

KNOW YOUR RIGHTS

EMPLOYEE

By law, employees in the State of Michigan have certain rights and responsibilities within the Michigan Occupational Safety and Health Act (MIOSH Act).

Your place of work must:

- Be free of all recognized hazards that can cause death or serious physical harm.
- Conduct training on COVID-19 including how you may be exposed and ways to protect yourself from exposure.


All workers have the right to:

- Raise a safety or health concern with their employer.
- Raise a safety or health concern with MIOSHA.
- File a complaint or contact MIOSHA if they are concerned their employer is not following guidelines to prevent the spread of COVID-19. Employees can file a complaint at [Michigan.gov/MIOSHAComplaint](https://www.michigan.gov/MIOSHAComplaint) or contact MIOSHA at 855-SAFEC19 (855-723-3219).

Employers cannot retaliate against an employee for:

- Raising concerns about safety or health conditions in the workplace, including contacting or filing a complaint with MIOSHA.
- Refusing to do an allegedly imminently dangerous job or task.


For more information on additional employee rights visit [bit.ly/KnowYourEmploymentRights](https://www.michigan.gov/MIOSHAComplaint).


PREVENT THE SPREAD OF COVID-19

WORKPLACE SAFETY GUIDELINES


Use these guidelines and safety tips to limit potential exposure to COVID-19 and to help keep yourself and co-workers safe and healthy while returning to work.




Stay home if you're sick



Practice good hygiene



Stay 6 feet from others




Wear a face covering


Follow these hygiene tips

- ✓ Avoid touching eyes, nose or mouth with unwashed hands.
- ✓ Wash hands frequently with soap and water for at least 20 seconds between fingers, back of hand and fingernails.
- ✓ Use hand sanitizer when soap and water are unavailable.
- ✓ Cover your mouth and nose when coughing or sneezing.
- ✓ Clean and disinfect frequently touched objects and surfaces.


Stay home if you have these abnormal/new symptoms




Coughing




Runny nose



Sneezing





Fever



Shortness of breath

For other workplace safety guidelines and resources visit [Michigan.gov/MIOSHAComplaint](https://www.michigan.gov/MIOSHAComplaint) or call the work safety hotline at 855-SAFEC19 (855-723-3219).

https://www.michigan.gov/documents/leo/Workplace_Guidelines-Employee_Rights_692227_7.pdf

https://www.michigan.gov/documents/leo/Workplace_Safety_Guidelines_Poster_692022_7.pdf

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

PAID LEAVE ENTITLEMENTS
Generally, employers covered under the Act must provide employees:

- Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:
 - 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
 - 2/3 for qualifying reasons #4 and 5 below, up to \$200 daily and \$2,000 total; and
 - Up to 12 weeks of paid sick leave and expanded family and medical leave paid at 2/3 for qualifying reason #6 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.


ELIGIBLE EMPLOYEES
In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #6 below.

QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19
An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:


| | |
|---|---|
| 1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; | 5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or |
| 2. has been advised by a health care provider to self-quarantine related to COVID-19; | 6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
| 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis; | |
| 4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | |

ENFORCEMENT
The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.

For additional information or to file a complaint:
1-866-487-9243
TTY: 1-877-889-9627
[dol.gov/agencies/whd](https://www.dol.gov/agencies/whd)




WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR



NOTICE

EMPLOYEES MUST WASH HANDS BEFORE RETURNING TO WORK



https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf


<https://assets.nfib.com/nfibcom/Employee-Wash-Hands-Poster.pdf>

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>


WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2




USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands



FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available




TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see: [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)


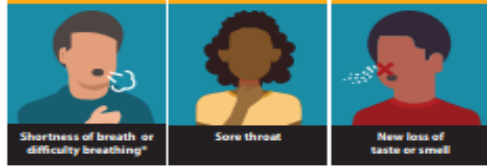


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<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:





Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.




