



SAFE WORK PLAYBOOK

A GUIDE FOR COVID-19 PANDEMIC
PREPAREDNESS AND RESPONSE

A NOTE TO ALL READERS

The information contained in the Michigan Manufacturing Technology Center Safe Work Playbook represents Michigan Manufacturing Technology Center's current practices regarding the recommended operation of its facility, where and when permitted by law, during this time of the unprecedented COVID-19 pandemic. The health and safety of our employees is our number one priority, and our hope in sharing this information is that it may be of assistance to others.

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DISCLAIMER - LEGAL STATEMENT

Please be advised that some or all the information contained in this document may not be applicable to other businesses or places of work. We strongly recommend that before implementing any of the ideas contained herein you carefully evaluate potential efficacy of this information in your place of business. Please also note that this is a “living” document that may be updated at any time by Michigan Manufacturing Technology Center given the fluidity of this situation.

Michigan Manufacturing Technology Center bears no responsibility for any circumstances arising out of or related to the adoption, or decision not to adopt, any of the practices or procedures contained in the Michigan Manufacturing Technology Center Safe Work Playbook.

STAFF TRAINING PROGRAM

It is very important that employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of COVID-19. We structured this training plan to effectively disseminate this information.



CONTENT

Company's COVID-19 Response: Sanitized the Building, PRT Team, Supplies

When we return to work:

1. *Daily Self-Screening for Symptoms*
2. *Personal Hygiene*
3. *Personal Protective Equipment (PPE)*
4. *Social Distancing Measures*
5. *Ongoing Disinfection Measures*
6. *Isolation Protocol for Symptomatic Employees/Visitors*

Return to Work After COVID-19/Illness

TRAINING LOGISTICS

- ✓ Send the Michigan Manufacturing Technology Center Safe Work Playbook to all employees prior to May 11, 2020. This is required reading. Employees will be asked to sign a document stating that they have read, understand, and will follow the guidelines in the Safe Work Playbook on their first day in the office.
- ✓ Host all staff training remotely on May 11, 2020 via Teams. This is one week prior to the facility reopening.
- ✓ Meet with every employee on May 18, 2020 when operations resume during an implemented staggered start time. A health and safety check will occur to begin the startup process.

Care and concern for staff is first and foremost. The Michigan Manufacturing Technology Center cares about our employees and customers. We want everyone to stay safe.

PREPARING FOR THE RETURN TO WORK

As the state allows non-essential businesses to re-open, we will return to work. There will be new guidelines and procedures in place, and all employees will be expected to follow the new protocols. We know there will be some uncertainty. We also know and expect things to change as we move forward. We will keep the lines of communication open and we will address any concerns in a timely manner.

DISINFECTING THE WORKPLACE

To help prevent the spread of coronavirus (COVID-19) the Centers for Disease Control and Prevention (CDC) recommend regular disinfection of frequently touched objects and surfaces. The Center's goal was to establish a sanitary baseline before the building re-opens. The facility (45501 Helm St, Plymouth, MI 48170) was 100% disinfected prior to anyone returning to work. The following was done to prepare for the return:

- ✓ Disinfected the entire building prior to anyone returning to work
- ✓ Replaced HVAC air filters or cleaned/disinfected
- ✓ Implemented the General Disinfection Measures; the cleaning steps outlined should be taken routinely, based on frequency mentioned to disinfect work place surfaces, chairs, tables, etc. and protect employees

Proactive Indoor Contaminate Management Process

With infectious diseases making headlines across the country, businesses are being more diligent about sanitation and disinfection practices. Disinfecting treatments can provide employees and their families with peace of mind knowing that 99.9% of invisible threats have been knocked out and future growth eliminated or substantially reduced. The following information describes processes that were used to clean and disinfect the Michigan Manufacturing Technology Center.

Fogging (Decontamination Service)

The quickest way to disinfect large spaces is by using a fogger that can create a fine mist to treat objects, walls, floors and ceilings in a matter of just a few minutes. An NSF (The Public Health and Safety Organization) certified disinfecting product is dispersed and is safe (can be used in daycares on children's toys) and non-corrosive to treated surfaces and objects. This complete and cost-effective service is used for disinfecting the entire space. Fogging is usually a monthly service to ensure the entire space is contaminate free and is done proactively (and reactively) to reduce risk.

Antimicrobial Application

Antimicrobial application imparts durable growth inhibition activity to a wide variety of surfaces. It forms a positively charged layer that molecularly bonds to the treated surface. When a microorganism comes in contact with this layer, the active agent punctures the cell membrane and the electrical charge shocks the cell - physically destroying it. Antimicrobial application is safe and harmless to people, pets and the environment.

