

COVID-19 RESOURCES

Work Share Program and Response Plans

Marquette.org/COVID-19/



Carrie A Dillon, Unemployment Insurance Analyst, Department of Labor and Economic Opportunity

Carrie A Dillon is an UI Analyst in the Office of Employer Ombudsman for the Unemployment Insurance with in Labor and Economic Opportunity. Carrie has served the Unemployment Insurance for 18 years.

Carrie started as a claims interviewer in 2002 with the local branch office in Adrian, MI and in the fall of 2002, moved to the Detroit Remote Initial Claim Center as a claims examiner. In the Detroit RICC, became involved with projects such as adjudication, UI extensions and fraud.

Carrie was promoted to an UI Analyst position in 2009. Her position was within the Tech and Modernization area where she was part of the new program of MIDAS for the benefits and tax side of the agency.

In 2014, she took a position as an UI Analyst 12 to work in the Office of Employer Ombudsman. This position was to assist the manager, staff and provide outreach services to employers. The main goal of this position was outreach to employers to educate on their UI tax account and how benefits charged to account can affect the tax rates. She travels throughout the state giving presentations about UI and is dedicated to making sure the employers have a good understanding on UI information.



WorkShare



MICHIGAN DEPARTMENT OF
**LABOR & ECONOMIC
OPPORTUNITY**

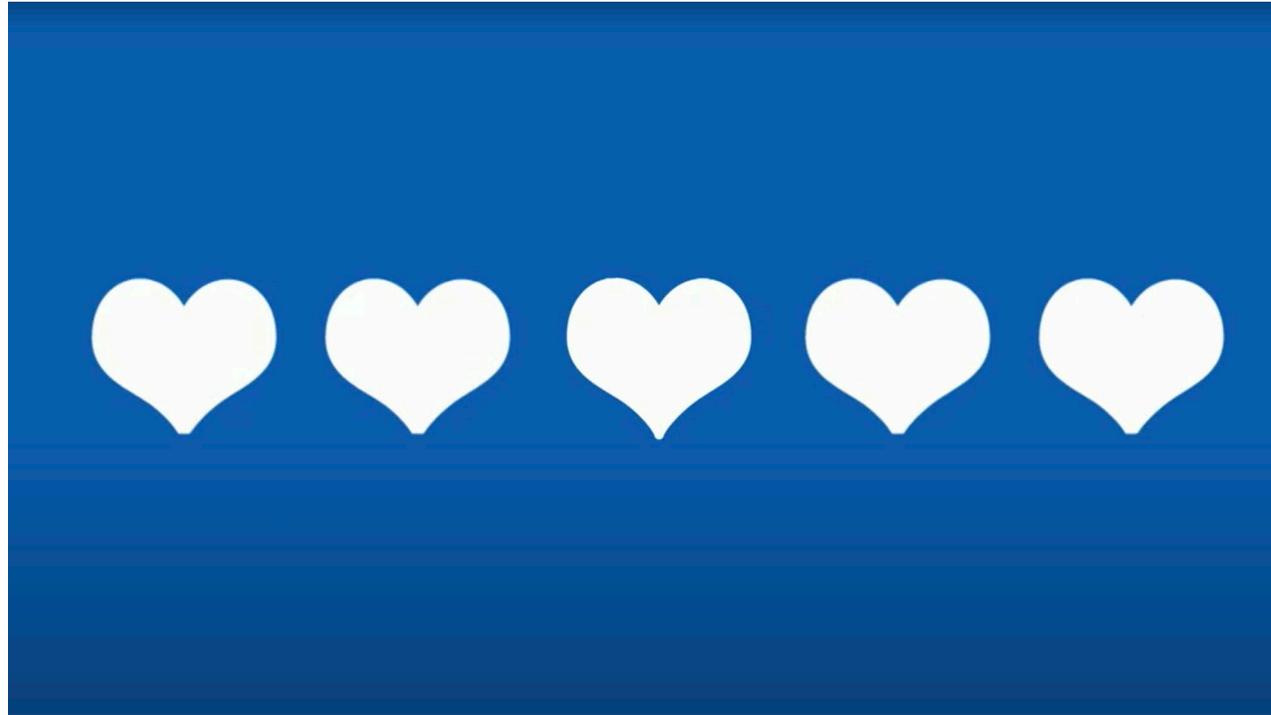
Webinar Agenda

- Work Share Overview
- How it Works
- Eligibility Requirements
- Application Process
- Certifying a Plan
- Terminating a Plan
- Work Share and the Paycheck Protection Program
- Employer FAQs
- Employee FAQs
- Contact



WorkShare

Work Share Program Restart. Retain.



WorkShare

Work Share Program Restart. Retain.



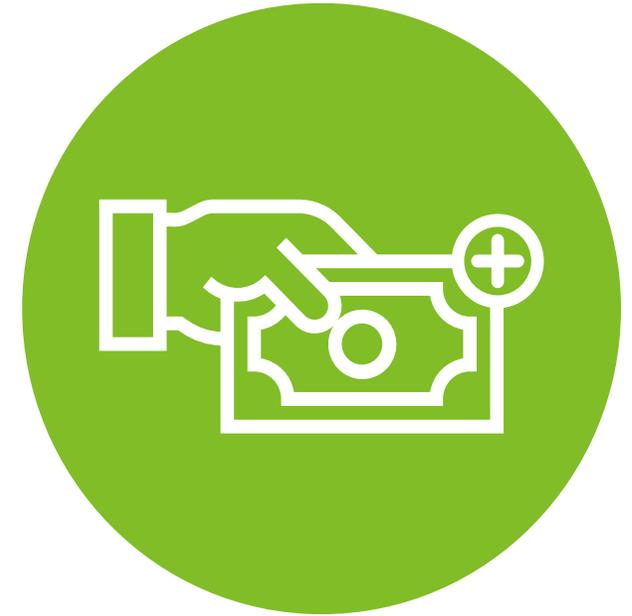
- Work Share is the State of Michigan's program that can help employers retain their employees and restart their business during disruptions in operations.
- It allows employers to bring back or keep employees working with reduced hours, while employees collect partial unemployment benefits to make up a portion of the lost wages.
- Work Share has traditionally been used by employers to retain their employees and avoid layoffs.



