

KALAMAZOO COUNTY LAND BANK

COVID-19 Preparedness and Response Plan





KALAMAZOO COUNTY LAND BANK

COVID-19 Preparedness and Response Plan

Table of Contents

Certification	4
Overview	5
Essential Workers Necessary to Perform Critical Infrastructure Functions or Conduct Minimum Basic Operations	5
Protective Safety Measures	6
Building Hours	6
Paid Leave	6
Remote Work	6
Accommodation Process	6
Employee Screening Before Entering the Workplace	6
Occupational Risk Exposure Classification	7
Enhanced Social Distancing	8
Face-to-Face Interaction	8
Shared Spaces	8
Travel by Vehicle	8
County Vehicle Use	8
Personal Protection Equipment	8
Gloves	9
Face Coverings	9
Face Shield	9
Shared Convenience Items	9
Tools and Equipment	9
Enhanced Hygiene	9
Enhanced Cleaning and Disinfecting	10
Visitors	10
Employees with Suspected or Confirmed COVID-19 Cases	11
Suspected Cases	11
Confirmed Cases	12
Business Continuity Plans	13
APPENDIX A	14
APPENDIX B	17



KALAMAZOO COUNTY LAND BANK COVID-19 Preparedness and Response Plan

APPENDIX C	18
APPENDIX D	19
APPENDIX E	28



KALAMAZOO COUNTY LAND BANK COVID-19 Preparedness and Response Plan

Certification

This is to certify that I have reviewed the following Kalamazoo County Land Bank COVID-19 Preparedness and Response Plan attached hereto and to the best of my knowledge and belief:

1. It complies with Michigan Executive Order #2020-110 Et al....
2. The plan is consistent with the guidance from the U.S. Department of Labor, Occupational Health and Safety Administration publication OSHA 3990-03-2020, Guidance on Preparing Workplaces for COVID -19, and CDC guidelines.
3. The plan is available on the Land Bank Website at: Kalamazoolandbank.org and at the Land Bank Office.

Municipality/Entity: Kalamazoo County Land Bank Authority

Prepared By: Michelle Tombro Tracy
Assistant Director

Approved By: Kelly Clarke

Title: Executive Director

Drafted: May 28th, 2020

Updated June 10th, 2020

Offices open by appointment June 15th, 2020. Employees authorized to work a staggered telework/remote schedule for work that cannot be done remotely.



KALAMAZOO COUNTY LAND BANK

COVID-19 Preparedness and Response Plan

Overview

In order to respond to the current state of emergency related to the novel coronavirus (“COVID- 19”) and to comply with relevant state and local orders as well as CDC guidelines related to COVID-19, Kalamazoo County Land Bank Authority has prepared the following COVID-19 Preparedness and Response Plan (“Plan”). This Plan may be updated as this situation evolves or as state or local orders related to COVID-19 are issued or amended.

With the lifting of the Governor’s Stay Home, Stay Safe Order and Michigan moving into Stage 4 of the MI Safe Start Plan, the following outlines “Phase 1” safety measures and protocols as we re-open our offices:

Executive Order 2020-110 permits office work that cannot be performed remotely to be done in person. Accordingly, the Kalamazoo County Land Bank offices will open on June 15th 2020 with a hybrid schedule and by appointment only. The following plan details the protective measures which will be in place associated with in person work.



KALAMAZOO COUNTY LAND BANK

COVID-19 Preparedness and Response Plan

Protective Safety Measures

Building Hours

The Kalamazoo County Land Bank will engage with the public, constituents and partners virtually by phone, email or video conference whenever possible. When in person presence is necessary, this will be available by appointment and only as permitted by Executive Orders permitting in person presence. Social distancing will be utilized.

Paid Leave

Employees are permitted to take paid leave consistent with the Families First Coronavirus Response Act as well as paid leave from employee annual leave banks. Any onsite employee who appears to have a respiratory illness will be separated from other employees and sent home immediately.

Remote Work

As required by the Michigan Stay at Home Stay Safe Order, employees who have not been designated as permitted to work onsite and whose job duties reasonably allow them to telework as determined by the Executive Director have been directed to work remotely. The Governor's order now permits in person office work to resume when work can not effectively be achieved remotely. Employees will be scheduled where practical with a hybrid telework and in person schedule to minimize the number of individuals in the office at one time.