Common area counters, tables, bathroom fixtures and touch points that are cleaned regularly would need to be treated every 60 to 90 days whereas desks, chairs, walls and doors that are not cleaned as regularly may only have to be treated semi-annually. This makes for a very effective solution in a proactive risk reduction program.

PREPARING FOR THE RETURN TO WORK

PANDEMIC RESPONSE TEAM

The Pandemic Response Team (PRT) is a cross functional team led by the Chief Operating Officer (COO) and includes the following team members:



COO - Site manager who has overall responsibility for the site's Pandemic Preparedness and Response Plan. Acts as an Isolation Coordinator in conjunction with the HR Manager.



Receptionist - Works with HR manager to implement social distancing logistics regarding employees and visitors. Will be trained on using the contactless thermometer, record the temperature of everyone, complete the checklist and maintain records. Will further support the COO by providing specific options regarding social distancing within the building.



HR Manager - Works to develop protocols to ensure the wellness of all employees, and the overall Pandemic Preparedness and Response Plan. Works to manage all pandemic-related communications. Manages training functions across the site related to pandemic preparedness and response, including both employee, management, and Pandemic Response Team training, in accordance with Michigan Manufacturing Technology Center's playbook. Also acts as an Isolation Coordinator.



Facilities (Sanitization & Disinfection Lead) - Works to manage daily and periodic disinfection logistics, including routine and deep cleaning disinfection processes, in accordance to the protocols set up in this manual. Drives continual process improvement and ensures 100% compliance of Michigan Manufacturing Technology Center's disinfection protocol. Works to secure all necessary supplies to implement and sustain the site Pandemic Preparedness and Response Plan. Cleans all common areas during shift hours and conducts daily audits to determine compliance with this playbook.



PREPARING FOR THE RETURN TO WORK

PREVENTATIVE MATERIAL INVENTORY ESTABLISHED

Tasks

- ✓ Confirmed operation has an adequate supply of soap, disinfectant, hand sanitizer, paper towels and tissues
- ✓ Confirmed stock of face masks, face shields, gloves and glasses on-site and on order with proper lead time
- ✓ Have “touchless” thermometers on-site for employee screening

Disinfectant Supplies

- Confirm The Center has an adequate supply of soap, disinfectant spray, hand sanitizer, paper towels and tissue
- Should keep a minimum quantity of 30-day supply of disinfectant supplies
- Disinfection portable stations are recommended for each area

Personal Protective Equipment (PPE)

- Confirm stock of face masks, gloves, and glasses on-site and on-order with proper lead time
- Site should keep a minimum quantity of 30-day supply of PPE
- All employees and visitors are required to wear masks in common areas; And where required, gloves for cleaning and high touch areas.

ITEM	SPECIFICATIONS	QUANTITY
Masks	Disposable masks (1-day)	Min. 30-day supply
Nitrile Gloves	Surgical Nitrile Gloves	Min. 30-day supply
Infrared Thermometer (contactless)	Medical grade infrared thermometer	1 per 100 employees
Disinfectant Spray/Wipes	10% bleach (sodium hypochlorite) solution made fresh daily, or a hospital-grade disinfectant (refer to approved disinfectant listing)	Min. 30-day supply
Spray Bottles	1-liter plastic spray containers	Min. 5 bottles
Sanitization Floor Stand	Hand sanitizer dispenser floor stand	1 available in work area per 50 employees
Hand Sanitizer (refills)	Sanitizer with Alcohol 60%/Local Brand “Sanitizer”	Min. 30-day supply
Hand Soap	Hand soap	Min. 30-day supply
Paper Towels	Paper Towel	Min. 30-day supply
Glasses/Face Shields	Safety glasses/anti-fog	Min. 30-day supply

WHEN WE RETURN TO WORK

Protection of the Michigan Manufacturing Technology Center workforce is of utmost importance and will be achieved by adhering to the new guidelines centered around six main components.

1. On-Site Health Screening
2. Increased Personal Hygiene
3. Personal Protection Equipment
4. Social Distancing
5. Disinfection Protocols and Audits
6. Isolation Protocol

ON-SITE HEALTH SCREENING

Tasks

- ✓ Ensure protocol for screening prior to entering workspace
- ✓ Ensure checkpoints are in place to prevent anyone from missing screening protocol

Overview of Health Screening Procedure

- Temperature reading (Pass: 96-100.4°F / Fail: greater than 100.4°F)
- Observation for overt symptoms
- Verbal/non-verbal confirmation of daily self-screening
- Screening checklist filled out and verified by receptionist

Procedure Details

- Perform screenings at facility entry point. Ensure checkpoints are in place to prevent anyone from missing screening protocol.