WorkShare

How it Works

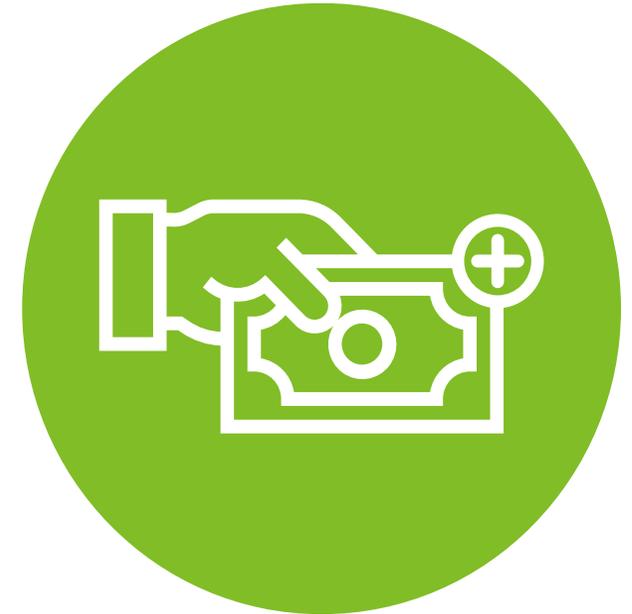
- As Michigan restarts its economy, employers are urged to use the program to bring their employees back from unemployment and restart their operations.
- With the Work Share program, an employee works fewer hours in a week receiving a reduced salary from an employer but is given a percentage of their state UI benefits plus an additional \$600/week in Federal Pandemic Unemployment Compensation (FPUC) through the federal CARES Act benefit through July.



WorkShare

How it Works

- An employer can bring back their employees at a reduced rate, and the employees could even receive more money than they would during normal work hours.
- More importantly, they would receive more money than they would if they remained on standard unemployment.
- This allows the employer to start their business at a reduced capacity while their employees still earn high wages and received unemployment benefits.



Employer Eligibility Requirements

Employer

- Active UI account number & be a liable as an employer
- Employer must obtain approval of any applicable collective bargaining unit representative.
- Employers participating in Work Share cannot modify employees fringe benefits.

Employee

- Have earned enough wages to meet the monetary eligibility in order to establish an unemployment claim
- Part time employees and new employees are eligible.
- Employees on previous UI claim **MUST** discontinue certifying previous claims while participating in Work Share



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Advantages of Work Share- Employer

- Minimizes or eliminates the need for layoffs
- Businesses can reduce employee work hours to reflect decreases/increases in business demand
- Enables a business to retain trained employees and avoid the expense of recruiting; hiring and training new employees when business improves
- Saves money and keeps your skilled workforce intact
- Can be used in almost any type of business or industry
- Employees keep their fringe benefits
- Employees are spared the hardship of full unemployment and receive more income than if they were fully laid off



WorkShare

Flexible for Employers



- Employers can pick which employees they want in a Workshare plan, their only needs to be a minimum of 2 employees in each plan, and employers can have multiple plans.
- Employers have flexibility to stop within the timeframe of your approved application
- An employer can reduce hours and wages by as little as 10% and as much as 60%.
- Employer will have to certify your employee weekly or biweekly
- An employer could bring back 10 employees with a 20% reduction in one Work Share Unit they create and 20 employees at a 50% reduction in a different Work Share unit.



WorkShare

Flexible for Employers



- A Work Share plan may be approved for a period of up to 52 consecutive weeks but can be ended at any time without penalty and a new one can also be created whenever an employer wants.
- You will have to communicate with the employee about participating in workshare
- Plans are submitted during the week they are approved for the following Sunday



WorkShare

Employee Exclusions



- Employees who work more than 40 hours per week
- Employees cannot be seasonal, temporary or intermittent employment
- Work Share benefits are taxable income, but deductions can not be subtracted from your weekly or bi-weekly payment.



How to Apply for the Michigan Work Share Program

Here is a short video detailing how you can sign up today!

<https://www.youtube.com/watch?v=dwRXj0E76Mk>



WorkShare

Certification

Home > Account: 2013997 000 > Work-Share

Work-Share Plans

To view details or modify an existing approved Work-Share plan, please select from the list below. To begin a new Work-Share plan application please click the button to the right.

Work-Share Plan Application

Filter

Plan Number	Unit Name	Reduction	Begin	End	Status			
56,000	TEST	45%	07-Jun-202	02-Jan-202	Approved	View Plan	File Certification	Terminate Plan
56,001	TESTING	45%	07-Jun-202	02-Jan-202	Approved	View Plan	File Certification	Terminate Plan

- For your employees to be paid, you will need to certify your employee's eligibility either weekly or bi-weekly.
- On the date you are to certify, login to your MiWAM account, click UI Tax, click Manage Work Share Plans, then click the File Certification link.

Terminating a Plan

- An employee can not have more than one active UI claim and **MUST** discontinue weekly or bi-weekly certifications on the week they return to work on a Work Share plan.

The screenshot shows a web application interface for managing Work-Share Plans. At the top, there is a navigation bar with 'Home', 'Settings', 'Help', and 'Log Off'. Below this is a breadcrumb trail: 'Home > Account: 2171948 000 > Work-Share'. The main content area is titled 'Work-Share Plans'. It includes a text instruction: 'To view details or modify an existing approved Work-Share plan, please select from the list below. To begin a new Work-Share plan application please click the button to the right.' A 'Work-Share Plan Application' button is located to the right of this text. Below the text is a table with a 'Filter' input field. The table has columns for Plan Number, Unit Name, Reduction, Begin, End, Status, and three empty columns. One row is visible with the following data: Plan Number: 489,013; Unit Name: AME AUTO; Reduction: 40%; Begin: 17-May-20; End: 01-Aug-20; Status: Approved. To the right of the 'Approved' status are three blue links: 'View Plan', 'File Certification', and 'Terminate Plan'.