Accommodation Process

Employees needing to request an accommodation due to COVID-19 should contact the Executive Director or the Executive Director's designee.

Employee Screening Before Entering the Workplace

A sample Employee Entry Screening Questionnaire is attached as Appendix B. Each employee must complete the questionnaire prior to entering the workplace. Entering the workplace prior to completing the questionnaire is strictly prohibited.

If an employee fails the screening process, they will be prevented from entering the premises and shall be sent home until allowed to return to work under the relevant executive orders or public health orders, which requirements are explained in detail in the Return to Work Plan, attached as Appendix C.

KALAMAZOO COUNTY LAND BANK

COVID-19 Preparedness and Response Plan

Occupational Risk Exposure Classification

Kalamazoo County Land Bank employees are Low Exposure Risk according to the OSHA Occupational Risk Pyramid for COVID-19 in determining the appropriate safety precautions and control measures necessary to help mitigate the risk of exposure to COVID-19.

OSHA Occupational Risk Pyramid for COVID-19



Very High Exposure Risk – those positions with high potential for exposure to known or suspected sources of COVID-19 during specific medical or laboratory procedures.

Healthcare workers performing aerosol-generating procedures on known or suspected COVID-19 patients.

High Exposure Risk – those positions with high potential for exposure for exposure to known or suspected sources of COVID-19.

Healthcare delivery and support staff exposed to known or suspected COVID-19 patients.

Medium Exposure Risk – those positions that require frequent and/or close contact with (i.e. within 6 feet of) people who may be infected, but not known or suspected COVID-19 patients.

Staff who have regular contact with the general public in a high-population-density work environment.

Low Exposure Risk (Caution) – those positions that do not require contact with people known to be, or suspected of being COVID-19 patients.



KALAMAZOO COUNTY LAND BANK

COVID-19 Preparedness and Response Plan

Enhanced Social Distancing

Supervisors will direct employees to perform their work in a manner to reasonably avoid coming within six feet of other individuals. This may include telecommuting, staggered shifts, decreasing number of employees to report for in-person work, decreasing face-to-face interactions, and limiting the number of non-employees who are able to enter facilities. Staff are encouraged to use Zoom, Google Docs, email, and telephone communication or other available technology.

Employees will be provided with appropriate personal protective equipment as required and physical barriers may be installed for employees commensurate with their level of risk of exposure to COVID-19 and as appropriate.

Face-to-Face Interaction. Employees whose job duties regularly require them to be within six feet of members of the public will be provided with appropriate personal protective equipment or physical barriers commensurate with their level of risk of exposure to COVID-19. Employees must wear face coverings when in shared conference rooms, hallways, open office space and in the shared hub space. Employees must also utilize face coverings when using the restroom.

Shared Spaces. Employees may be relocated or provided additional resources in order to avoid shared use of offices, desks, telephones, and tools/equipment. Employees should remain in their assigned work areas as much as possible. In addition, the number of employees permitted in any restroom, break room or lunchroom shall be limited to ensure social distancing restrictions can be followed.

Travel by Vehicle. For those employees required to travel by vehicle for business purposes, Kalamazoo County Land Bank will allow only one employee per vehicle.

Personal Protection Equipment

COVID-19 is a respiratory virus that is carried through droplets that can enter the respiratory track primarily through inhalation. The current science suggests that disease transmission can take place from touching a COVID-19 contaminated surface and then touching the face, however the risk of contracting COVID-19 in this manner is believed to be relatively low.



KALAMAZOO COUNTY LAND BANK

COVID-19 Preparedness and Response Plan

Kalamazoo County Land Bank shall provide and make available to any worker performing in-person work, personal protective equipment (PPE) face coverings as appropriate for the activity being performed.

Gloves. From what we currently know about the disease, gloves are not recommended, and the Kalamazoo County Health & Community Services Department is discouraging the general public from using gloves.

Face Coverings. Any in-person worker able to medically tolerate a face covering, must wear a covering over his or her nose and mouth when in any enclosed public space. If an employee is alone and in a private office, the employee may remove their face covering.

