



#### LifeWays CMH Locations

**Jackson**

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**Phone:** 517.439.2641

**Hours:** Monday - Friday 8 am - 6 pm

**Customer Services:** 517.780.3332

**Recipient Rights:** 517-789-1237

**Toll Free Number:** 1.866.630.3690

**24-Hour Crisis Line: 1.800.284.8288**

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### *Special Process Alert.*

## **Coronavirus Preparedness and Response**

Yesterday, Michigan confirmed that two individuals tested positive for the Coronavirus. One individual is from Oakland County and had recent international travel, the other individual is from Wayne County and had recent domestic travel. Today, there is an unconfirmed case in Ingham County that is undergoing testing. Governor Whitmer, in response to these cases, has declared a state of emergency.

*The information you need to know right now:*

### **Why is Michigan in a state of emergency and what does that mean?**

Governor Whitmer declared a state of emergency to maximize efforts and assist local governments and officials to slow the spread of the virus. Declaring a state of emergency expands the ability of the State to provide aid to local resources (local health departments, hospitals, etc.). Because of the ease of spread in a long-term care setting and the severity of illness that occurs in residents with the Coronavirus (COVID-19), facilities should discourage visitation and begin screening visitors even before COVID-19 is identified in their community.

### **LIFEWAYS REQUESTS THAT:**

- Residential providers minimize group activities inside the facility or field trips outside of the facility.
- All providers' staff coordinate with supervisors for direction and procedure.
- All providers' management post information and have copies available upon request.

### **INFORMATION AND HELPFUL RESOURCES**

- The Centers for Disease Control and Prevention (CDC) COVID-19 information specifically for healthcare, long-term care facilities:

<https://www.cdc.gov/coronavirus/2019-ncov/healthcare-facilities/prevent-spread-in-long-term-care-facilities.html>

- CDC COVID-19 Fact Sheet: [Share the Facts, Stop the Fear](#)
- Centers for Medicaid and Medicare Services (CMS's) guidance for home health providers:  
[visit: https://www.cms.gov/medicareprovider-enrollment-and-certificationsurveycertificationgeninfopolicy-and/guidance-infection-control-and-prevention-concerning-coronavirus-disease-2019-covid-19-home-health](https://www.cms.gov/medicareprovider-enrollment-and-certificationsurveycertificationgeninfopolicy-and/guidance-infection-control-and-prevention-concerning-coronavirus-disease-2019-covid-19-home-health)

### **HELPFUL INFORMATION FROM LARA (LICENSING AND REGULATORY AFFAIRS):**



Dear Stakeholders,

The Department of Licensing and Regulatory Affairs (LARA) is providing the following information as it relates to the state's Coronavirus Disease 2019 (COVID-19) preparedness and response. Please feel free to share this communication with your colleagues and contacts:

As you know, a global outbreak of a respiratory disease named Coronavirus Disease 2019 (COVID-19) started in China in late 2019. The virus has been detected in more than 90 countries, including the U.S. There are currently no confirmed cases of COVID-19 in Michigan. However, the situation is rapidly evolving and it is likely we will see more cases across the U.S.

The State of Michigan has been working with federal and local partners to monitor the situation, develop and expand laboratory testing, educate and raise awareness, and prepare for COVID-19 in Michigan.

- On February 3, the Michigan Department of Health and Human Services (MDHHS) activated the Community Health Emergency Coordination Center (CHECC) to support state and local response.
- On February 28, Governor Whitmer activated the State Emergency Operations Center (SEOC) to coordinate state government resources.
- On March 3, Governor Whitmer announced the creation of four task forces to combat the spread of coronavirus and assess the impact it may have on Michiganders' day-to-day lives.

Today, the overall threat to the general public and in the U.S. remains low, but we are approaching this emerging threat to public health with an abundance of caution. As our partner, we want you to have appropriate information on what individuals can do to protect themselves.

#### **Use good hygiene practices to prevent the spread of COVID-19 and other respiratory diseases.**

- Stay home if you are sick, and advise others to do the same.

- Always cover coughs or sneezes with a tissue or sleeve.
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Wash your hands often with soap and warm water for at least 20 seconds. Use an alcohol-based hand sanitizer with at least 60% alcohol if soap and warm water are not available.
- Clean and disinfect frequently touched objects and surfaces (computers, keyboards, desks, etc.).

It's not too late to [get your flu shot](#)! While the influenza vaccine does not protect against COVID-19 infection, it can help keep you healthy during the flu season.

### **Review travel advisories before planning travel.**

Always review travel advisories from the federal government when planning personal and business travel. Review [CDC.gov/Travel](https://www.cdc.gov/travel) for destinations with risk of community spread of COVID-19

### **Take action to prepare your organization.**

Community spread of COVID-19 in Michigan could impact routines and daily operations. Employers should consider creating or updating their infectious disease outbreak response plan including:

- Identify work-related exposure and health risks to employees.
- Review human resources policies to make sure policies and practices are consistent with public health recommendations.
- Explore policies and practices for flexible worksites or hours to increase physical distance between employees.
- Identify essential business functions to maintain operations if interruptions to supply chains or increased absenteeism occur.

The CDC has provided [guidance for preventing the spread of COVID-19 in communities](#) including businesses, community- and faith-based organizations, and childcare organizations and schools.

### **Share accurate information.**

Always [share accurate information](#) about a virus and how it spreads. It is important to remember that stigma and discrimination occur when people associate an infectious disease, such as COVID-19, with a population or nationality. COVID-19 does not target people from specific populations, ethnicities or racial background. Suspected discrimination can be [reported](#) to the Michigan Department of Civil Rights.