Plan Number	Unit Name	Reduction	Begin	End	Status			
489,013	AME AUTO	40%	17-May-20	01-Aug-20	Approved	View Plan	File Certification	Terminate Plan

For security reasons it is important to remember to close your browser completely when you are done.

Work Share and Paycheck Protection Program

- Keep in mind, employers that are a part of the Paycheck Protection Program (PPP) can still participate in Work Share, but the program design needs to be considered when the goal of PPP is forgiveness of loans.
- The Paycheck Protection Program recipients should review their PPP application as they structure their Work Share plan.



WorkShare

Work Share and Paycheck Protection Program

PPP forgiveness requirements include:

- 75% of PPP loan amount must be used for payroll costs to be eligible for forgiveness
- Loan forgiveness will be reduced if salaries and decrease salaries and wages by more than 25% for any employee that made less than \$100,000 annualized in 2019.
- Employers have until June 30, 2020 to restore full-time employment and salary levels for any changes made between February 15, 2020 and April 26, 2020.



WorkShare

Here's an Example

Let's say as the economy opens up:

- A manufacturer is considering restarting their business.
- They know they'll experience a loss of revenue for the next 12 weeks, but still want to reopen operations.
- They have 100 employees, and all were laid off due to COVID-19.
- The employer wants to bring them all back to work, but only at 70% capacity, so they would put each employee in Work Share plan with a 30% reduction.



WorkShare

Restarting a Business

- Let's assume each employee under normal operations, earns \$1,000/week. Under Work Share, the employee is retained to work with a 30% reduction in wages and hours.
- Their salary would then be \$700 per week plus 30% of their state unemployment benefits plus the extra \$600 federal benefit.
- Under Work Share, the employees would make more than \$1,400 a week vs only \$962 on unemployment.

Employee Weekly Salary
through July 2020

\$1,408

with Work Share

\$962

full unemployment



WorkShare

Work Share Expanded

Under the federal CARES Act and the Governor's Executive Orders:



- Employee hours/wages can now be reduced by as little as 10% or as high as 60%.
- The length of time requirement that employers must be in business has been waived
- Employers do not have to be current on their unemployment taxes
- Employers are not required to have a positive balance in their unemployment tax account.
- Regular part-time employees are now eligible
- Participants receive % MI benefits + \$600 FPUC weekly through July
- Work Share is 100% federally funded through December 2020. Employers quarterly tax rate and reserve balance remain intact.



WorkShare

Conclusion

- Work Share is a great option for employers who need to bring back their employees at a reduced capacity.
- It also allows the company to reengage their workforce and ramp up their business at a schedule that works for them.
- Using additional money from the CARES Act serves as a great incentive for workers to return from total unemployment and get back to work!



WorkShare

Employer FAQs

Q. If an employer chooses Work Share, must he or she use it for their entire business?

A. No. A Work Share plan can apply to a department, shift or another organizational unit. Employers may have more than one Work Share plan.

Q. Can I lay off some of the workers participating in a Work Share plan and continue the plan with the remaining individuals?

A. No. You may not lay off any employees in a Work Share plan during the duration of the plan.



WorkShare

Employer FAQs

Q. Not every employee within the “affected unit” is a union member; can the unit still be approved for a Work Share plan?

A. Yes

Q. Can the union representative request a modification or termination of a Work Share plan?

A. No. The union cannot unilaterally modify or terminate a Work Share plan.



WorkShare

Employee FAQs

Q. What do I do if my employer has been approved for Work Share?

A. Your employer will provide you with information regarding participation in a Work Share Program. You will receive a letter Form #1054, from the State of Michigan, Unemployment Insurance Agency, explaining your weekly benefit amount while participating in Work Share, your weeks of eligibility and your employer Work Share Plan begin and end date. This letter will provide you with instructions on method of payment. You do not need to contact the UI office to file for your weekly Work Share benefits, this will be completed by your employer.



WorkShare

Employee FAQs

Q. When will I receive my weekly Work Share amount?

A. After UIA notifies you of your eligibility for Work Share Benefits, your employer will submit all the information on your behalf. If you have any questions regarding your Work Share benefits you must contact your employer.

Q. How will I receive my weekly Work Share amount?

A. Payments are issued by either a UIA issued debit card from Bank of America or direct deposit to your financial institution of choice. To set-up direct deposit you will need to create a Michigan Web Account Manager (MiWAM) and data enter your direct deposit information under the Claimant Services tab or call 1-866-500-0017 and select the payment option. You will need to have your financial Institution's routing number and your account number readily available. If no option is selected, your method of payment will default to debit card. If you have previously selected a method of payment, your option will remain the same.



WorkShare

Employee FAQs

Q. I forgot my personal identification number (PIN). Can you help me?

A. Call 1-866-500-0017 and speak to a representative.

Q. Can I protest my Work Share claim or benefit amount?

A. Form UIA 1054, *Notice to Employees of Approved Work Share Plan*, cannot be protested. Your employer handles the entire Work Share process including application, participant list and the work reduction percentage resulting in the payment of Work Share benefits.



WorkShare

Employee FAQs

Q. I was receiving a standard UI claim then I was recalled back to work and told that my employer was having me to participate with Work Share. Do I continue to certify my standard UI claim?

A. It is imperative that while you are participating in the Work Share Program that you do not certify your previous standard claim. While the Plan is in effect, your employer is responsible for certifying you for benefits. You are not to receive benefits under a standard UI claim and a Work Share claim. You will be committing fraud if you certify your standard UI claim while you are receiving benefits from participating in the Work Share Program.