Shared Convenience Items

Employees shall only utilize shared convenience items such as coffee stations, microwaves, and shared refrigerators after thoroughly washing their hands. They must wear a face covering and maintain social distancing of at least 6 feet. Employees may not congregate in this area. All items stored in the shared refrigerator must be marked with the employee's name, and securely wrapped. Employees may utilize the Hub space or outdoor tables to eat but must wipe down the surfaces before and after use. Employees may remove their face covering once seated to eat and drink. Kalamazoo County Land Bank will provide disinfectant for this purpose. All employees utilizing tables to eat must maintain social distancing at all times. Employees may not utilize the drinking fountain.

Tools and Equipment

Kalamazoo County Land Bank limits the sharing of tools and equipment among in-person employees. Should any sharing of tools and equipment be required, employees must disinfect and clean each tool or piece of equipment following their use of same and before any other employee uses the tool or piece of equipment. Kalamazoo County Land Bank will provide employees with disinfectant for this purpose.

Enhanced Hygiene

Employees are instructed to wash their hands frequently, to cover their coughs and sneezes, and to avoid touching their faces. Employees will be provided with access to places to frequently wash hands or to access hand sanitizer. Signs regarding proper hand washing methods will be posted in all restrooms. Hand shaking or any form of physical contact is prohibited.



KALAMAZOO COUNTY LAND BANK

COVID-19 Preparedness and Response Plan

Enhanced Cleaning and Disinfecting

The Land Bank will increase cleaning and disinfecting of surfaces and other elements of the work environment regularly using products containing EPA-approved disinfectants. Employees will be provided with access to disinfectant spray and or wipes so that any commonly used surfaces and equipment can be sprayed and wiped down before each use.

In the event that an employee tests positive for COVID-19 and has been in the workplace in the past 14 days, the Assistant Director or designee will notify our cleaning company of the locations frequented by the employee. The cleaners will thoroughly disinfect open workspaces and private offices frequented by the employee. Private office spaces will be closed to access for 3 days.

Visitors

All visitors entering a Land Bank building shall be required to wear a face covering over their nose and mouth, such as a homemade mask, scarf, bandana or handkerchief, if able to medically tolerate a face covering, while in any Land Bank building. If the visitor does not have a face covering, Kalamazoo County Land Bank will deny the visitor entry into the building or may provide them with a disposable mask (if available).

The number of individuals permitted in any restroom, waiting area or lobby shall be limited to one person to ensure social distancing restrictions.

To assist with social distancing and monitoring the occupancy rates, visitors to the Land Bank will be requested to schedule an appointment and may be escorted in and out of the facility during their visit.



KALAMAZOO COUNTY LAND BANK

COVID-19 Preparedness and Response Plan

Employees with Suspected or Confirmed COVID-19 Cases

Suspected Cases

An employee will be considered to have a Suspected Case of COVID-19 if:

- ☐ They are experiencing any of the following COVID-19 symptoms:
 - Fever;
 - Shortness of breath; and/or
 - Continuous cough.

OR

- ☐ They are experiencing at least two of the following symptoms:
 - Fever
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat and/or
 - New loss of taste or smell
- ☐ They have been exposed to a COVID-19 positive person, meaning:
 - An immediate family member has tested positive for or exhibited symptoms of COVID-19; OR
 - In the last 14 days, the employee came in close contact with someone who has tested positive for COVID-19.

If an employee believes that they qualify as a Suspected Case (as described above), they must:

- ☐ Immediately notify their supervisor and the Assistant Director who performs the HR function.
- ☐ Self-quarantine for 14 days; and
- ☐ Seek immediate medical care or advice.

If an employee qualifies as a Suspected Case, then Kalamazoo County Land Bank will:

- ☐ Notify Health & Community Services to obtain guidance on next steps; and
 - ☐ Ensure that the employee's work area and any areas that they may have entered are thoroughly cleaned.
-



KALAMAZOO COUNTY LAND BANK

COVID-19 Preparedness and Response Plan

Confirmed Cases

An employee will be considered a Confirmed Case of COVID-19 if the employee has been performing in-person operations in the past 14 days and that person tested positive for COVID-19.

