

COVID-19 WORKPLACE GUIDANCE

Ingham County Health Department

Updated December 2021

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COVID-19 Definitions

Close Contact

Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period.

Fully Vaccinated

Fully vaccinated means two weeks has passed since the person completed their COVID-19 vaccination series.

Isolation

The separation of a person or group of people known or reasonably believed to be sick with COVID-19 and potentially infectious, from those who are not infected.

Isolation lasts 5 days regardless of vaccination status. If you have no symptoms or your symptoms are resolving after 5 days, isolation period may end. Followed by wearing a mask around others for an additional 5 days. If individual has a fever, continue to stay home until fever resolves.

Quarantine

The separation of a person or group of people reasonably believed to have been exposed to someone with COVID-19 but not yet symptomatic, from others who have not been exposed.

"Substantial" or "high" transmission levels

CDC Guidance, issued July 27, 2021, recommends that all individuals wear masks in areas of substantial or high transmission levels of COVID-19, regardless of vaccination status.

Transmission levels are defined by the number of weekly cases per 100,000 population. Per the CDC regarding their Data Tracker, "Data presented here might differ from data on state and local websites due to differences in how data were collected (e.g., date a specimen was obtained or the date a case was reported) or how the metrics are calculated." For the most accurate and up-to-date data for a specific county or state, visit the relevant state or local health department."

The level of community transmission can be found using the [CDC Transmission Indicator Framework](#) found on the MI Safe Start Map which uses State of Michigan Metrics.

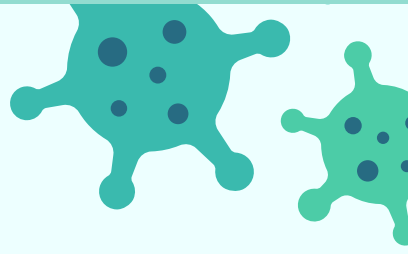
For Ingham County to be deemed an area of substantial transmission, we would need to reach a 7-day average of 71 daily cases per one million population, OR 8% positivity. For Ingham County to be deemed an area of high transmission, we would need to reach a 7-day average of 143 daily cases per one million population, OR 10% positivity.

Example calculation:

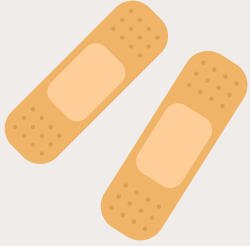
Between July 25 – July 31, there was a 7-day average of 56.2 daily cases per million population, which equates to 39 weekly cases per 100,000 population. Ingham County is still deemed an area of moderate transmission levels, as it falls between 10-49 new cases per 100,000 population over the last 7 days.

	MI Safe Start Map Results	CDC Indicator Results
Overall Risk Levels:	■ N/A	■ N/A
Cases	■ Risk Level C	■ Moderate
Daily Cases per Million Population (7-Day Average)	40 - 70 average daily cases per million	10 - 49 new cases per 100,000 over last 7 days.
56.2		
Weekly Cases per 100,000 Population		
39		

[Click here](#) for more COVID-19 definitions from the Centers for Disease Control and Prevention



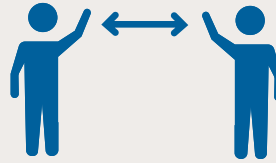
COVID-19 Prevention Strategies



Get vaccinated, if eligible.



Wear a mask.



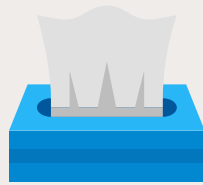
Stay 6 feet away from others.



Wash your hands.



Clean and disinfect.



Cover your coughs and sneezes.



Monitor your health daily.

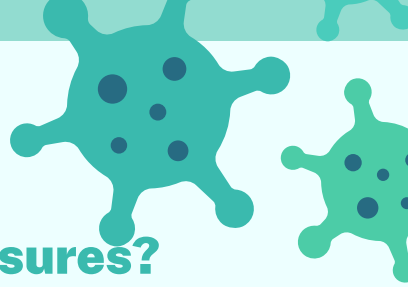


Stay home if you are sick.

[Click here](#) for more information from the Centers for Disease Control and Prevention about How to Protect Yourself and Others from COVID-19.

Process for COVID-19 Exposure at Work

How to handle symptoms and household exposures?



1 Does the employee have symptoms of COVID-19?

Yes, they have symptoms of COVID-19:

The employee should isolate at home and contact their primary care provider or nearest urgent care facility for direction. The provider may or may not determine a COVID-19 test is necessary. Follow employer's sick leave policy.