WorkShare

Employee FAQs

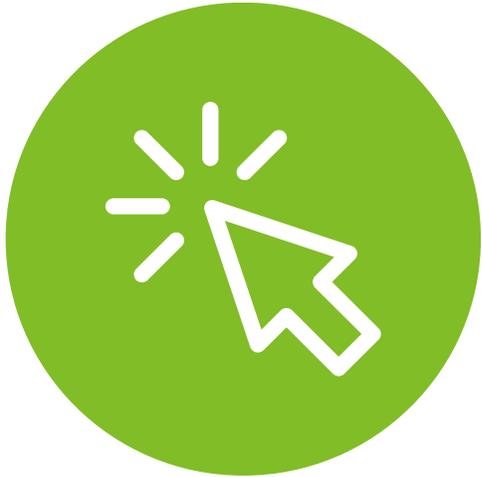
Q. Can I work for another employer while participating in my employer's Work Share plan?

A. Yes. However, if you have other employment and work more hours in your other employment than were reduced by the Work Share employer, it is possible that your weekly UI benefit amount would be affected. For example, if you are reduced 10 hours with the Work Share employer and work 12 hours with a different employer you will not receive benefits for that week. You must report the number of hours worked each week with your other employer to your Work Share employer.



WorkShare

Learn More



Michigan.gov/WorkShare or email
UIA-WorkShare@Michigan.gov

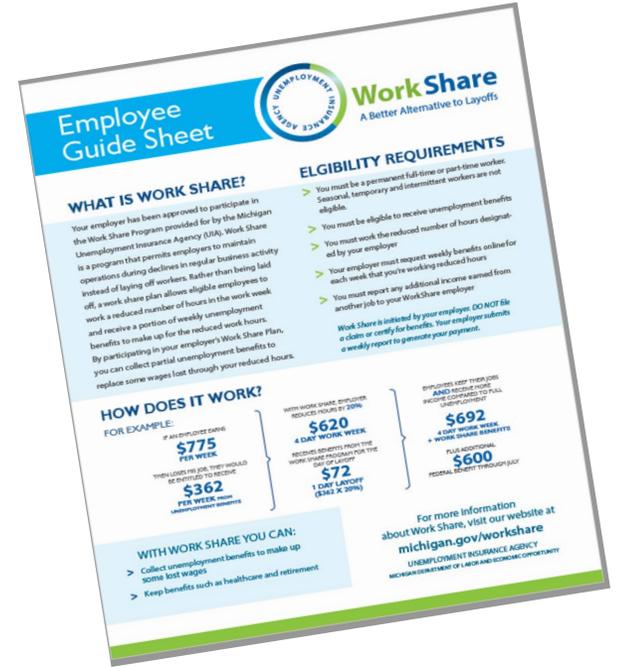
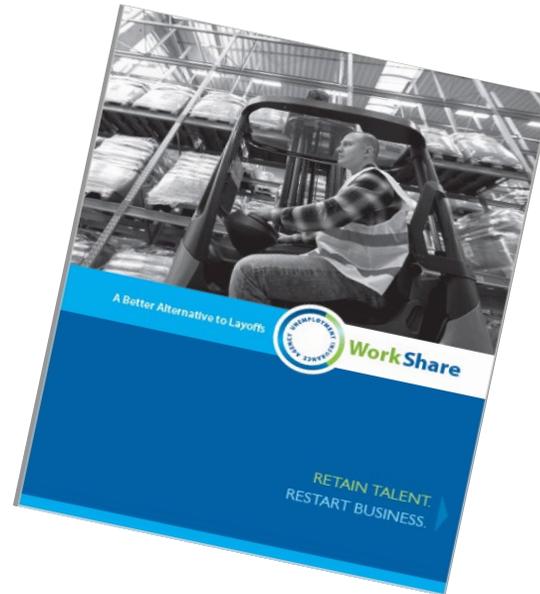


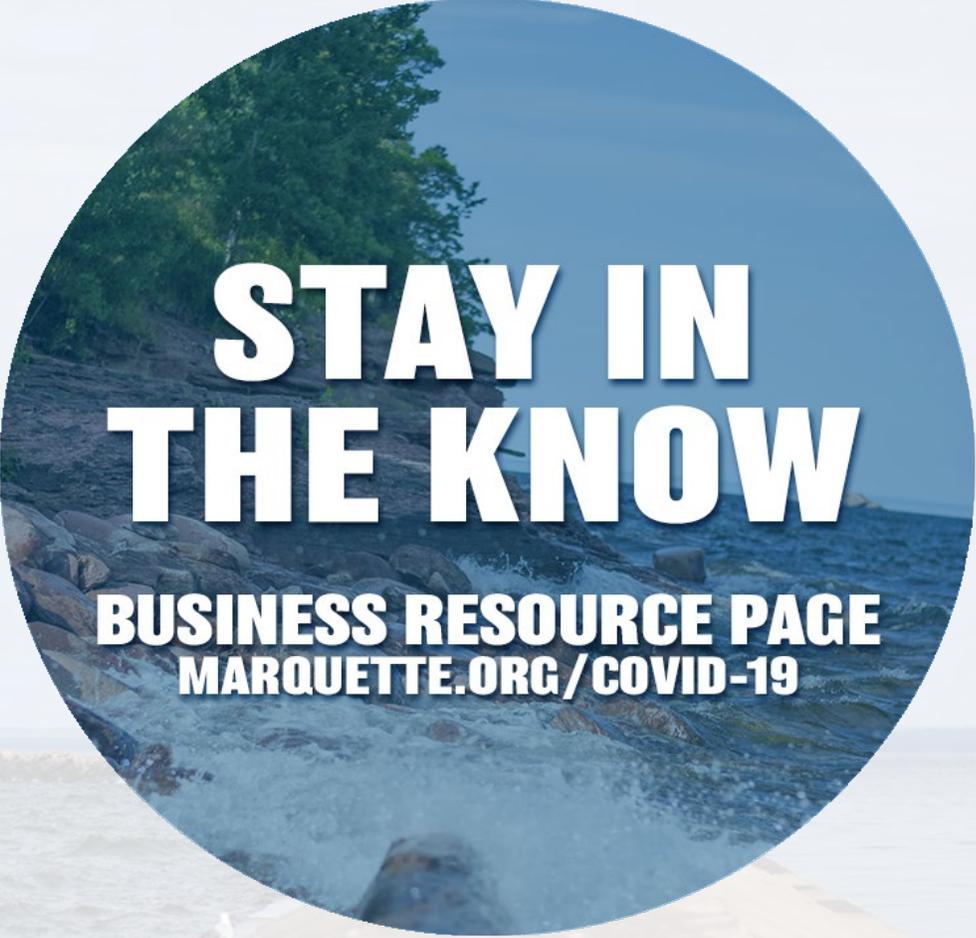
Office of Employer Ombudsman
855-484-2636 or 844-WORKSHR
(967-5747)



