

CHECKLIST OF GOVERNOR WHITMER'S EXECUTIVE ORDERS FOR REOPENING



Below is a breakdown of the requirements of **Executive Order 2020-97** which establishes safeguards for employees leaving their residence to work pursuant to **Executive Directive 2020-6** which establishes the Office of Worker Safety.

By June 1, 2020, or within two weeks of resuming in-person activities, whichever is later, a business's or operation's plan must be made readily available to employees, labor unions, and customers, whether via website, internal network, or by hard copy.

EO 2020-97 REQUIRES BUSINESSES TO MINIMALLY DO THE FOLLOWING:

- Develop** a COVID-19 preparedness and response plan consistent with OSHA guidelines.
- Designate** a work place supervisor to implement, monitor and report on the plan developed as a result of the above requirement.
- Provide** COVID-19 training to employees addressing infection control practices, proper use of personal protective equipment (PPE), steps to notify the employer of a positive test or symptoms, and how to report unsafe work conditions.
- Conduct** daily entry self-screening of employees including a questionnaire covering symptoms or confirmed exposure to positive people.
- Maintain** a distance of 6 feet between all people at the business to the maximum extent possible using ground markings, etc.
- Provide** non-medical grade facemasks to all employees.
- Require** face coverings be worn when employees cannot consistently maintain 6 feet of distance from each other.
- Increase** disinfection and cleaning of the business with special attention to shared objects and high-touch surfaces.
- Develop** protocols to be used for cleaning if there is a positive test at the location.
- Make** cleaning supplies available to employees upon arrival at work and allow time for them to wash their hands or use hand sanitizer frequently.
- Notify** the local health department and co-workers, contractors, or suppliers who may have come into contact with the person within 24 hours of having an employee test positive.
- Follow** EO 2020-36 which prohibits any retaliating against employees who stay home or leave work when they are at particular risk of infecting others.



- Establish** a response plan to send employees home and temporary closure when dealing with a confirmed infection.
- Restrict** business related travel to essential travel only.
- Encourage** employees to use PPE and hand sanitizer on public transportation.
- Promote** remote work to the fullest extent possible.
- Adopt** additional reasonable infection control measures in light of the work performed at the location and the infection rate in the community.

BUSINESSES WHOSE WORK IS PRIMARILY OUTDOORS MUST:

- Prohibit** gatherings where people cannot maintain 6 feet of distance from one another.
- Limit** in-person interaction with clients or patrons to the maximum extent possible and prohibit any interaction where 6 feet of distance cannot be maintained.
- Provide** PPE for employees and require its use.
- Adopt** protocols to limit the sharing of tools and equipment to the maximum extent possible and frequently clean tools and equipment.

BUSINESSES OR OPERATIONS IN THE CONSTRUCTION INDUSTRY MUST:

- Conduct** a daily entry screening protocol for all individuals entering a worksite, including a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with, if possible, a temperature screening.
- Create** dedicated entry points at every worksite for screening or provide stickers for employees who receive a screening.
- Provide** instructions for PPE and designate a place to dispose of used face coverings.
- Require** the use of work gloves where appropriate.
- Identify** choke points where employees must stand near each other and control their access and use.
- Ensure** easy access to hand-washing or hand-sanitizing stations.
- Notify** contractors/owners of any confirmed COVID-19 cases among employees.
- Restrict** unnecessary movement between project sites.
- Create** protocols for minimizing personal contact during material deliveries.

MANUFACTURING FACILITIES MUST:

- Conduct** a daily entry screening protocol for all individuals entering a worksite, including a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with, if possible, a temperature screening.
- Create** dedicated entry points at every worksite for screening.
- Suspend** all non-essential visits, including tours.
- Train** employees on how COVID-19 is spread, including through the air and on surfaces, and the use of PPE.
- Reduce** congestion in common areas such as cafeterias and places where employees form lines.
- Implement** rotational shift schedules when possible.
- Stagger** meal and break times when possible.
- Install** temporary physical barriers between work stations and cafeteria tables.
- Create** protocols for minimizing personal contact during the delivery of materials.
- Adopt** protocols to limit the sharing of tools and equipment.
- Ensure** easy access to hand-washing or hand-sanitizing stations and discontinue use of hand dryers.
- Notify** plant leaders and potentially exposed individuals if there is a case of COVID-19 within the facility. Maintain a log for symptomatic employees or employees who received a positive test for COVID-19.
- Send** exposed individuals home if a positive case of COVID-19 is identified in the facility.
- Require** employees to promptly self-report symptoms of COVID-19 as soon as they develop.
- Shut down** areas of the facility for cleaning and infection as necessary if an employee goes home due to COVID-19 symptoms.