On-Site Health-Temperature Screening Protocol

The company will periodically update company guidance on current recommendations from the Centers for Disease Control (CDC) and state and local authority. To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and visitors, temperature and health screenings will be implemented.

On-site screening will cease to become mandatory when guidance is received by state and local authority. On-site screenings are to be completed daily by site personnel of all incoming employees/visitors before accessing company facilities/offices. If temperature is greater than 100.4°F (38°C), or an individual exhibits visible symptoms of illness consistent with COVID-19, the individual will be invited to visit a doctor for a checkup, in accordance with the State Health Department recommendations/guidelines.

If an individual does not accept the screening, the company will request them to depart the building, obtain medical clearance and provide an official certificate prior to returning to the company premises.

WHEN WE RETURN TO WORK

COVID-19 SCREENING CHECKLIST FOR VISITORS AND STAFF

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and visitors we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in the building.

ALL individuals (staff, visitors, etc.) entering the building must be asked the following questions:



NAME: _____

DATE: _____ TIME: _____

1. Has this individual washed their hands or used hand sanitizer on entry?

Yes No (If no, please ask them to do so)

2. Ask the individual if they have any of the following respiratory symptoms?

Fever Sore throat Cough New shortness of breath Difficulty breathing
(If YES to any of the above, restrict them from entering the building; If NO to all, proceed to step 3)

3. Check temperature and document results.

Fever present? Yes _____ No _____

(If YES, restrict them from entering the building; If NO, proceed to step 4)

4. Ask if they have worked in or recently visited facilities or locations with recognized COVID-19 cases?

Yes No

5. Ask if they have been in contact with a person(s) with confirmed COVID-19 within the last 7 days?

Yes No

(If YES to either step 4 or 5, restrict them from entering the building; If NO, proceed to step 6)

6. Give the individual a mask, a pair of gloves and the Visitor Guide, and allow entry to the building.

REMIND ALL INDIVIDUALS TO:

- ✓ Wear their mask at all times in the building unless in an isolated area more than six feet from other individuals and the gloves in high-touch areas.
- ✓ Wash their hands or use hand sanitizer throughout their time in the building and especially after using the restrooms.
- ✓ Not shake hands with, touch or hug individuals during their visit and adhere to social distancing recommendations wherever applicable.
- ✓ Follow the signs to exit through the door by the Facilities office or in the Employee Lounge.

If YES is checked for any response (#2-5), please advise the visitor to leave the premises, notifying appropriate site personnel to disinfect any common surfaces touched by the visitor and advising the COO and HR of the incident.

WHEN WE RETURN TO WORK

VISITOR GUIDE

The Michigan Manufacturing technology Center is taking aggressive and proactive measures to better protect our visitors and staff from the potential spread of COVID-19, including denying entry and requiring adherence to new policies. PLEASE NOTE: Visitation is forbidden if there was a 'YES' response to the COVID-19 Self-Screening Checklist.

LIMIT YOUR EXPOSURE

Visitors should limit exposure to employees to the extent feasible, by:

- Wearing the provided masks at all times unless in the area of social distancing of more than six feet and gloves in high-touch areas.
- Taking a direct route to meeting or work areas. Do not unnecessarily interact with employees.
- Practicing social distancing (no handshakes or embraces, keeping six feet distance when interacting, etc.). Follow signage regarding social distancing.
- Practicing expected personal hygiene regarding washing hands and covering coughs/sneezes.
- Using dedicated meeting rooms where possible, which will have common surfaces disinfected between meetings.
- Following all signage including those directing individuals to use the two dedicated doors (by the Facilities office or in the Student Lounge) to exit the building.



**** Prior to entering a restroom a face mask must be worn and hands are required to be washed with soap and water for an estimated 20 seconds prior to exiting.**

PERSONAL HYGIENE TIPS



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



If you are unable to wash your hands with soap and water, use antibacterial gel with at least 60% alcohol.



When sneezing or coughing, cover your nose and mouth with the inner angle of your arm or with a disposable handkerchief.



Do not touch your face including your mouth, ears, eyes and nose.