WorkShare

Questions and Answers





STAY IN THE KNOW

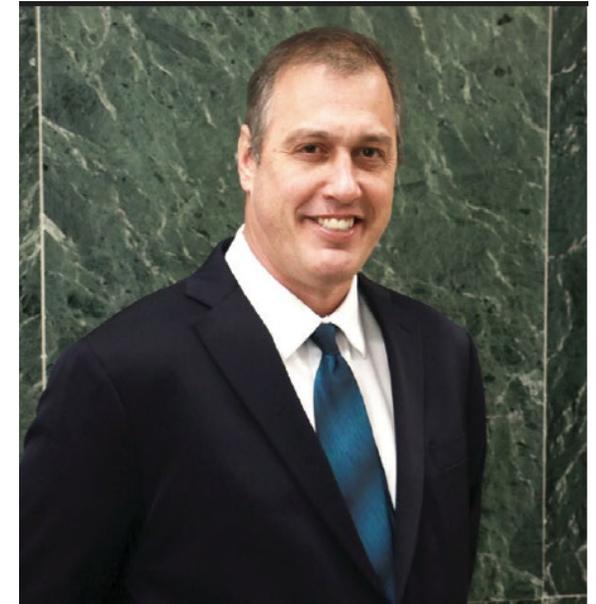
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Aaron Gundrum, Industrial Hygienist, MIOSHA, CET Division

Aaron Gundrum is an Industrial Hygienist with the Consultation Education and Training Division of MIOSHA. Aaron currently provides consultation and training services for the Upper Peninsula and the northern lower counties of Michigan. Over the past five years, Aaron was the Senior Safety Compliance Officer with the MIOSHA General Industry Division. Before working with the State of Michigan, he was the Corporate Health and Safety Director at a global paper manufacturing corporation. Aaron has worked in various health and safety roles within multiple business sectors over the past 25 years including; petrochemical, pharmaceutical, and automotive industries. Over the course of his career, he has been responsible for regulatory health and safety management, organizational health and safety training, and operational business excellence. Aaron is a graduate of Michigan Technological University with a Bachelor's of Science degree in Environmental Engineering and a Master's of Science degree in Industrial Health from the University of Michigan.





COVID-19 Guidelines

EMPLOYER'S GUIDE

WORKPLACE SAFETY AND HEALTH

Objectives

COVID-19-General Workplace Requirements

Developing a COVID-19 Preparedness & Response Plan

Restaurant and Bar Specific Requirements

Resources

Important Note:

The requirements in this presentation are in reference to Michigan's current Executive Order 2020-91 and recommendations from OSHA and the CDC.

The best practice and guidance information provided in this presentation, follows information and guidance provided through the CDC and OSHA, **as of May 19, 2020**

Employers should continue to review CDC and OSHA websites, to ensure their workplace policies and procedures are based on the most up-to-date information available.

The Department of Labor and Economic Opportunity

JOB SEEKERS

EMPLOYERS

HOUSING

BUSINESS

INSIDE LEO

COVID-19 WORKPLACE SAFETY GUIDANCE

CONSTRUCTION

GENERAL INDUSTRY

MANUFACTURING

OFFICES

RESEARCH LABORATORIES

RESTAURANTS AND BARS

RETAIL

ADDITIONAL RESOURCES

HAVE QUESTIONS? CONTACT MIOSHA

Call The Workplace Safety And Health Hotline

The Michigan Occupational Safety and Health Administration (MIOSHA) launched a new hotline to help answer COVID-19 workplace guideline questions. The new toll-free number will provide additional support, utilizing experienced MIOSHA staff, to best answer questions from employers and workers to quickly respond to inquiries related to COVID-19 for all involved.

Employers and employees with questions regarding workplace safety and health may contact MIOSHA using the new hotline at **855-SAFEC19 (855-723-3219)**.

General Workplace Requirements – Overview

All Businesses with In-Person Operations must:

Develop COVID-19 Preparedness & Response Plan

Designate COVID-19 site supervisor
Provide Employee COVID-19 Training

Conduct Daily Entry Self-Screening Protocol

Maintain 6ft Social Distancing

Provide Non-Medical Face Coverings & Consider Use of Face Shields

Update Cleaning & Disinfection Protocols

Develop Response & Notification Plan for confirmed cases

Restrict non-essential business travel

Encourage use of PPE & Hand Sanitizer

Promote Remote Work

Adopt additional controls as necessary

General Workplace Requirements

- Develop COVID-19 Preparedness & Response Plan
 - Use OSHA Guidance to Develop a COVID-19 Preparedness & Response Plan
 - Assess level of exposure risk for worksite – assess individual tasks
 - Consider where, how and what sources of SARS-CoV-2 might be in the workplace
 - Consider non-occupational risk factors at home & within the community
 - Keep current with federal, state & local guidance
 - Implement basic infection control measures
 - Develop policies/procedures to identify and isolate sick individuals
 - Implement workplace controls – use hierarchy of controls

