

## COVID-19 Safe Workplace Plan

Holland Engineering, Inc. (HEI) continues to closely monitor the COVID-19 (Coronavirus) pandemic and we are adhering to recommendations from the Centers for Disease Control (CDC), as well as state and local recommendations. This Safe Workplace Plan has been created to mitigate the spread of COVID-19. It remains our priority to ensure the health and safety of our employees, clients, and our community.

### COVID-19 & Symptoms

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It has spread from China to many other countries around the world, including the United States. Infection with this virus can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough and shortness of breath. Additional symptoms could include nausea, diarrhea, loss of taste or smell. According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure. We are continuing to monitor the CDC list of symptoms and may update our health assessment accordingly.

### How COVID-19 Spreads

Infected people can spread SARS-CoV-2 to other people. This occurs between people who are close in contact with one another (within 6 feet) and through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly inhaled into the lungs. It may also be possible that a person can get COVID-19 by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose or eyes, but this is not thought to be the primary way the virus spreads.

People are thought to be most contagious when they are most symptomatic (i.e. experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms. There have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.

The [CDC website](https://www.cdc.gov/) provides the latest information about COVID-19 transmission: <https://www.cdc.gov/>.

### Risk of Exposure

As defined by OSHA, HEI employees fall in a low to medium risk category.

#### Low Risk Exposure

Part of HEI's daily operations fall within a low risk exposure to COVID-19. This includes positions where employees work independently, and/or do not have regular contact with the public or other coworkers while performing their jobs.

#### Medium Risk Exposure

Other parts of HEI's daily operations fall within a medium risk exposure. OSHA defines those with a medium risk exposure as those that require frequent and/or close contact with (i.e. within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19

patients. In this category workers will likely have contact with the general public, clients and other coworkers while performing their jobs.

### **Employee Training and Awareness**

Employees will receive training on (1) workplace infection-control practices; (2) the proper use of Personal Protective Equipment (PPE); (3) steps they should take to notify the Company of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19; and (4) how to report unsafe working conditions. Such training will be delivered via the below methods.

- This COVID-19 Safe Workplace Plan
- COVID-19 Training Video – [Click Here](#)
- HEI's SharePoint site
- HEI Email
- Via Supervisors/Managers/other training methods

### **Implementation of Preparedness & Response Plan**

Due to the risk exposures identified above, the following protocols will take place.

#### **Daily Health Screening**

All employees entering an HEI office will complete a daily health assessment before their work begins. This will be done by using their smart phone and scanning a QR code posted on designated door entries (3 entrances in our Holland office & 2 in our Southfield office). This QR code will take them directly to an online questionnaire. Employees will also have the option to complete a written version of the questionnaire, attached as *Appendix A*. Employees that do not pass the screening will not be allowed to enter the building. Social distancing requirements must be maintained when outside the building completing this process.

HEI will make and maintain a record of all daily employee screening and will maintain a central log for symptomatic employees or employees who are confirmed to have COVID-19. All such records will be held strictly confidential and disclosed only to the extent required or allowed by law.

Those entering a client project/worksites must complete a similar health assessment. The requirements of this will be dictated by the client's procedures, and when communicated to HEI, will be attached as an addendum to this Plan. If the client has no requirements/procedures in place for daily health assessments, field employees will be asked to assess their own health by completing HEI's questionnaire (attached as Appendix A) and taking their own temperature before leaving home/office. Then this personal assessment will be part of the daily Job Safety Analysis {JSA} discussion before work starts.

All clients/visitors to our office locations will be required to complete a daily health assessment upon entry if they plan to remain in our building for an extended period of time. Suppliers, vendors, repair companies, etc. will also be required to complete the questionnaire upon entry. HEI encourages staff to replace in person meetings at this time with Microsoft Teams, conference calls, etc. Staff are to make sure that any clients or visitors coming to our offices are doing so for an essential reason. See the "protective gear" section below on the mask requirement for clients & visitors.

## **Social Distancing**

The CDC has identified social distancing as a key tool to prevent the spread of the virus. Social distancing is defined as being no less than six feet apart from another person. The following social distancing measures will be put into effect:

- Workers shall stay six feet apart from another person whenever feasible.
- Workers shall only meet in person when absolutely necessary. In-person meetings should be replaced with other communication vehicles such as Microsoft Teams meetings, other video conferencing, email, telephone or conference calls.
- Where a minimum distance of six feet cannot be maintained, a cloth or surgical mask must be worn. Field crew members/employees visiting client sites must adhere to the specific client requirements.
- Employees must adhere to social distancing and maintain proper hygiene during break/lunch time.
- Eliminate hand-shaking and other contact greetings at this time.