RETAIL STORES THAT ARE OPEN FOR IN-STORE SALES MUST:

- Create** material for customers to inform them of the changes to in-store practices and to explain the precautions being taken to prevent infection.
- Establish** lines to regulate entry into the store and create markings for patrons to allow them to stay at least 6 feet apart while waiting in line.
- Explore** alternatives to lines, including by allowing customers to wait in their cars for a text message or phone call, to enable social distancing and to accommodate seniors and those with disabilities.
- Limit** the number of customers allowed in the store at one time.
 - Stores of less than 50,000 square feet of customer floor space** must limit the number of people in the store (including employees) to 25% of the total occupancy limits established by the State Fire Marshal or a local fire marshal.

- Stores of more than 50,000 square feet** must limit the number of customers in the store at one time (excluding employees) to 4 people per 1,000 square feet of customer floor space.
- Establish** at least 2 hours a week where vulnerable people are allowed to shop.
- Post** signs at the entrance informing customers of their legal obligation to wear masks while in the store.
- Post** signs at the entrance telling customers not to enter if they are or have recently been sick.
- Design** spaces in the store and activities that encourage 6 feet of distance from one another.
- Install** physical barriers at checkout or other service points.
- Establish** an enhanced cleaning schedule.
- Train** employees on appropriate cleaning procedures including for cashiers on cleaning between customers and how to manage symptomatic people.
- Notify** employees if they learn that anyone who was positive was in the store.

OFFICES MUST:

- Assign** entry points for employees to avoid congestion.
- Provide** visual markers outside the building to maintain distance in case of congestion.
- Take** steps to reduce entry congestion and ensure effective screening.
- Require** face coverings in shared spaces.
- Increase** distances between employees by spreading out work spaces, staggering space usage, etc.
- Turn** off water fountains.
- Prohibit** social gatherings and meetings that do not allow for social distancing or create unnecessary movement in the office.
- Provide** disinfecting supplies and require workstations be wiped down at least twice daily.
- Post** signs about the importance of personal hygiene.
- Disinfect** high-touch surfaces.
- Institute** cleaning protocol when symptomatic employees are sent home.
- Notify** employees if a positive person was at the office.
- Prohibit** non-essential visitors.
- Restrict** non-essential travel including in-person conference events.

RESTAURANTS AND BARS MUST:

- Limit** capacity to 50% of normal seating. Require six feet of separation between parties or groups at different tables or bar tops.
- Create** communications material for customers to inform them of changes to restaurant or bar practices and to explain the precautions that are being taken to prevent infection.
- Close** waiting areas and ask customers to wait in cars for a call when their table is ready.
- Close** self-serve food or drink options, such as buffets, salad bars, and drink stations.
- Provide** 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.
- Post** signs at store entrances informing customers not to enter if they are or have recently been sick.
- Post** signs instructing customers to wear face coverings until they get to their table.
- Require** hosts, servers, and patrons who can tolerate masks to wear face coverings in the dining area.
- Require** employees to wear face coverings and gloves in the kitchen area when handling food, consistent with guidelines from the FDA.
- Limit** shared items for customers (e.g., condiments, menus) and clean high-contact areas after each customer.
- Train** employees on: use of personal protective equipment in conjunction with food safety guidelines, food safety health protocols, and how to manage symptomatic customers upon entry or in the restaurant.
- Notify** employees if the employer learns that an individual with a confirmed case of COVID-19 has been there.
- Close** restaurant immediately if an employee shows multiple symptoms of COVID-19 and perform a deep clean, consistent with guidance from the FDA and CDC.
- Require** a doctor's written release to return to work if an employee has a confirmed case of COVID-19. The health department will provide release from isolation documentation to individuals who had COVID-19.
- Install** physical barriers at cash registers, bars, host stands, and other areas where maintaining physical distance of six feet is difficult. To the maximum extent possible, limit the number of employees in shared spaces, including kitchens, break rooms, and offices, to maintain at least a six-foot distance between employees.

Local government can decide to establish more stringent guidelines for businesses. Businesses must maintain a record of the requirements in sections 1(c), (d), and (k).

ED 2020-6 creates the Office of Worker Safety and allows someone to be appointed Director of COVID-19 Workplace Safety. EO 2020-97 establishes the workforce safety rules for all businesses across the state as the process of in-person work gradually returns. The Director of Workplace safety (and all agencies required to monitor compliance with workplace safety) will bring enforcement actions against any employer who violates these orders.