If the employee tests positive or is presumed positive due to recent known exposure, the employee, regardless of vaccination status, is excluded from work and must:

- Stay home for 5 days.
- If no symptoms or symptoms are resolving after 5 days, and fever has resolved, the employee can return to work.
- Employee must wear a mask around others for 5 additional days.

If they have a fever, continue to isolate until the fever resolves.

2 Are they a household member or close contact of a person with symptoms or a pending COVID-19 test?

Yes: Household members and other close contacts of either a quarantined person or a symptomatic person that has not yet tested positive may continue to attend work and should monitor for symptoms. They do not need to be excluded. If symptoms develop, they should call their medical provider to be tested for COVID-19. If their household member or contact tests positive, they should follow step 3 if the contact was within 48 hours of positive test or development of symptoms.

3 Are they a household member or close contact of a known positive COVID-19 case?

Yes, they are a close contact of a COVID-19 positive case:

If employee:

Has been boosted

OR
Completed the primary series of Pfizer or Moderna vaccine within the last 6 months

OR
Completed the primary series of J&J vaccine within the last 2 months

- Wear a mask around others for 10 days
- Test on day 5, if possible.

If employee develops symptoms, get tested and stay home.

If employee:

Completed the primary series of Pfizer or Moderna vaccine over 6 months ago and is not boosted

OR
Completed the primary series of J&J vaccine over 2 months ago and is not boosted

OR
Is unvaccinated

- Stay home for 5 days. After that continue to wear a mask around others for 5 additional days.
- If unable to quarantine, employee must wear a mask for 10 days.
- Test on day 5, if possible.

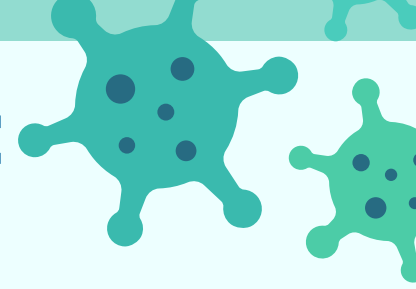
If employee develops symptoms, get tested and stay home.

If a household close contact, see specific guidelines on the next page, titled "**Household close contact guidance.**"

If the answers to the above questions are "NO," and the person is not being isolated or quarantined for COVID-19, the employee may go to work.

This is a summary document that may not cover all scenarios. If you are concerned about a less common COVID-19 exposure situation at workplace, please contact the Lansing Regional Chamber of Commerce at relaunch@lansingchamber.org or (517) 853-6442

Household close contact guidance



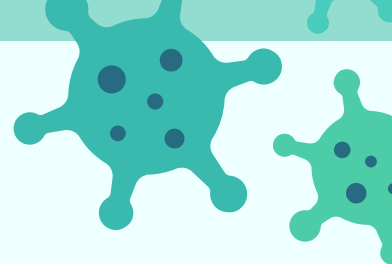
Individuals who are **unvaccinated or not fully vaccinated** and have ongoing exposure to a positive COVID-19 individual should:

- Get tested immediately.
- Begin quarantine immediately and continue to quarantine throughout the isolation period of the person with COVID-19 and continue to quarantine for an additional 5 days after the end of isolation for the person with COVID-19.
 - If multiple people in your household are COVID-19+, quarantine starts after the end of the end of isolation date for the most recently infected member of the household.
- Get tested again 5 days after the end of isolation of the infected household member.
 - If multiple people in your household are COVID-19 positive, get tested 5 days after the end of isolation for the most recently infected member of the household.
- Wear a mask when in contact with the person with COVID-19 throughout the person's isolation period.
- Wear a mask when in contact with other people in the home until quarantine ends, and for an additional 5 days after quarantine ends.
- Isolate immediately if they develop symptoms of COVID-19 or test positive.

Individuals who are **fully vaccinated** and have ongoing exposure to a positive COVID-19 individual should:

- Get tested 5 days after their first exposure.
- Get tested again 5 days after the end of the isolation for the person with COVID-19.
 - If multiple people in your household are COVID-19 positive, get tested 5 days after the end of isolation for the most recently infected member of the household.
- Wear a mask when in contact with the person with COVID-19 throughout the person's isolation period.
- Wear a mask indoors in public until 10 days after the infected person's isolation period ends or until the fully vaccinated close contact receives their final test result.
- Isolate immediately if they develop symptoms of COVID-19 or test positive.

COVID-19 Privacy and Contacts



What happens when someone at work gets COVID-19?