A countertop plastic shield has been placed in front of the receptionist's desk in our Holland office. This will enforce social distancing for the front office staff when clients enter the building. A tape line has been placed on the floor to mark where a visitor is to stand. This also will allow for the proper distance to be kept between visitors and the front office staff.

As stated in Michigan's Executive Order {EO} 2020-97, HEI is to continue promoting remote work as much as possible. If staff need to be in either office for essential work, staggered work schedules will be implemented within each department. Group Managers will be assigned the task of rotating staff schedules to implement the most social distancing and spacing as possible.

## **Office Prevention**

- Employees must wash hands often with soap and water for at least 20 seconds. This should be done upon arriving to the office; before and after meals; and as often as possible throughout the workday. There are designated handwashing areas present in each office location.
- If soap and water are not available for proper handwashing, use an alcohol-based hand sanitizer with at least 60% alcohol content. Several alcohol-based sanitizer dispensers are placed inside our office locations. Company provided bottles of hand sanitizer will be distributed for use in our offices, company vehicles and on project sites.
- Avoid touching eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay home when sick.
- Cover coughs or sneezes with tissues or cough into the elbow area, then discard the tissues in the trash and follow up with handwashing.
- Clean and disinfect frequently touched objects and surfaces regularly.

The ventilation of our building has been increased to circulate more air. Increased ventilation of air will help prevent the spread of any bacteria. Furnace filters will be changed regularly, and fans are running full-time so that air is constantly being circulated through the workday.

To help facilitate these good hygiene practices, the attached signage (*Appendix B & C*) will be posted in the workplace and circulated regularly to staff.

## **Jobsite Prevention**

As part of HEI's daily JSA discussion, each crew chief/field leader will ask each crew member to state their health for that day. This ensures employees are feeling well prior to the start of daily work activities. A {contact free} temporal thermometer can be made available onsite should an employee feel they need to take their own temperature. Field employees will take part in any client required, onsite daily health screening as well.

Do not share tools. Do not share personal protection equipment (PPE). Sanitize reusable PPE per manufacturer's recommendation before and after each use. Ensure used, disposable PPE is disposed of properly. In addition, any waste related to HEI's work being performed must be removed daily and disposed of properly. Disinfect reusable supplies and equipment at the start and end of each workday. Sanitize surfaces, such as doorknobs/handles, keyboards, work areas, interior vehicle surfaces, etc. Do not use a common water cooler. Workers are to bring their own bottles/coolers. Disinfectant products will be made readily available for our crews.

As a best practice, it is recommended to change work clothes prior to arriving home; and to wash clothes in hot water with laundry sanitizer.

If there are choke points or high-risk areas at a job site, HEI and/or the Client will identify such areas and control access and use so that social distancing is maintained.

## **Cleaning Protocol**

The virus can be killed with the proper disinfectant and sanitization. A cleaning protocol has been put into place in both office locations that will incorporate cleaning surfaces with disinfectant spray and/or wipes. Common areas of the office will be cleaned/sanitized daily. Common areas are those that employees touch the most – faucets, door handles, conference room chairs, bathrooms, kitchen appliances, light switches, etc. Each employee will be responsible for cleaning his or her own workspace (including keyboards, computers/monitors & accessories, desk phone, chairs & other desk items) daily.

- Alcohol based wipes will be placed throughout the office {next to common areas} so that employee can sanitize these areas as they come & go when touching surfaces.
- A stock of cleaning supplies will also be placed in a designated area of each office, so employees have continuous access to the supplies (hand sanitizer, wipes & other cleaning products).

Workers using company vehicles should use disinfectant spray/wipes or equivalent on commonly used vehicle surfaces (gear shifter, steering wheel, seats, turn signals, controls, etc.) before and after each work shift. Disinfectant products will be made readily available for our crews.

Items, equipment and supplies used during the workday are not to be shared amongst staff members. If items must be shared, proper disinfecting of the item must take place before and after each use.