If an employee believes that they qualify as a Confirmed Case (as described above), they must:

- ☐ Immediately notify supervisor and/or Human Resources staff (KCLBA Assistant Director) of their diagnosis; and
- ☐ Remain out of the workplace until they are cleared to return to work by a healthcare provider.

If an employee qualifies as a Confirmed Case, then Kalamazoo County Land Bank will:

- ☐ Notify the local public health department *immediately* upon knowledge of a confirmed case.
- ☐ Maintain confidentiality as required by the Americans with Disabilities Act (“ADA”) and the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”); and
- ☐ Notify Health & Community Services to obtain guidance on next steps; and
- ☐ Ensure that the entire workplace, or affected parts thereof (depending on employee’s presence in the workplace), is thoroughly cleaned and disinfected; and
- ☐ If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and
- ☐ Allow employee with a confirmed case to return to work only after being released from any isolation or quarantine by the local public health department. The employee must be deemed no longer infectious.
- ☐ Communicate with employees about the presence of a confirmed case, the cleaning/disinfecting plans, and when the workplace will reopen.



KALAMAZOO COUNTY LAND BANK COVID-19 Preparedness and Response Plan

Business Continuity Plans

1. COVID-19 Response Managers shall be Executive Director Kelly Clarke and Assistant Director Michelle Tombro Tracy or designee.
2. Kalamazoo County Land Bank shall Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent. Employees must watch Warner Norcross Judd Training Video regarding Covid-19 prior to returning to work
3. Identify alternate supply chains for critical goods and services in the event of disruption.
4. Emergency Communication Plan: Employees will be contacted by Executive Director Kelly Clarke via email to their Land Bank email address, in the event of Kelly Clarke's unavailability communication will be made by Assistant Director Michelle Tombro Tracy or designee.



KALAMAZOO COUNTY LAND BANK

COVID-19 Preparedness and Response Plan

APPENDIX A

CRITICAL INFRASTRUCTURE WORKERS

Consistent with the March 19, 2020 CISA guidance document, critical infrastructure workers include some workers in each of the following sectors:

1. Health care and public health.
2. Law enforcement, public safety, and first responders.
3. Food and agriculture.
4. Energy.
5. Water and wastewater.
6. Transportation and logistics.
7. Public works.
8. Communications and information technology, including news media.
9. Other community-based government operations and essential functions.
10. Critical manufacturing.
11. Hazardous materials.
12. Financial services.
13. Chemical supply chains and safety.
14. Defense industrial base.

For purposes of Executive Order 2020-42 and Executive Order 2020-59, critical infrastructure workers also include⁴:

1. Childcare workers (including workers at disaster relief childcare centers), but only to the extent necessary to serve the children or dependents of workers required to perform in-person work as permitted under this order. This category includes individuals (whether licensed or not) who have arranged to care for the children or dependents of such workers.
2. Workers at suppliers, distribution centers, or service providers, as described below.
 - a. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate another business's or operation's critical infrastructure work may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.



KALAMAZOO COUNTY LAND BANK

COVID-19 Preparedness and Response Plan

- b. Any suppliers, distribution centers, or service providers whose continued operation is necessary to enable, support, or facilitate the necessary work of suppliers, distribution centers, or service providers described in sub-provision (1) of this subsection may designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
 - c. Consistent with the scope of work permitted under sub-provision (2) of this subsection, any suppliers, distribution centers, or service providers further down the supply chain whose continued operation is necessary to enable, support, or facilitate the necessary work of other suppliers, distribution centers, or service providers may likewise designate their workers as critical infrastructure workers, provided that only those workers whose in-person presence is necessary to enable, support, or facilitate such work may be so designated.
 - d. Suppliers, distribution centers, and service providers that abuse their designation authority under this subsection shall be subject to sanctions to the fullest extent of the law.
- 3. Workers in the insurance industry, but only to the extent that their work cannot be done by telephone or remotely.
- 4. Workers and volunteers for businesses or operations (including both religious and secular nonprofit organizations) that provide food, shelter, and other necessities of life for economically disadvantaged or otherwise needy individuals, individuals who need assistance as a result of this emergency, and people with disabilities.
- 5. Workers who perform critical labor union functions, including those who administer health and welfare funds and those who monitor the well-being and safety of union members who are critical infrastructure workers, provided that any administration or monitoring should be done by telephone or remotely where possible.
- 6. Workers at retail stores who sell groceries, medical supplies, and products necessary to maintain the safety, sanitation, and basic operation of residences, including convenience stores, pet supply stores, auto supplies and repair stores, hardware and home maintenance stores, and home appliance retailers.
- 7. Workers at laundromats, coin laundries, and dry cleaners.