WHEN WE RETURN TO WORK

PERSONAL PROTECTIVE EQUIPMENT (PPE)



Face Masks

Face masks are required PPE for all employees and visitors until further notice. Masks must be worn when an individual is:

- Within 6 ft of another person
- Walking anywhere throughout the building and in the restroom
- In a common work area (conference room, classroom, copy room, etc)
- Conducting daily cleanings



Face Shields

Face shields may be worn as a precautionary measure when employees working within three feet of other employees or as required when working off-site. Employees are expected to follow our safety protocols unless the client site has more stringent procedures in place.



Gloves

Our top priority is always protecting people. All employees and visitors must wear gloves when in high-touch areas and conducting their cleaning duties. This is supported by our cleaning protocol.



Removal & Disposal Criteria

PPE will eventually need to be removed and disposed of, and it is important to ensure that it is done properly. Please adhere to the following instructions:

- **Masks** - Remove by pulling the elastic band forward and pulling the masks away from your face while wearing gloves.
- **Gloves** - Roll down and remove one glove at a time, turning inside out and placing one glove inside the other.
- **Shields** - Disinfect after each use.

Labeled RED disposal bins will be located at the two exit locations.

WHEN WE RETURN TO WORK

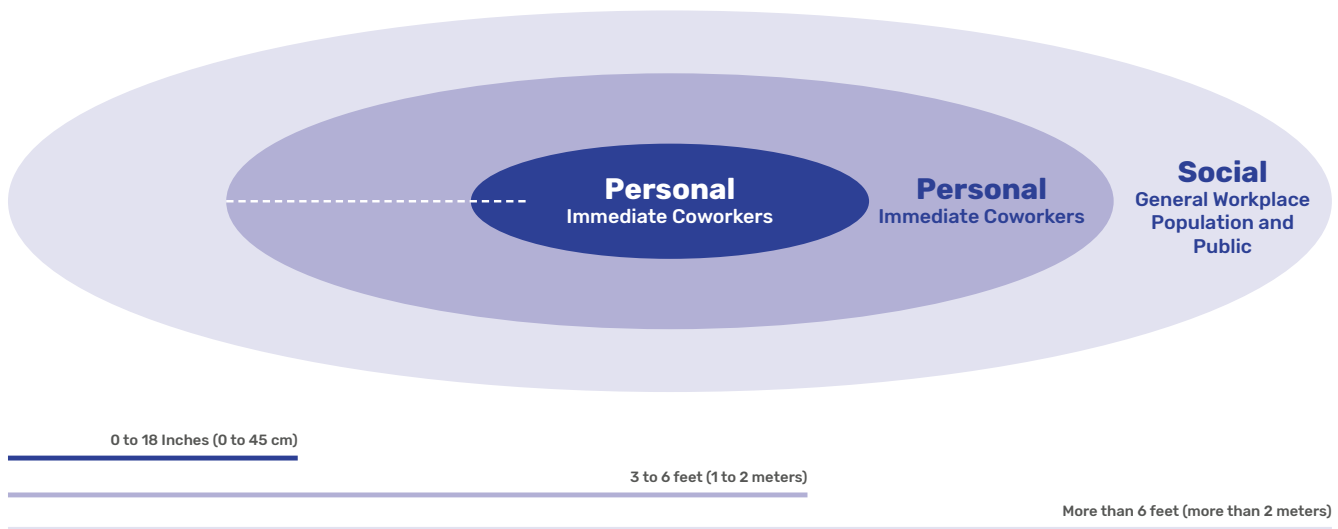
SOCIAL DISTANCING

Social distancing is a simple yet very effective mechanism to prevent potential infection, that relies on simple distance to avoid infection. Social distancing tasks include:

- ✓ Review and understand the Social Distancing Protocol
- ✓ Complete and continue to adhere to the Social Distancing checklist

In practice this means:

- Staying 3-6 feet away from others as a normal practice. If 6 feet cannot be maintained over a period of time, a mask must be worn.
- 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 who appears to be sick, or who is coughing or sneezing.
- Social distancing includes but is not limited to cafeterias, common areas, entrance/exit areas of work locations and offices. These are examples, but the principle of social distancing is universally applicable.



PLEASE NOTE: *The company will not allow any meeting of greater than 10 persons to occur until further notice, even when the meeting area is large enough to accommodate appropriate social distancing unless everyone is wearing a mask.*

WHEN WE RETURN TO WORK

DISINFECTION PROTOCOLS AND AUDITS

General Disinfection Measures

- The following checklist was implemented in the facility to reduce the risk of spread of infection and protect employees
- Frequent hand washing is also necessary. Recommended 6-8 times in a typical nine-hour work day.

