at the same time. Have one person asking staff these questions directly. Or, staff could do a "self-check-in" by entering their information on a computer, tablet, or sheet of paper. Be sure to instruct employees on properly disinfecting equipment or writing utensils. Provide alcohol-based hand sanitizer at the screening station, if possible. It is strongly recommended if health screens are completed within 6 feet (by taking a temperature, for instance) the staff completing the screen wear a mask. We understand it may be difficult to obtain masks.

If a touchless/contactless thermometer is available, a temperature check is strongly recommended at the worksite. We understand it may be difficult to get a thermometer at this time. Employees can also take their temperature at home and report it to their employer. A fever is considered a temperature at 100.4°F or above.

If your facility is already following other appropriate or more-stringent infection control procedures (like CDC guidelines), please continue to use those procedures.

Develop and implement a social distancing plan

Determine how you will maintain 6 feet of distance between people. This 6-foot distance applies to employees working in shared spaces, and to customers waiting for services inside or outside the business. Options include using signs, contact barriers, entrance limits, and specialized hours. You may also need to limit capacity inside facilities to provide for social distancing between customers and employees.

Post a sign about Workplace Screenings

Hang a sign at all facility entrances so that it is visible to all employees and customers. For questions, visit www.kalcounty.com/hcs/covid19.php or contact Kalamazoo County Health & Community Services Department at 269-373-5200 (select Option 1) or email pio@kalcounty.com.



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Coronavirus Disease (COVID-19) Workplace Health Screening

Company Name: _____

Employee Name: _____ Date: _____

Time In: _____

In the past 24 hours, have you experienced:

Subjective fever (felt feverish):	<input type="checkbox"/> Yes	<input type="checkbox"/> No
New or worsening cough:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shortness of breath:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Current temperature:		

If you answer “**yes**” to any of the symptoms listed above, or your temperature is **100.4°F or higher**, please self-isolate at home and contact your primary care doctor for direction.

- You should isolate at home for a minimum of 7 days since symptoms first appeared.
- You must also have 3 days without fevers and improvement in respiratory symptoms.

For questions, visit www.kalcounty.com/hcs/covid19.php or contact Kalamazoo County Health & Community Services Department at 269-373-5200, select Option 1.

HEALTH AND COMMUNITY SERVICES DEPARTMENT

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