## **Communication Protocol**

Clear & effective communication throughout our organization is key during this time; along with consistently considering the safety & needs of our staff and clients. Each office location will have a

designated COVID-19 Coordinator. The role of these coordinators will be to communicate, implement, monitor and report on the COVID-19 control strategies included in this plan. HEI's Coordinators are:

- Rose Bays, Main Coordinator – Holland Office, but will support both locations
- Jeff Heyboer – Holland Office, but will support both locations
- Pete Greifenberg/Desmond Yan – Southfield Office

Rose Bays will be communicating with staff on a regular basis regarding this pandemic and any additions/changes to this Plan. Managers may also be asked to share information directly with their groups. Staff are expected to check email often, so they can stay on top of any important information, company announcements, etc.

If COVID-19 was to interfere with the flow of our projects, our clients can continue to expect clear, effective and timely communication from our company.

### **Protective Gear**

HEI is committed to ensuring the health and safety of all workers. As previously communicated, Executive Order 2020-59 requires masks to be worn in all public places. During the workday, employees will be required to wear masks when interacting within six feet of coworkers, clients and contractors. Employees are to check for specific client protocols/requirements on the type of mask to be worn when on a project site. At minimum the mask is to be cloth and washed daily. Procedural/surgical masks, if worn, are to be disposed of every 2 days. In the event an employee is working in an area of high risk to COVID-19, face mask is to be disposed of immediately after job/task is complete. N95/KN95 masks should be reserved for healthcare workers.

- If you cannot wear a mask due to a medical condition, please contact Rose Bays.
- If you are at least six feet from others, masks do not have to be worn.
- Lone workers, performing activities outdoors with no person or public interaction, do not need to wear a mask. Be sure to have one readily available if necessary.

Masks will be supplied by HEI. Contact Rose Bays or Jesse Dominguez for distribution of masks. In order to prevent the spread of infection among others, masks are never to be shared. Masks are to remain with whomever they were originally distributed to. A member of HEI's safety committee or the designated project supervisor/crew chief will be responsible for distributing masks and ensuring all protocols of our company and our clients are being followed. Cloth masks distributed will include detailed cleaning instructions.

When workers are working within an ARC flash boundary or potential flash fire hazard, approved FR cloth masks must be used when the procedural/surgical mask does not meet the FR requirements. Approved FR cloth masks can only be worn during that specific task and the procedural/surgical mask is to be worn otherwise. Approved FR cloth mask can only be kept on during travel from one location to another if employee will be working within the ARC flash boundary or potential flash fire hazard at the next work location.

Face to face meetings at this time in our office locations should be avoided and replaced with Microsoft Teams, conference calls and/or other means of technology. If for some reason an in-person meeting is necessary, clients/visitors will be required to wear a mask when they enter. A mask can be provided if necessary. The mask will be required the entire time during their visit if the social distancing requirements cannot be met.

As previously mentioned, specific client requirements will be attached to this plan as Plan Protocol Addendums. These addendums all appear on HEI's employee COVID-19 SharePoint Site so that staff can access them at any time.

## **Travel**

Employee travel between offices is suspended at this time, and face to face meetings should only take place if necessary/essential. Monitor travel to COVID-19 affected areas (check ahead of time) and if travel is necessary/essential, staff must follow good hygiene practices. Unnecessary travel between job sites is also prohibited.

When working in groups/crews (i.e. more than 1 person together), members are required to travel to and from the job site/project in separate vehicles and are to practice social distancing as much as possible on the job site. During this pandemic HEI will evaluate the necessity of overnight travel on a case-by-case basis.

Employees who have travelled or have recently returned from destinations with a Travel Health Notice issued by the Centers of Disease Control (CDC); and/or have been in close contact with a confirmed or suspected COVID-19 case; and/or are experiencing COVID-19 symptoms (i.e. fever, cough, difficulty breathing) may be subject to a 14-day isolation/quarantine period before returning to work. Close contact is defined as – being within six feet of an infected individual for at least 15 minutes. (This definition of “close contact” is subject to change and will be consistent with current CDC guidance).

## **Sick Policy**

Anyone experiencing COVID-19 related symptoms (i.e. fever, cough, shortness of breath, nausea, diarrhea, loss of smell or taste), or who had prolonged exposure to someone that has tested positive, SHOULD NOT attempt to enter HEI office locations, project sites or report to any work location. Employee should immediately notify their group manager so work can be reassigned to other team members (the employee or group manager also needs to contact Rose Bays). Employees who are ill are not expected to work during this time but rather rest, recover and take care of themselves.

If employees are not able to work due to caring for themselves or another sick family member effected by COVID-19, they may be eligible for benefits under The Families First Coronavirus Response Act. Please contact Rose Bays for more information.