AREA/PLACE	DISINFECTION CONTENT	DISINFECTANT	DISINFECTION METHOD	FREQUENCY
Work space common surfaces	Including control buttons, tools, and other common surfaces	Hospital grade disinfectant wipes or fresh 10% chlorine bleach solution (sodium hypochlorite solution), as appropriate	Spray with handheld sprayer or wipe	Minimum at the start & end of each work day
Office desk	Table and chair surface		Spray with handheld sprayer or wipe	Minimum at the start & end of each work day
Conference Rooms	Tables, chairs, keyboard and mouse		Spray with handheld sprayer or wipe	After each use
General objects often used or touched	Doors and windows, handles, faucets, sinks, and bathrooms		Spray with handheld sprayer or wipe	At least two times per work day
Common areas, lounges	Including chairs, tables and other common surfaces		Spray with handheld sprayer or wipe	Generally, three or more times per work day to include after all breaks and meals
All floors	All general floors at site		Mop	Mop hard surfaces daily

WHEN WE RETURN TO WORK

DISINFECTION PROTOCOLS AND AUDITS

Disinfection Audit Checklist

Conducted daily by a member of the Facilities Department and approved by another member of the PRT.



To be conducted daily by a member of Facilities and approved by another member of the PRT.

NAME: _____

DATE: _____ TIME: _____

GENERAL DISINFECTION MEASURES

1. Did the cleaning crew/employees receive training about the disinfection method and frequency?
 Yes No
2. Was hospital-grade disinfectant or fresh 10% chlorine bleach solution (sodium hypochlorite solution) used as appropriate?
 Yes No
3. Did the team conduct a comprehensive cleaning of all offices, desks and conference rooms (cabinets, desks, tables, chair surfaces)?
 Yes No
4. Did the team conduct a comprehensive cleaning of all general objects often used or touched (doors, windows, handles, faucets, sinks, bathrooms)?
 Yes No
5. Did the team conduct a comprehensive cleaning of cafeteria/canteen (tables, chair surfaces, dispensers, refrigerators, microwaves, etc.)?
 Yes No
6. Did the team conduct a comprehensive cleaning, when applicable, of all common surfaces of the company vehicle (seats, steering wheel, belts, doors, windows)?
 Yes No
7. Did the team conduct a comprehensive cleaning of floors, doors and multi-use areas?
 Yes No

OTHER COMMENTS & CONCERNS

2ND LAYER AUDIT

Yes No Audit of the above was performed by a higher-level manager.

Yes No Were non-conformities raised?
 (If YES, were they actioned? If NO, please provide reasons)

Name: _____ Date: _____

WHEN WE RETURN TO WORK

ISOLATION PROTOCOL

Tasks

- ✓ The COO and HR Manager have been identified and trained to act as Isolation Coordinators.
- ✓ The protocol in place is to isolate employees if they are symptomatic on site.
- ✓ Must include room to isolate the employee, PPE, communication with local health authorities and transport based on their instructions, disinfection of the room.
- ✓ Print forms and protocol to be available as needed.

Isolation Guidelines For Individuals Who Become Ill at the Facility

If a person feels ill, or if someone observes that another person is exhibiting symptoms of COVID-19 at work, they are to contact an Isolation Coordinator. Telephone communication is preferable, so the Isolation Coordinator can be prepared and wear PPE prior to aiding an ill employee/visitor.

Procedure

1. Once the suspected infected individual arrives in the Isolation Room, immediately provide them with a mask and nitrile (surgical) gloves. Explain to them that it is to help protect other employees and prevent the spread of a potential virus.
2. The Isolation Coordinator must complete a Suspected COVID-19 Case Form (see page 14).
3. The Isolation Coordinator, and any others attending the suspected infected person, should also wear a protective mask and nitrile gloves while working with the suspected infected person.
4. The Isolation Coordinator should direct the ill individual to leave the building and go home or to the nearest health center as advised by the local health authority. Public transportation should not be used.
 - If the infected person is well enough to drive their own vehicle, ask them to do so.
 - If the PRT team is to transport the person in the company vehicle, ensure that the infected person always keeps the mask on their face and wears a pair of nitrile gloves.
 - The driver must wear a mask and gloves whilst making the journey and keep them on for the return journey for proper disposal.
 - Once the company vehicle has returned to the site, ensure that it is cleaned and all surfaces, seats, dashboards, door handles, seatbelts, etc. have been washed down with a disinfectant solution. All persons cleaning the vehicle must wear a mask and gloves while doing so.
5. The Isolation Coordinator, in coordination with HR must:
 - Identify persons who may have been in contact with the suspected infected employee/visitor.
 - Advise employees that they may have been in contact with a suspected infected individual.
 - If the individual is an employee, advise the individual to contact a physician to obtain medical clearance to return to work.
6. Ensure both the Isolation Room and suspected employee's work station or office is thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the suspected infected employee. All persons carrying out this cleaning must wear disposable nitrile gloves, and all support persons' PPE should be appropriately discarded prior to resuming normal work functions.