STEP

1

The employer and health department learn about someone with COVID-19 (someone diagnosed with COVID-19 is a "case.")

Only a select few at the workplace will know the identity of the person. They help figure out who were close contacts to the case. The person's identity is kept confidential to respect their privacy.

PRIVACY IS IMPORTANT!

If less than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, clean and disinfect the space.

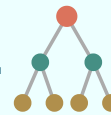
If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning is enough. You may choose to also disinfect depending on certain conditions or everyday practices required by your facility.

If more than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.

STEP

2

Close contacts are identified and notified.



What is a close contact? It typically is someone who was within 6 feet of an infected person for at least 15 minutes. The time may be cumulative over a 24-hour period. Mask usage does not change this.

A person with COVID-19 is considered contagious starting 2 days (48 hours) before they started having symptoms. If they never have symptoms, they are considered contagious starting 2 days (48 hours) before their COVID-19 test was performed.

Close contacts are at risk of getting sick. They must be identified and be in quarantine unless they have already been fully vaccinated. **Fully vaccinated means that two weeks have passed since that person's last vaccine dose in their primary series.**

STEP

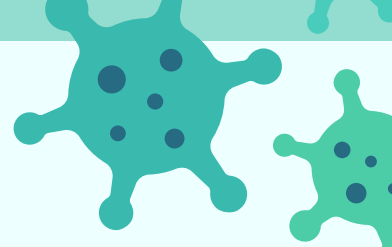
3

If the employer had additional questions...



The Lansing Regional Chamber of Commerce is providing technical support. Please contact the Chamber at relaunch@lansingchamber.org or (517) 853-6442.

How does COVID-19 spread?



DROPLETS

This is the most likely mode of transmission. Respiratory droplets are small particles that enter the air when we cough, sneeze, laugh, sing, yell, and talk. Basically, they are little flecks of spit. Droplets tend to settle out of the air after traveling several feet from the person that released them. Droplets can also spread directly by kissing or sharing personal items like drinks, vape pens, silverware, or other things that go from one person's mouth to another.

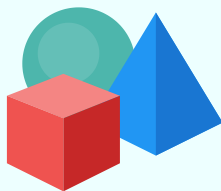
We can reduce the spread of respiratory droplets to each other by wearing face coverings, avoiding large crowded groups, and staying more than 6 feet apart from each other.



AEROSOLS

Aerosols are even smaller particles that are created when we breathe, talk, sing, sneeze, or cough. They are lighter and can stay in the air much longer than respiratory droplets but dry up more quickly.

We can reduce the spread of aerosols by increasing outdoor air ventilation or filtering air that is being recirculated.

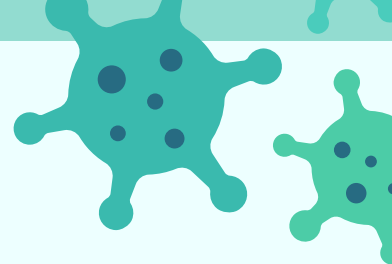


OBJECTS

This is the least likely mode of transmission. Objects can spread the COVID-19 virus when respiratory droplets or aerosols settle on them, leaving germs behind or if someone has the coronavirus on their hands from touching their nose or mouth than touches an object.

We can reduce the spread of COVID-19 via objects by frequent handwashing, not touching your face, frequent cleaning and disinfection of high-touch surfaces, and use of automatic or touchless controls.

What are the chances of catching COVID-19?



While the definition of a close contact for COVID-19 is being within 6 feet of an infected person for 15 minutes (cumulative) or more, other factors can also come into play.

INTENSITY OF EXPOSURE



The intensity of exposure refers to how much virus you were exposed to.

- Was the sick person really contagious when you were exposed to them?
- Were they coughing and sneezing without a mask on versus having no symptoms with a mask on? Did you kiss them?
- Did you share personal items like a drink or a vape pen?
- Did you sit right next to and have a face to face conversation with them or were you 6 feet away with your back to them?

The more virus you are exposed to, the more likely you are to get sick.

DURATION OF EXPOSURE



The duration of exposure refers to how long were you exposed. If you were in a conference room with someone contagious for COVID-19 for 6 hours a day while they were contagious for several days, yet your seat was not within 6 feet of them, you may still have had a long enough duration of exposure to that person, particularly to aerosols and objects in that room.

PERSONAL HEALTH



Your personal health, like how good your immune system is, also plays a part in whether or not you will get infected, as does whether you were using all the COVID-19 risk reduction methods possible.