If symptoms of COVID-19 are present, the employee is to schedule a telehealth/virtual care visit with our insurance provider through Spectrum Health. Information on how to set up this visit is shown on HEI's COVID-19 Employee [SharePoint Website](#). Employees with a confirmed case will be subject to a 14-day isolation period. If a field employee, he/she will be given the option to remain where they are; or if physically well enough may travel home, to recover during their isolation period. A designated crew member can assist in picking up essential items for the sick employee (i.e. groceries, medicine, etc.) if

they can safely do so without any personal interaction (this would only be necessary if the sick employee remained at their project lodging destination during the time of isolation).

Those that were in close contact to the individual with a possible confirmed case will be notified immediately and may be subject to the 14-day isolation period before returning to work. Close contact, as defined by the CDC, is defined as – being within 6 feet of an infected individual for an extended period of time. Symptoms, testing, etc. will be communicated to Rose Bays if they occur during this time.

Employees who are diagnosed with COVID-19 may be entitled, up to, 80 hours of extra sick pay. This is above and beyond HEI's current PTO (paid time off) program. Per diem will continue to be paid if employee remains out of town/away from home during the isolation period.

The Company will not discharge, discipline, or otherwise retaliate against employees who stay home or who leave work when they are at particular risk of infecting others with COVID-19 as defined in Michigan Executive Order 2020-36 or any subsequent similar order.

### **Positive Testing Protocol & Contact Tracing**

HEI's focus will be to protect the workforce, while not creating panic. HEI's COVID-19 Coordinator, Rose Bays, will inform the company if there has been a reported case of COVID-19, and identify steps being taken to address the issue, along with reiterating infection control practices, including handwashing and sanitizing of workplace areas. Those that were in direct contact with the individual with a possible confirmed case will be notified immediately and may be subject to the 14-day isolation period. Symptoms, testing, etc. will be communicated to Rose if they occur during this time.

If there is a field employee who is sick or suspected of having COVID-19, the employee is to first contact their immediate supervisor/crew chief. That individual will then contact a member of HEI Management – either Rose Bays or the field group manager. The HEI Client with which the employee works will be notified as soon as possible. Responding to the needs of our clients is a main priority and we will do everything we can to keep the flow of projects moving forward. If there is an employee diagnosed with COVID-19 or suspected to have COVID-19, HEI will replace sick crew member(s) as soon as possible. Our Client can expect timely and effective communication should this occur.

If employees are showing symptoms of COVID-19, we are responsible for assessing the hazards in their workplace and required to take the appropriate steps to protect employees from those hazards. Given the current pandemic situation, employees with obvious symptoms of acute respiratory illness, including flu-like symptoms, may be required to stay at home or leave work and go home.

If there is a positive COVID-19 case, the following health departments will be contacted within 24 hours:

*Ottawa County Health Department (Holland office)*  
12251 James Street  
Holland, Michigan 49424  
616.396.5266

*Oakland County Health Department (Southfield office)*  
1200 N. Telegraph Road

## **Deep Cleaning and Disinfection after a Suspected or Confirmed Positive**

COVID-19 “deep-cleaning” is triggered when an active employee is suspected of having (through the displaying of COVID-19 symptoms) or confirmed to have COVID-19. HEI may opt to have a deep cleaning performed for suspected or confirmed cases, at its discretion.

Deep cleaning should be performed as soon after the (1) isolation and removal from the facility of an employee suspected of having COVID-19, or (2) confirmation of a positive test, as appropriate. If a delay is proposed or greater than a shift, the site is to gain consensus from the COVID-19 coordinators and take steps to perform an additional disinfection of potentially impacted common surfaces during the interim period.

## **Contact Tracing**

Contact Tracing is the process of identifying persons who may have had contact with an infected person. If an employee tests positive for COVID-19, the work-related contacts and employees the infected person had contact with will be notified immediately. The identification of the employee will remain as confidential as possible. Group Managers may be asked to support Contact Tracing efforts.

## **Return to work**

It is critical that individuals **DO NOT** report to work while they are experiencing symptoms such as fever, cough or shortness of breath. Employees who have symptoms of acute respiratory illness are required to stay home and not return to work until they are free of fever (100.4° F [38.0° C] or greater using an oral thermometer), signs of a fever for at least three days without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants) and it has been at least ten days since the first appearance of any other symptom.

If an employee or an employee’s immediate family member is diagnosed with COVID-19, they are to remain home and in isolation for 14 days. After isolation period is complete, the employee must pass HEI’s Return to Duty Program and if required, written authorization will be provided to the client that the employee can return to work.