[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms-11x17-en.pdf>

Stop the Spread of Germs


Help prevent the spread of respiratory diseases like COVID-19.




Stay at least 6 feet (about 2 arms' length) from other people.




Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.




When in public, wear a cloth face covering over your nose and mouth.




Do not touch your eyes, nose, and mouth.




Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

Feeling Sick?

STOP

Stay home when you are sick!

If you feel unwell or have the following symptoms please leave the building and contact your health care provider. Then follow-up with your supervisor.

DO NOT ENTER if you have:



FEVER

COUGH

SHORTNESS OF BREATH



[cdc.gov/CORONAVIRUS](https://www.cdc.gov/coronavirus)

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<https://www.cdc.gov/coronavirus/2019-ncov/downloads/StayHomeFromWork.pdf>



<https://www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf>




https://www.cdc.gov/handwashing/pdf/keep-calm-wash-your-hands_8.5x11.pdf



<https://www.cdc.gov/handwashing/pdf/HH-Posters-Eng-Restroom-508.pdf>



https://www.michigan.gov/documents/leo/Customer_Guidelines-Wear_a_Mask_-FINAL_692152_7.pdf




Feeling Sick?


Stay home when you are sick!

If you feel unwell or have any of the symptoms below
PLEASE DO NOT ENTER THE BUILDING
 Contact your health care provider for assistance

DO NOT ENTER if you have:




FEVER



COUGH




SHORTNESS OF BREATH



[cdc.gov/CORONAVIRUS](https://www.cdc.gov/coronavirus)

<https://assets.nfib.com/nfibcom/Do-Not-Enter-CDC-for-Public-Poster.pdf>

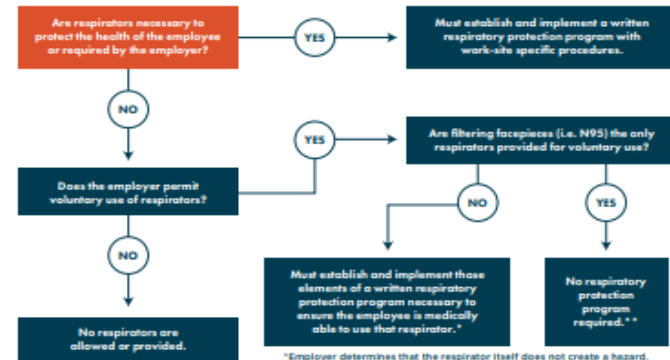
COVID-19
**VOLUNTARY VS. REQUIRED
 RESPIRATOR USE**



The employer determines the necessary Personal Protective Equipment (PPE) required for the job task(s). The employer is responsible for payment, replacement, maintenance, cleaning, laundering and disposal of PPE. Training should be provided to employees regarding proper use, limitations, care and maintenance of PPE. Where respirators are provided, the following table outlines additional requirements:

GUIDELINES FOR EMPLOYEES USING RESPIRATORY PROTECTION


| Filtering Facepiece Respirator (i.e. N95) | | |
|---|--------------|---------------|
| | Required Use | Voluntary Use |
| Fit Testing | Yes | No |
| Medical Evaluation | Yes | No |
| Facial Hair Prohibited | Yes | No |
| Appendix D Provided | No | Yes |
| Training per 1910.134(k) | Yes | No |
| Cleaning, Storage & Maintenance of Respirator | Yes | No |






*Employer determines that the respirator itself does not create a hazard.
 **Must provide users with information contained in Appendix D.