KALAMAZOO COUNTY LAND BANK

COVID-19 Preparedness and Response Plan

8. Workers at hotels and motels, provided that the hotels or motels do not offer additional in-house amenities such as gyms, pools, spas, dining, entertainment facilities, meeting rooms, or like facilities.
9. Workers at motor vehicle dealerships who are necessary to facilitate remote and electronic sales or leases, or to deliver motor vehicles to customers, provided that showrooms remain closed to in-person traffic.

⁴Under Executive Order 2020-42 and 2020-59, necessary government activities may continue, which includes activities performed by critical infrastructure workers as well as the following government activities including, but not limited to, public transit, trash pick-up and disposal (including recycling and composting), activities necessary to manage and oversee elections, operations necessary to enable transactions that support the work of a business's or operation's critical infrastructure workers, and the maintenance of safe and sanitary public parks so as to allow for outdoor activity permitted under Executive Order 2020-42. In-person government activities are subject to the same social distancing and mitigation measures prescribed under the executive order for businesses.



KALAMAZOO COUNTY LAND BANK COVID-19 Preparedness and Response Plan

APPENDIX B SAMPLE EMPLOYEE ENTRY SCREENING QUESTIONNAIRE

In order to access the workplace, please affirm that in the past 24 hours, you have not experienced:

- ☐ Atypical Cough
- ☐ Atypical shortness of breath

Or at least two of the following:

- ☐ Fever of 100 degrees F or 37.8 degrees C, or above
- ☐ Chills/Repeated Shaking
- ☐ Muscle Pain
- ☐ Sore Throat
- ☐ Headache
- ☐ New or Loss of Taste or Smell

If you answer “yes” to any of the symptoms listed above, you are restricted from entering the Land Bank building. Please self-isolate at home and contact your primary care physician for direction.

- You should isolate at home for a minimum of 7 days since symptoms first appear.
- You must also have 3 days without fever and improvement in respiratory symptoms.

In the past 14 days have you:

- ☐ Had close contact (within six (6) feet for a prolonged period of time) with someone with a diagnosis of COVID-19
- ☐ Traveled internationally

If you answer “yes” to either of these questions, you are restricted from entering the Land Bank building. Self-quarantine at home for 14 days.

If no to all of the above, please enter the building.



KALAMAZOO COUNTY LAND BANK

COVID-19 Preparedness and Response Plan

APPENDIX C

EMPLOYEE RETURN TO WORK PLAN

Consistent with Executive Order 2020-36, employees who fail entrance screening will only be permitted to return to work under the following circumstances.

Employees who test positive for COVID-19 or display one or more of the principal symptoms of COVID-19 (fever, atypical cough, or atypical shortness of breath) will not be permitted to return to work until either:

1. Three (3) days have passed since their symptoms have resolved and 7 days have passed since their symptoms first appeared or until cleared for work by a health care provider;

OR

2. They receive a negative COVID-19 test.

AND

3. Have been released by the local Public Health Department.

Employees* who have been in “close contact” (being within approximately six feet for a prolonged period of time) with an individual who tests positive for COVID-19 or who displays one or more of the principal symptoms of COVID-19 will not be permitted to return to work until either:

1. 14 days have passed since the last close contact with the sick or symptomatic individual; or
2. The symptomatic individual receives a negative COVID-19 test.