## **Inbound Materials/Packages**

The [World Health Organization](#) (WHO) advises it is safe to receive packages from area(s) where COVID-19 has been reported, advising that,

“The likelihood of an infected person contaminating commercial goods is low, and the risk of catching the virus that causes COVID-19 from a package that has been moved, traveled, and exposed to different conditions and temperature is also low.”

Information on the [CDC website](#) supports the statement above saying that “because of poor survivability of these coronaviruses on surfaces, there is likely a very low risk of spread from products that are shipped over a period of days or weeks.”

While this is not necessary, the following is suggested:

- Disinfect surfaces where shipped packages were placed.
- Properly dispose of/break down packing materials, boxes, etc., and place them directly into recycle containers.
- Disinfect/sanitize any tools used to open packages.

Employees who receive packages from any area where COVID-19 is present should wash their hands frequently, use hand sanitizer when soap and water are not available, and avoid touching their face, eyes, nose or mouth with unclean hands.

Outside vendors delivering supplies to our office locations will have designated areas they are to bring items. These designated areas will not be in close proximity to any employees or staff members. Vendors entering the building that need to stay for a longer period of time (i.e. repairs, service, etc.) will be asked to complete our health assessment and if in close proximity to any individuals, will be required to wear a mask.

## Plan Addendums

Specific client requirements will be attached to this plan as Plan Protocol Addendums. These addendums all appear on HEI's employee COVID-19 SharePoint Site so that staff can access them at any time.

## Subcontractors

Any Subcontractors hired by HEI will be required to meet and/or exceed the expectations for COVID-19 safety protocols set by our company and our client. HEI will be responsible for ensuring that all Subcontractors will adhere to client requirements.

## Workplace Safety

If you feel that your worksite is unsafe, we encourage you to speak with your supervisor or a COVID-19 coordinator. If you raise a safety issue, HEI will investigate the matter and take appropriate action as necessary. HEI will not retaliate against employees who, in good faith, report unsafe working conditions and/or work practices.

## Resources & Contact Information

For additional information on COVID-19 please visit:

[HEI's COVID-19 SharePoint Site](#)

<https://hollandengineering.sharepoint.com/sites/Covid-19Preparedness>

The World Health Organization (WHO)

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

Centers for Disease Control & Prevention

<https://www.cdc.gov/>

The Michigan Department of Health & Human Services (DHHS) website directs you to

<https://www.michigan.gov/coronavirus>

Gerald Ford – President

[gford@hollandengineering.com](mailto:gford@hollandengineering.com)

616.560.7250 (cell)

Rose Bays – Human Resource Manager/Health & Safety Administrator

[rbays@hollandengineering.com](mailto:rbays@hollandengineering.com)

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John Larkin – IT/Network Administrator

[jlarkin@hollandengineering.com](mailto:jlarkin@hollandengineering.com)

616.617.9455 (cell)

## Appendix A – Health Assessment

This Assessment form will be completed by employees and visitors accessing Holland Engineering, Inc. {HEI} office locations. Employees and visitors are required to complete the Assessment prior to their daily work shift or visit. Only one assessment per day is necessary.

Individual Employee or Visitor Information:

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**Name(s):**

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**Company:**

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**Phone/Email:**

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**Date/Duration:**

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**Purpose of Visit:**

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**Self-Assessment Questionnaire**

	Yes	No
Have you travelled internationally or outside the state in the past 14 days? This includes passing through an airport. This does not include travel for work or basic necessities.		
In the past 14 days have you had close contact with someone who has traveled to locations outside the country?		
In the past 14 days have you had close contact with someone who has traveled to States or Metropolitan areas currently under CDC issued Domestic Travel Advisory? Current advisory found <a href="#">here</a> .		
In the past 14 days have you had close contact with someone who is confirmed as having COVID-19? Close contact is defined as: <ul style="list-style-type: none"> <li>• Close physical contact with a person while they were infectious without consistent and appropriate use of PPE OR</li> <li>• Lived with or otherwise had close contact (within 6 feet) with a person while they were infectious?</li> <li>• Direct contact with infectious bodily fluids of the person (e.g. was coughed or sneezed on) while not wearing recommended PPE?</li> </ul>		
Have you had any of these symptoms in the past 14 days? <ul style="list-style-type: none"> <li>• measured fever (temperature above 100.4°F) or feel as if you have a fever (touchless thermometer should be used to take temperature if one is available),</li> <li>• subjective fever (sweats and/or chills);</li> <li>• cough that is unusual for you,</li> </ul>		