- [MIOSHA Sample Preparedness & Response Plan for Low & Medium Risk Employees](#)

**Occupational Risk Pyramid
for COVID-19**



Suggested Format for a SARS-CoV-2 Preparedness & Response Plan for Low & Medium Risk Employees

General

The following SARS-CoV-2 Preparedness & Response Plan has been established for _____ (company name) in accordance with the requirements in Executive Order 2020-91 (EO) and all requirements therein signed by Governor Gretchen Whitmer, and also in accordance with Guidance on Preparing Workplaces for COVID-19 referenced in the EO. *Specific requirements for employers in manufacturing, construction, and stores are contained in the EO.*

This program must be available at the company or at the worksite. The purpose of this program is to minimize or eliminate employee exposure to SARS-CoV-2. A copy of this program shall be provided to employees upon their request. Refer to the EO and referenced Guidance on Preparing Workplaces for COVID-19 therein for specific requirements. **(NOTE: This sample program is not appropriate for employees who are high risk or very high risk.)**

Exposure Determination

_____ (company name) will evaluate routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2. _____ (name or job title) will be responsible for seeing that exposure determination is performed.

An employer shall categorize all its employees' jobs into the following risk categories:

Lower exposure risk jobs. These jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact (for example, within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

Medium exposure risk jobs. These jobs include those that require frequent and/or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from locations with widespread SARS-CoV-2 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public and coworkers (for example, schools, high-population-density work environments, high-volume retail settings).

_____ (company name) has determined that the following positions/jobs/tasks have been determined to have the following exposure determination(s).

(NOTE: Some employers may have more than one type of exposure determination in the workplace depending on the evaluation of each positions/jobs/tasks in the workplace. Likewise, employees may perform tasks that have differing exposure determinations depending on assignment or need.)

Positions/job/task	Determination	Qualifying Factors (i.e. no public contact, public contact, job task description)

Engineering controls

_____ (company name) has implemented feasible engineering controls to prevent employee exposure to SARS-CoV-2. Engineering controls involve isolating employees from work-related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.

Engineering controls for SARS-CoV-2 include:

- Installing physical barriers, such as clear plastic sneeze guards.
- Installing a drive-through window for customer service.

NOTE: Additional engineering controls are not recommended for low exposure risk employees. _____ (name or job title) will be responsible for seeing that the correct engineering controls are chosen, installed and maintained and serviced for effectiveness as often as required.

The following engineering controls have been implemented. (Example: specify the engineering control for each of the positions/job/task listed in the exposure determination, and how each engineering control is intended to function to prevent the spread of SARS-CoV-2.)



Positions/job/task	Engineering Control



General Workplace Requirements

- Designate one or more worksite supervisor to implement, monitor & report on COVID-19 Preparedness & Response Plan
 - Worksite supervisor must remain on-site at all times when employees are present
 - May be an employee designated & trained in this role
- Develop Daily Entry Self-Screening Protocol For Employees & Contractors
 - At a minimum must include questionnaire
- Maintain 6ft Social Distancing
 - Ground Markings
 - Signs
 - Physical Barriers
- Promote Remote Work
- Restrict Non-essential Business Travel
- Encourage use of PPE & hand sanitizer on public transportation

General Workplace Requirements

- ❑ Cleaning & Disinfection Protocols
 - Increase facility cleaning & disinfection – focus on high touch areas & shared equipment
 - Make cleaning supplies available to employees upon entry AND at the worksite
 - Provide time for employees to wash hands frequently or use hand sanitizer
 - Develop cleaning & disinfection protocol for facility in the event of a positive COVID-19 case
- ❑ Develop Response & Notification Plan for Confirmed Cases of COVID-19
 - Notify local public health department AND any co-workers, contractors, or suppliers that may have come in contact with the person with a confirmed case of COVID-19 within 24-hours
 - Establish protocols for temporary closure of all or part of the worksite for deep cleaning
 - Include protocols for sending affected employees home

General Workplace Requirements

Face Coverings



□ Provide Non-Medical Face Coverings to Employees

- Require masks to be worn when a distance of 6ft cannot be maintained
- Consider use of face shields when a distance of 3ft cannot be maintained
- Train on proper wear, use, & maintenance of face coverings

General Workplace Requirements

Employee COVID-19 Training

□ Provide COVID-19 Training to Employees

- At minimum must include:

Workplace infection-control practices

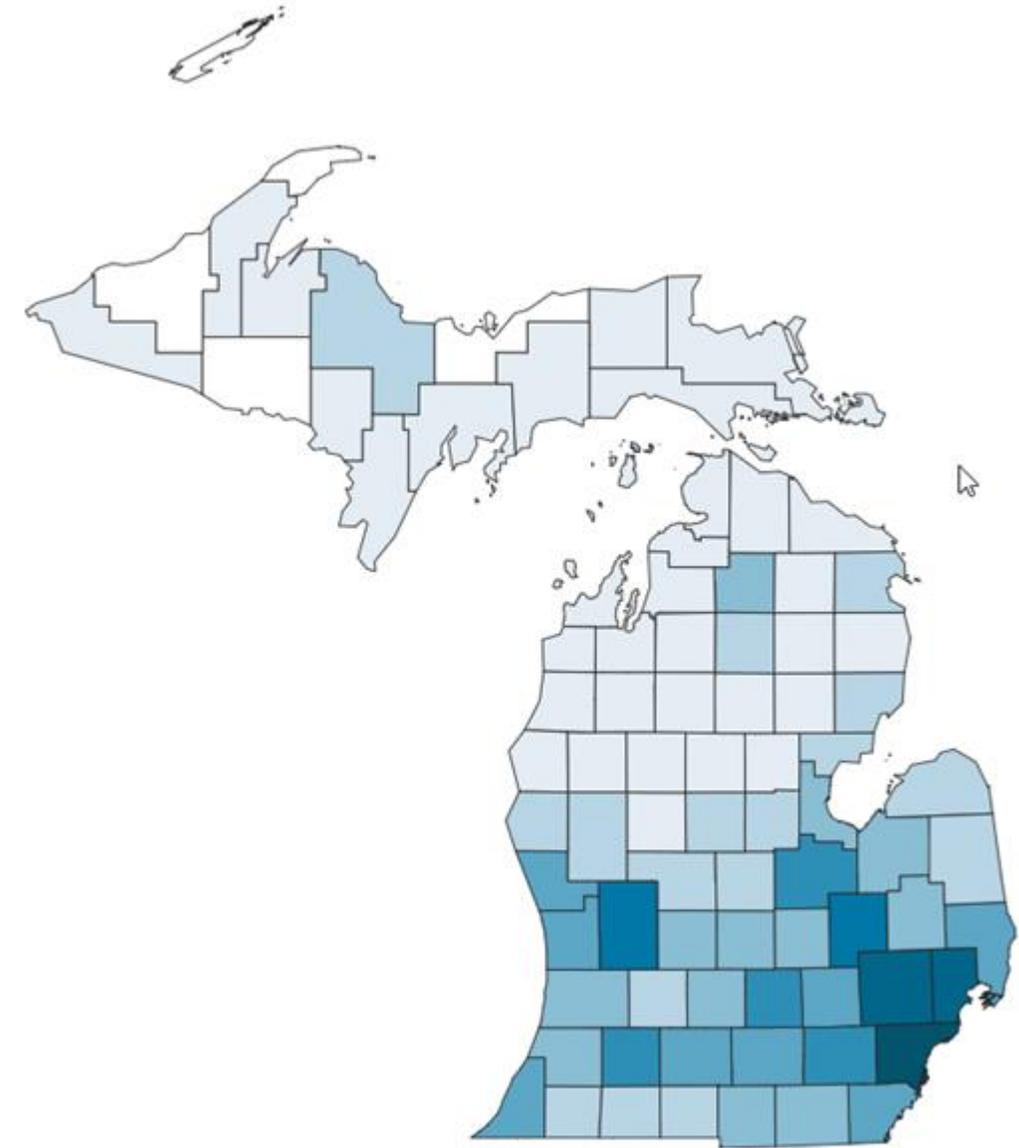
The proper use of personal protective equipment

Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19

How to report unsafe working conditions.

General Workplace Requirements

- Adopt Additional Infection-Control Measures as Necessary
- Additional controls may be necessary based on:
 - Tasks performed at the worksite
 - Rate of Infection in the community



Ten Steps All Workplaces Can Take to Reduce Risk of Exposure to Coronavirus

All workplaces can take the following infection prevention measures to protect workers:

- 1 Encourage workers to stay home if sick.
- 2 Encourage respiratory etiquette, including covering coughs and sneezes.
- 3 Provide a place to wash hands or alcohol-based hand rubs containing at least 60% alcohol.
- 4 Limit worksite access to only essential workers, if possible.
- 5 Establish flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), if feasible.
- 6 Discourage workers from using other workers' phones, desks, or other work tools and equipment.
- 7 Regularly clean and disinfect surfaces, equipment, and other elements of the work environment.
- 8 Use Environmental Protection Agency (EPA)-approved cleaning chemicals with label claims against the coronavirus.
- 9 Follow the manufacturer's instructions for use of all cleaning and disinfection products.
- 10 Encourage workers to report any safety and health concerns.

For more information, visit www.osha.gov/coronavirus call 1-800-321-OSHA (6742)

General Workplace Practices – OSHA

- Frequently wash hands with soap & water for 20 seconds
- Use 60% alcohol hand sanitizer when soap & water are unavailable
- Avoid touching eyes, nose, or mouth with unwashed hands
- Practice good respiratory etiquette – cover your cough
- Avoid close contact with those who are sick
- Stay home if sick
- Recognize personal risk factors & underlying conditions

[OSHA – Control & Prevention](#)

Restaurants and Bars

EXECUTIVE ORDER 2020-91 IDENTIFIES 12 ADDITIONAL
REQUIREMENTS

CDC-Restaurants and Bars Decision Tool

Public Health Considerations for Reopening Restaurants and Bars During the COVID-19 Pandemic

RESTAURANTS AND BARS DURING THE COVID-19 PANDEMIC



The purpose of this tool is to assist businesses in the food service industry, such as restaurants and bars, in making (re)opening decisions during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

Should you consider opening?

- ✓ Will reopening be consistent with applicable state and local orders?
- ✓ Are you ready to protect employees at **higher risk** for severe illness?

ANY NO

DO NOT OPEN

ALL YES

Are recommended health and safety actions in place?

- ✓ Promote **healthy hygiene practices** such as **hand washing** and **employees wearing a cloth face covering**, as feasible
- ✓ Intensify **cleaning, sanitization, disinfection**, and ventilation
- ✓ Encourage **social distancing** and enhance spacing at establishments including by encouraging drive-through, delivery, curbside pick up, spacing of tables/stools, limiting party sizes and occupancy, avoiding self-serve stations, restricting employee shared spaces, rotating or staggering shifts, if feasible
- ✓ Train all employees on health and safety protocols

ANY NO

MEET SAFEGUARDS FIRST

ALL YES

Is ongoing monitoring in place?

- ✓ Develop and implement procedures to check for **signs and symptoms** of employees daily upon arrival, as feasible
- ✓ Encourage anyone who is sick to **stay home**
- ✓ Plan for if an employee gets sick
- ✓ Regularly communicate and monitor developments with local authorities and employees
- ✓ Monitor employee absences and have flexible leave policies and practices
- ✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area

ANY NO

MEET SAFEGUARDS FIRST

ALL YES

OPEN AND MONITOR



cdc.gov/coronavirus

COVID-19 Guidance for Restaurants & Beverage Vendors Offering Takeout or Curbside Pickup

OSHA is committed to protecting the health and safety of America's workers and workplaces during these unprecedented times. The agency will be issuing a series of industry-specific alerts designed to help keep workers safe.