*The “close contact” rule does not apply to the following classes of workers: health care professionals; workers at a health care facility (including hospitals, surgical centers, health maintenance organizations, nursing homes, hospice, and veteran’s facilities); first responders (e.g., police officers, fire fighters, paramedics); child protective service employees; workers at child caring institutions, as defined in MCL 722.111; and workers at correctional facilities.

KALAMAZOO COUNTY LAND BANK COVID-19 Preparedness and Response Plan

APPENDIX D SIGNS FOR LAND BANK BUILDINGS



all business will be conducted by phone or virtually, in person business is by appointment only; to make an appointment please call (269) 762-6191 or email landbank@kalamazoolandbank.org

Only enter this building if you:

- have made an appointment
- have a critical need that must be addressed in person;
- are a healthy visitor;
- are a Kalamazoo County Land Bank employee.

All others:

- If you have COVID-19 symptoms, please contact health care provider.
 - Go to www.kalamazoolandbank.org to call or email our Land Bank staff regarding your question or requested service.
-

KALAMAZOO COUNTY LAND BANK COVID-19 Preparedness and Response Plan

STOP!

IF YOU HAVE:

FEVER



COUGH



**SHORTNESS
OF BREATH**



**OR IF YOU HAVE A REASON TO BELIEVE YOU
MAY HAVE BEEN EXPOSED TO THE COVID-19
VIRUS FOR ANY REASON.**

DO NOT ENTER

KALAMAZOO COUNTY LAND BANK

COVID-19 Preparedness and Response Plan



Prevent the spread of COVID/flu.

**WASH YOUR HANDS
FREQUENTLY**

PREVENT ILLNESS BY WASHING YOUR HANDS!



1 Wet your hands



2 Apply soap



3 Lather & scrub
(20 secs)



DONT FORGET TO WASH:

- between your fingers
- under your nails
- tops of your hands



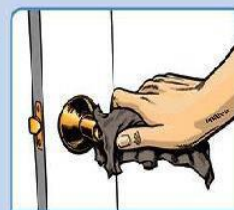
4 Rinse (10 secs)



5 Turn off tap



6 Dry your hands



7 Open door with paper towel

KALAMAZOO COUNTY LAND BANK COVID-19 Preparedness and Response Plan



KALAMAZOO COUNTY LAND BANK COVID-19 Preparedness and Response Plan

IMPORTANT NOTICE

To protect our visitors and employees,
**ALL individuals entering a Land
Bank facility will be required to
wear a face covering at all times*.**



**If you are medically unable to tolerate wearing a face covering, you will still be allowed to enter the building.*

KALAMAZOO COUNTY LAND BANK COVID-19 Preparedness and Response Plan

COVER YOUR COUGH Stop the spread of germs!



or cover your cough
or sneeze with your
upper sleeve,
not your hands

Use tissue to cover your
mouth and nose when
you cough or sneeze

Throw your tissue in
the waste basket



Clean Your Hands



*After coughing or sneezing
wash for 20 seconds with
soap and warm water or
clean with hand sanitizer*



KALAMAZOO COUNTY LAND BANK COVID-19 Preparedness and Response Plan



**THIS BATHROOM
IS OCCUPIED
DO NOT
ENTER**





KALAMAZOO COUNTY LAND BANK COVID-19 Preparedness and Response Plan

APPENDIX E OTHER RESOURCES

Governor Whitmer's Executive Order 2020-42 and Executive Order 2020-59:

https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-525182--,00.html https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-526894--,00.html

FAQs from Governor Whitmer on Executive Order 2020-42 and Executive Order 2020-

59: https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-525278--,00.html https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-527027--,00.html Helpful CDC Guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html> CDC Handwashing Fact Sheet:

[https://www.cdc.gov/handwashing/pdf/hand-sanitizer-](https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf)

[factsheet.pdf](https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf) CDC Fact Sheet and Poster on Preventing the Spread

of Germs:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf> CDC Fact Sheet on What to Do if You Are Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

CDC Poster for Entrance Reminding Employees Not to Enter When Sick:

<https://www.cdc.gov/coronavirus/2019->

[ncov/downloads/stayhomefromwork.pdf](https://www.cdc.gov/coronavirus/2019-ncov/downloads/stayhomefromwork.pdf) CDC Guidance on Reopening

Businesses:

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