WHEN WE RETURN TO WORK

ISOLATION PROTOCOL

Confirmed Illness

If an individual who was in the building is confirmed to have COVID-19, the company will inform all employees. The name of the infected employee will not be provided. The quarantine of other employees will be determined upon consultation with State health officials and following CDC guidelines. Employee personal data and confidentiality will be protected.

COVID-19 Case Form



NAME: _____ **DATE:** _____

Visitor Employee Contractor

JOB TITLE: _____ **WORKSITE:** _____

LOCATION OF ISOLATION:

ADDRESS:

SYMPTOMS NOTICED

Temperature > 38°C (100.4°F)

Shortness of breath, difficulty breathing

Cough

Running nose

Sneezing

Muscle pain

Tiredness

Time of Fever Onset: _____ **Time of Isolation:** _____

Symptoms and isolation periods will be updated periodically as information becomes available following the emergence of a pandemic virus strain.

Where Referred To:

Notes:

DETAILS OF REPORTER

Name: _____ **Job Title:** _____

WHEN WE RETURN TO WORK

ISOLATION PROTOCOL

Guidance for Self-Quarantining With COVID-19

Clarification of “self-quarantine” requirement: Employees are requested to remain off the property for 7-14 days if COVID-19 symptoms are present, directly exposed to COVID-19 or if a test shows positive results. Employees should avoid leaving the home if possible, but if necessary, should practice exceedingly good hygiene and social distancing.

Additional Guidance

- Stay away from other people in your home as much as possible, staying in a separate room and using a separate bathroom if available.
- No visitors unless the person needs to be in your home.
- If you need medical attention, call ahead to ensure you are going to the right place and taking the necessary precautions.
- Wear a face mask if you must be around other people, such as during a drive to the doctor’s office.
- When you cough/sneeze cover your mouth and nose with a tissue and immediately throw tissues in the garbage. Wash your hands with soap and water for at least 20 seconds. If that’s not available, clean with hand sanitizer that has at least 60% alcohol.
- Avoid sharing household items, including drinking cups, eating utensils, towels or even bedding. Wash these items thoroughly after using.
- Clean high-touch surfaces daily using a household cleaner or wipe. These include “counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets and bedside tables,” the CDC says.
- Clean surfaces that may be contaminated with blood, stool or bodily fluids.
- Shared spaces in the home should have good airflow—use an air conditioner or open windows.
- Continue monitoring for any symptoms. If they worsen, such as you if you begin to have difficulty breathing, call your health care provider.
- Arrange to have groceries and toiletries delivered by local or state health departments. Also, make sure to inform health care providers of any medications you’ll need, so they can arrange drop-offs of prescriptions as well. In terms of getting laundry done for those without machines at home, ask health care providers about that as well.

RETURNING TO WORK AFTER HOME ISOLATION

Employees with COVID-19 themselves, presumed or tested, or who have been directly exposed to others with COVID-19, who have been under home isolation/quarantine can return to work under the following conditions, consistent with CDC guidelines:

If you will not have a test to determine if you are still contagious, you can return to work after these three things have happened:

- You have had no fever for at least 72 hours (three full days of no fever without the use of medicine that reduces fevers) **AND**
- Other symptoms have improved (for example, when your cough or shortness of breath have improved) **AND**
- At least seven days have passed since your symptoms first appeared **OR**
- At least seven days have passed since being in contact with an individual who has tested positive for COVID-19

If you will be tested to determine if you are still contagious, you can return to work after these three things have happened:

- You no longer have a fever (without the use of medicine that reduces fevers) **AND**
- Other symptoms have improved (for example, when your cough or shortness of breath have improved) **AND**
- You received two negative tests in a row, 24-hours apart; Your doctor will follow local health authority or CDC guidelines

PLEASE NOTE: *It may take up to two weeks to return to work. Please contact HR prior to returning to work. Employees returning to work from an approved medical leave for themselves will be directed to submit a medical certificate releasing them to return to work.*

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