<ul style="list-style-type: none"> <li>• shortness of breath (difficulty breathing)</li> <li>• sore throat</li> <li>• acute loss of sense of smell; and/or</li> <li>• abnormal diarrhea</li> </ul>		
<p>Have you been advised to self-isolate or be quarantined due to exposure to COVID-19?</p>		

**If you answered YES to any of these questions:**

- Inform your supervisor or group manager right away.
- DO NOT go to the hospital or doctor’s office.
- DO NOT go to an HEI office location or worksite.

**If you answered NO to all these questions:**

- Submit completed request form to Holland Engineering for review.

**Please ask these questions daily to avoid putting yourself, your families, and your coworkers at risk. Holland Engineering expects all employees, contractors, vendors, and visitors to attest truthfully to these questions and not come on site if they have indicated “yes” to any of the questions.**

For further information, please visit <https://www.cdc.gov/coronavirus>

*Note:* For the health & safety of personnel from Holland Engineering, contractors and visitors it is incumbent that the information provided is accurate and factual. Falsification of information will be investigated and where verified may limit or restrict future access to HEI offices/ worksites.

**Appendix B – COVID-19 Facts**

Know the facts about coronavirus disease 2019 (COVID-19) and help stop the spread of rumors.

**FACT**  
**1**

**Diseases can make anyone sick regardless of their race or ethnicity.**

People of Asian descent, including Chinese Americans, are not more likely to get COVID-19 than any other American. Help stop fear by letting people know that being of Asian descent does not increase the chance of getting or spreading COVID-19.

**FACT**  
**2**

**Some people are at increased risk of getting COVID-19.**

People who have been in close contact with a person known to have COVID-19 or people who live in or have recently been in an area with ongoing spread are at an increased risk of exposure.

**FACT**  
**3**

**Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.**

For up-to-date information, visit CDC's coronavirus disease 2019 web page.

**FACT**  
**4**

**You can help stop COVID-19 by knowing the signs and symptoms:**

- Fever
- Cough
- Shortness of breath

Seek medical advice if you

- Develop symptoms

AND

- Have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19.

**FACT**  
**5**

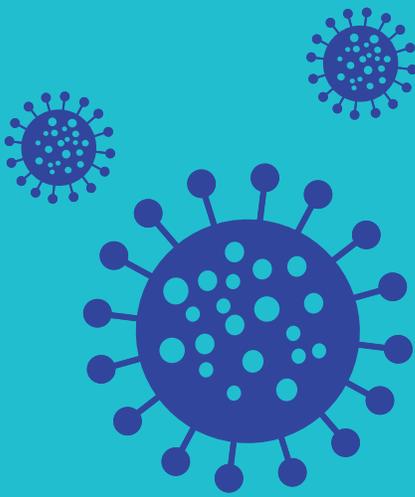
**There are simple things you can do to help keep yourself and others healthy.**

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



For more information: [www.cdc.gov/COVID19](https://www.cdc.gov/COVID19)

## **Appendix C – COVID-19 Symptoms and Prevention**



# Keeping Michigan Informed

## Novel Coronavirus 2019 (COVID-19)

### Symptoms



FEVER



COUGH



BREATHING DIFFICULTY

### Prevention—Start With Washing Your Hands



WET HANDS



LATHER



SCRUB: 20 SECONDS

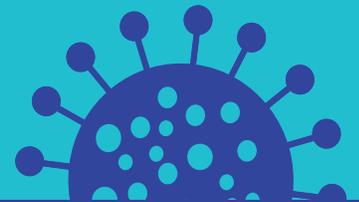


RINSE



DRY HANDS

- Washing your hands often with soap and water for 20 seconds is one of the easiest and most effective ways to prevent the spread of germs.
- Avoid contact with people who are sick.
- Cover your cough and sneeze with tissue.
- Avoid touching eyes, nose and mouth.
- Clean and disinfect surfaces and objects frequently.
- Stay home when you are sick, except to get medical care.



### Seeking Care

Call your doctor if you experience symptoms, or our COVID-19 hotline at **616.391.2380** to schedule a free virtual screening.\*  
If your symptoms are life-threatening, call 911.

*\*Free screening available for all individuals in the state of Michigan.*

For more information visit [spectrumhealth.org/covid19](https://spectrumhealth.org/covid19).