VACCINATION



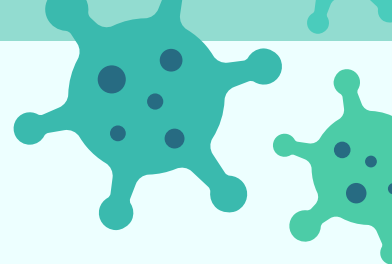
The risk of getting COVID-19 is extremely low in fully vaccinated people. It is so low that people who are fully vaccinated (meaning it's been two weeks since their last dose of the vaccine) do not need to quarantine if exposed but symptom-free.

AGE



Age also seems to play a part in risks for COVID-19. Children may be at lower risk of both catching and spreading COVID-19 to others, both to other children and to adults.

When should an employee stay home or be sent home?



1 Does employee have symptoms of COVID-19?

(if new, different, or worse than any longstanding conditions)

- **ONE of the following:**
 - New or worsening cough
 - Shortness of breath or difficulty breathing
 - New loss of taste or smell
 - Temperature 100.0 F or signs of fever (chills/sweating)
- OR**
- **TWO or more of the following**
 - Chills
 - Muscle aches
 - Headaches
 - Sore throat
 - Diarrhea
 - Nausea or vomiting
 - Congestion or runny nose

If "YES" to any in question 1, employee should stay out of work and isolate at home. Testing is recommended.

2 Has employee had close contact with someone who has COVID-19 or had a potential exposure?

In the past 14 days has the employee:

- Had close contact (within 6 feet for 15 minutes or more) with a person with confirmed COVID-19?

If employee:

Has been boosted

OR

Completed the primary series of Pfizer or Moderna vaccine within the last 6 months

OR

Completed the primary series of J&J vaccine within the last 2 months

- Wear a mask around others for 10 days
- Test on day 5, if possible.

If employee develops symptoms, get tested and stay home.

If employee:

Completed the primary series of Pfizer or Moderna vaccine over 6 months ago and is not boosted

OR

Completed the primary series of J&J vaccine over 2 months ago and is not boosted

OR

Is unvaccinated

- Stay home for 5 days. After that continue to wear a mask around others for 5 additional days.
- If unable to quarantine, employee must wear a mask for 10 days.
- Test on day 5, if possible.

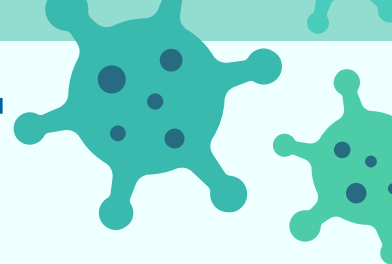
If employee develops symptoms, get tested and stay home.

If a household close contact, see specific guidelines on the page, titled "**Household close contact guidance.**"



Employees should not go to work if they have started to experience symptoms of COVID-19. If they start having symptoms of COVID-19 while at work, they need to be sent home and get tested.

COVID-19 Decision Tree for Employees



Are symptoms of COVID-19 present?

Symptoms include:

One or more of the following: Cough, Shortness of breath/difficulty breathing, Loss of taste/smell, or Fever

OR Two more of the following: Chills, Muscle aches, Headaches, Sore throat, Diarrhea, Nausea/vomiting, Congestion/Runny nose

YES

NO

Employee should get tested for COVID-19.

Has the employee tested positive for COVID-19?

Is the COVID-19 test positive?

YES

NO

YES

NO



Employee must isolate.

Isolation is a minimum of five days since the person was tested if no symptoms developed.

Employee must wear a mask around others for 5 additional days after isolation.

Has the employee been in close contact with a person who is positive for COVID-19?

YES

NO

Is the employee vaccinated against COVID-19?

Follow prevention steps and watch for symptoms.

YES

NO

Close contact:

The employee does not need to quarantine if following testing and masking recommendations. Employees should be tested 5 days after known exposure and wear a mask in public indoor settings for 10 days.

Household contact:

- Get tested 5 after their first exposure.
- Get tested again 5 days after the end of the isolation for the person with COVID-19.
 - If multiple people in your household are COVID-19 positive, get tested 5 days after the end of isolation for the most recently infected member of the household.
- Wear a mask when in contact with the person with COVID-19 throughout the person's isolation period.
- Wear a mask indoors in public until 10 days after the infected person's isolation period ends or until the fully vaccinated close contact receives their final test result.
- Isolate immediately if they develop symptoms of COVID-19 or test positive.



Employee must quarantine.

Quarantine is for 5 days since close contact. After that, continue to wear a mask around others for 5 additional days. Test on day 5, if possible.