

Social Distancing/Hygiene: in office and at home – March 18th, 5PM

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Description of issue: Employers have identified policies to limit employee exposure through social distancing practices in the office and at home.

General best practices:

- Clearly define social distancing, its purpose, and actions to take.
- Provide specific recommendations (e.g. distance between people, how long to wash hands, etc.)
- Provide specifics on practices at home as well as in the office
- Encourage alternatives to in-person interactions (video conferencing, etc.) whenever possible

Detailed communication language below:

Sample A:

Social Distancing

Social Distancing is a simple yet very effective mechanism to prevent potential infection, that relies on simple distance to avoid infection. In practice, this means:

- Stay 2 meters from others as a normal practice.
- Eliminating contact with others, such as handshakes or embracing coworkers, visitors, or friends.
- Avoiding touching surfaces touched by others to the extent feasible.
- Avoiding anyone that appears to be sick, or is coughing or sneezing.

Personal Hygiene for use at home and in the office

Personal hygiene practices are the most important mechanism to avoid infection. Practicing the simple actions below will greatly reduce your COVID-19 risk, and also reduce your risk of exposure to other corona or influenza viruses that can make you, your family, and your coworkers sick.

- Do not touch face, including your mouth, eyes, nose or even your ears.
 - Viruses that get onto your hands by touching common surfaces cannot harm you unless you physically transfer them to an entry portal into the body, so do not touch your face.
 - If you are sick, touching your face will contaminate your hands, and any common surfaces you touch—continuing the chain of infection. Break the chain by washing hands with soap and water frequently.
 - Presume your hands are contaminated with viruses and bacteria after touching common surfaces, as well as any surfaces you touch thereafter.
 - Target washing your hands for 20 seconds. This is approximately the length of time it takes to sing “Happy Birthday” in many languages.
 - Use alcohol-based hand sanitizer liberally if soap and water are not available.

- Cover coughs/sneezes as per training provided
 - Never cough or sneeze into your hands, as they then pass viruses to common surfaces and infect others. Use a tissue or cough and sneeze into the bed of your elbow.
 - COVID-19 on your hands causes no harm, until you touch your face, or contaminate others who do so. Your eyes, nose, and mouth are the primary entry points for this and many other viruses and bacteria.
 - If the face is inadvertently touched, it should be rinsed with soap and warm water.
 - Ensure personal items that are touched, and especially those that touch your face (e.g. mobile phone) are kept clean. Avoid touching them after you have touched common surfaces and clean them frequently as needed.