If you are in the restaurant or beverage industry and offer takeout or curbside pickup services during the COVID-19 pandemic, the following tips can help reduce workers' risk of exposure to the coronavirus:

- Encourage workers to stay home if they are sick.
- Avoid direct hand-off, when possible.
- Display a door or sidewalk sign with the services available (e.g., take-out, curbside), instructions for pickup, and hours of operation.
- Reserve parking spaces near the front door for curbside pickup only.
- Train workers in proper hygiene practices and the use of workplace controls.
- Allow workers to wear masks over their nose and mouth to prevent spread of the virus.
- Provide a place to wash hands and alcohol-based hand rubs containing at least 60% alcohol.
- Routinely clean and disinfect surfaces and equipment with Environmental Protection Agency-approved cleaning chemicals from [List N](#) or that have label claims against the coronavirus.
- Practice sensible social distancing by maintaining six feet between co-workers and customers. Mark six-foot distances with floor tape in pickup lines, encourage customers to pay ahead of time by phone or online, temporarily move workstations to create more distance, and install plexiglass partitions, if feasible.
- Encourage workers to report any safety and health concerns.

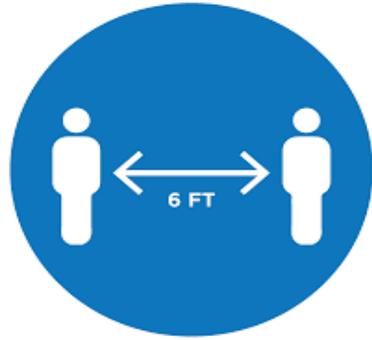
For more information, visit www.osha.gov/coronavirus or call 1-800-321-OSHA (6742).

OSHA Factsheet

Requirements of Restaurants and Bars



Limit capacity of
50% or normal
seating



Require six feet of
separation
between parties or
groups at different
tables or bar tops



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.

Communication



Create communications material for customers (e.g., signs, pamphlets) to inform them of changes to restaurant or bar practices and to explain the precautions that are being taken to prevent infection.



Post sign(s) at store entrance(s) informing customers not to enter if they are or have recently been sick.



Post sign(s) instructing customers to wear face coverings until they get to their table.

Gloves/ Face Coverings



- Require employees to wear face coverings and gloves in the kitchen area when handling food, consistent with guidelines from the Food and Drug Administration (“FDA”).
- Require hosts and servers to wear face coverings in the dining area.
- Train on proper wear, use, & maintenance of face coverings and gloves

Additional Employee Training



Appropriate use of personal protective equipment in conjunction with food safety guidelines.



Food safety health protocols (e.g., cleaning between customers, especially shared condiments).



How to manage symptomatic customers upon entry or in the restaurant.

Notifications

Notify employees if the employer learns that an individual (including an employee, customer, or supplier) with a confirmed case of COVID-19 has visited the store.



Close restaurant immediately if an employee shows multiple symptoms of COVID-19 (fever, atypical shortness of breath, atypical cough) and perform a deep clean, consistent with guidance from FDA and the Center for Disease Control. Such cleaning may occur overnight.



Require a doctor's written release to return to work if an employee has a confirmed case of COVID-19.



Workplace Controls

- Install physical barriers, such as sneeze guards and partitions 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.
- 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.
- Limit shared items for customers (e.g., condiments, menus) and clean high-contact areas after each customer (e.g., tables, chairs, menus, payment tools, condiments).

Stay Updated

Recommendations & requirements are being updated in response to a changing environment with COVID-19

The CDC and OSHA are continually updating recommendations

Read the most recent Michigan Executive Orders for new developments in the state

COVID-19 UPDATES

Resources

Restaurants and Bars Resources

- OSHA - [COVID-19 Guidance for Restaurants & Beverage Vendors Offering Takeout or Curbside Pickup](#)
- CDC - [Restaurants-and-Bars-Decision-Tree](#)
- AIHA [Reopening: Guidance to the Bar Industry](#)
- AIHA - [Reopening: Guidance for Restaurant Industry](#)

MIOSHA Resources

- [MIOSHA Webpage](#)
- [MIOSHA Consultation, Education & Training \(CET\) Division](#)
- [MIOSHA Standards](#)
- [Request for Consultative Assistance](#)
- [PPE Guide for General Industry \(SP #16\)](#)
- [Respiratory Protection Program – Sample Written Program \(SP #05\)](#)
- [Hazard Communication Program – Sample Written Program \(CET 5530\)](#)
- [MIOSHA Training Program](#)

COVID-19 Resources

MIOSHA

- [COVID19 Interim Enforcement Plan](#)

State of Michigan

- [Coronavirus](#)
- [Frequently Asked Questions](#)

OSHA

- [COVID-19 Information](#)
- [Guidance on Preparing Workplaces for COVID-19](#)
- [Seven Steps to Correctly Wear a Respirator at Work](#)
- [Ten Steps for All Workplaces to Reduce Risk of Exposure to Coronavirus](#)

CDC

- [Coronavirus Disease \(COVID-19\)](#)
- [Interim Guidance for Businesses to Plan and Respond to COVID-19](#)
- [Use of Cloth Face Coverings to Slow the Spread of COVID-19](#)
- [Interim Guidance for Workers Who May Have Had Exposure to a Person with COVID-19](#)
- [Cleaning & Disinfecting Your Facility](#)

Other

- AIHA – [Back to Work Safely](#)
- Maryland Dept of Labor – [Factsheet on Respirators and Face Coverings](#)

Contact MIOSHA

Michigan Occupational Safety and Health Administration (MIOSHA)

530 W. Allegan Street, P.O. Box 30643

Lansing, Michigan 48909-8143

If you need further information, call 855-SAFEC19 (855-723-3219).

To request consultation, education and training services, call 517-284-7720

or visit our website at:

www.michigan.gov/miosha



Questions?

Marquette.org/COVID-19/



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