[https://www.michigan.gov/documents/leo/Workplace Guidelines-Voluntary vs Required Factsheet 692229 7.pdf](https://www.michigan.gov/documents/leo/Workplace_Guidelines-Voluntary_vs_Required_Factsheet_692229_7.pdf)

COVID-19
FACEMASKS VS. RESPIRATORS



| |  Cloth or Paper Face Mask |  Surgical Face Mask |  Filtering Facepiece Respirator (i.e. N95) |
|-----------------------------------|---|---|--|
| Testing & Approval | Not tested or approved, but recommended by the Centers for Disease Control and Prevention (CDC) | Cleared by the U.S. Food and Drug Administration per 21 CFR 878.4040 | Evaluated, tested and approved by National Institute of Occupational Safety & Health (NIOSH) per 42 CFR Part 84 |
| Intended Use & Purpose | To prevent transmission of the virus between people in close proximity | A fluid resistant barrier designed to protect the wearer from large droplets, splashes or sprays of bodily or other hazardous fluids. | Protects the wearer from small particle aerosols and large droplets |
| Who Should Wear? | Everyone in public settings where social distancing is infeasible e.g. grocery store or pharmacy | Healthcare workers when N95 respirators are not available and patients who are suspected or confirmed to have COVID-19 | Workers providing care or in prolonged proximity to suspected or confirmed COVID-19 cases |
| Face Seal Fit | Loose-Fitting | Loose-Fitting | Tight-Fitting |
| Fit Test Required? | No* | No* | Yes** |
| User Seal Check Required? | No | No | Yes, each time the respirator is put on |
| Filtration | Not classified as a filtering face-piece respirator to protect against inhaling smaller airborne particles | Not classified as a filtering face-piece respirator to protect against inhaling smaller airborne particles | Filters -95% of small airborne particles |
| Leakage | Leakage occurs around the edge of the mask when user inhales | Leakage occurs around the edge of the mask when user inhales | When properly fitted, minimal leakage occurs around edges of the respirator when user inhales |
| Use Limitations | Reusable. Launder routinely. Discard if mask becomes damaged. | Not designed for reuse. Discard after each patient encounter. | Ideally discarded after each prolonged encounter with a suspected or confirmed COVID-19 case; limited reuse acceptable under certain conditions. |

*Fit tests are not required for loose-fitting facepieces. **If employee is required to wear an N95, testing is required. Additional information regarding fit testing during the COVID-19 outbreak can be found under the [March 31, 2020 memo](#) and the [April 8, 2020 memo](#).


[https://www.michigan.gov/documents/leo/Workplace Guidelines-Facemasks vs Respirators Factsheet 692228 7.pdf](https://www.michigan.gov/documents/leo/Workplace_Guidelines-Facemasks_vs_Respirators_Factsheet_692228_7.pdf)

PREVENT THE SPREAD OF COVID-19

RE-OPENING CHECKLIST

- ☐ Review the [MIOSHA COVID-19 Workplace Safety Guidelines for Employers](#) or industry specific guidelines:
 - [Construction](#)
 - [Research Laboratories](#)
 - [Manufacturing](#)
 - [Restaurants and Bars](#)
 - [Offices](#)
 - [Retail](#)
- ☐ Establish exposure determination for all employees
- ☐ Develop [COVID-19 Preparedness and Response Plan](#)
- ☐ Examine & update policies and protocols
- ☐ Develop daily entry self-screening protocol
- ☐ Designate one or more worksite supervisors to implement, monitor and report on COVID-19 Preparedness and Response Plan
- ☐ Install physical barriers between customers and/or employees
- ☐ Install demarcation lines to maintain social distancing
- ☐ Provide employee training on new procedures and protocols
 - Ensure employees review the [MIOSHA COVID-19 Workplace Safety Guidelines for Employees](#)
- ☐ Review MIOSHA Enforcement Guidance - [COVID-19 Interim Enforcement Plan](#)

For other workplace safety guidelines and resources visit [Michigan.gov/MIOSHA](#) or call the work safety hotline at 855-SAFEC19 (855-723-3219).



[https://www.michigan.gov/documents/leo/Workplace Guidelines-Reopening Checklist 692021 7.pdf](https://www.michigan.gov/documents/leo/Workplace_Guidelines-Reopening_Checklist_692021_7.pdf)