LARA's scheduled meetings and hearings will proceed as scheduled. Check our [website](#) regularly for updates in the event that board meetings, work group meetings, or case hearings are changed or rescheduled based on new developments.

For the latest information frequently visit, [Michigan.gov/Coronavirus](https://www.michigan.gov/Coronavirus) or [CDC.gov/Coronavirus](https://www.cdc.gov/Coronavirus)

Sincerely,

Bureau of Community and Health Systems

Michigan Department of Licensing and Regulatory Affairs

This service is provided to you at no charge by [Michigan Department of Licensing and Regulatory Affairs](#).

Posters/information from the World Health Organization are on the following pages.

27 February 2020

## Getting your workplace ready for COVID-19

In January 2020 the World Health Organization (WHO) declared the outbreak of a new coronavirus disease in Hubei Province, China to be a Public Health Emergency of International Concern. WHO stated there is a high risk of the 2019 coronavirus disease (COVID-19) spreading to other countries around the world.

WHO and public health authorities around the world are taking action to contain the COVID-19 outbreak. However, long term success cannot be taken for granted. All sections of our society – including businesses and employers – must play a role if we are to stop the spread of this disease.

## How COVID-19 spreads

When someone who has COVID-19 coughs or exhales they release droplets of infected fluid. Most of these droplets fall on nearby surfaces and objects - such as desks, tables or telephones. People could catch COVID-19 by touching contaminated surfaces or objects – and then touching their eyes, nose or mouth. If they are standing within one meter of a person with COVID-19 they can catch it by breathing in droplets coughed out or exhaled by them. In other words, COVID-19 spreads in a similar way to flu. Most persons infected with COVID-19 experience mild symptoms and recover. However, some go on to experience more serious illness and may require hospital care. Risk of serious illness rises with age: people over 40 seem to be more vulnerable than those under 40. People with weakened immune systems and people with conditions such as diabetes, heart and lung disease are also more vulnerable to serious illness.

## Simple ways to prevent the spread of COVID-19 in your workplace

The low-cost measures below will help prevent the spread of infections in your workplace, such as colds, flu and stomach bugs, and protect your customers, contractors and employees.

**Employers should start doing these things now, even if COVID-19 has not arrived in the communities where they operate.** They can already reduce working days lost due to illness and stop or slow the spread of COVID-19 if it arrives at one of your workplaces.

- Make sure your workplaces are clean and hygienic
  - Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) need to be wiped with disinfectant regularly
  - Why? Because contamination on surfaces touched by employees and customers is one of the main ways that COVID-19 spreads

- Promote regular and thorough hand-washing by employees, contractors and customers
  - Put sanitizing hand rub dispensers in prominent places around the workplace. Make sure these dispensers are regularly refilled
  - Display posters promoting hand-washing – ask your local public health authority for these or look on [www.WHO.int](http://www.WHO.int).
  - Combine this with other communication measures such as offering guidance from occupational health and safety officers, briefings at meetings and information on the intranet to promote hand-washing
  - Make sure that staff, contractors and customers have access to places where they can wash their hands with soap and water
  - Why? Because washing kills the virus on your hands and prevents the spread of COVID-19
  
- Promote good respiratory hygiene in the workplace
  - Display posters promoting respiratory hygiene. Combine this with other communication measures such as offering guidance from occupational health and safety officers, briefing at meetings and information on the intranet etc.
  - Ensure that face masks<sup>1</sup> and / or paper tissues are available at your workplaces, for those who develop a runny nose or cough at work, along with closed bins for hygienically disposing of them
  - Why? Because good respiratory hygiene prevents the spread of COVID-19
  
- Advise employees and contractors to consult national travel advice before going on business trips.
  
- Brief your employees, contractors and customers that if COVID-19 starts spreading in your community anyone with even a mild cough or low-grade fever (37.3 C or more) needs to stay at home. They should also stay home (or work from home) if they have had to take simple medications, such as paracetamol/acetaminophen, ibuprofen or aspirin, which may mask symptoms of infection

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<sup>1</sup> Ordinary surgical face masks rather than N95 face masks

- Keep communicating and promoting the message that people need to stay at home even if they have just mild symptoms of COVID-19.
- Display posters with this message in your workplaces. Combine this with other communication channels commonly used in your organization or business.
- Your occupational health services, local public health authority or other partners may have developed campaign materials to promote this message
- Make clear to employees that they will be able to count this time off as sick leave.

### **Things to consider when you and your employees travel**

- **Before traveling**
  - Make sure your organization and its employees have the latest information on areas where COVID-19 is spreading. You can find this at <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports/>
  - Based on the latest information, your organization should assess the benefits and risks related to upcoming travel plans.
  - Avoid sending employees who may be at higher risk of serious illness (e.g. older employees and those with medical conditions such as diabetes, heart and lung disease) to areas where COVID-19 is spreading.
  - Make sure all persons travelling to locations reporting COVID-19 are briefed by a qualified professional (e.g. staff health services, health care provider or local public health partner)
  - Consider issuing employees who are about to travel with small bottles (under 100 CL) of alcohol-based hand rub. This can facilitate regular hand-washing.
- **While traveling:**
  - Encourage employees to wash their hands regularly and stay at least one meter away from people who are coughing or sneezing
  - Ensure employees know what to do and who to contact if they feel ill while traveling.
  - Ensure that your employees comply with instructions from local authorities where they are traveling. If, for example, they are told by local authorities not to go somewhere they should comply with this. Your employees should comply with any local restrictions on travel, movement or large gatherings.

- **When you or your employees return from traveling:**
  - Employees who have returned from an area where COVID-19 is spreading should monitor themselves for symptoms for 14 days and take their temperature twice a day.
  - If they develop even a mild cough or low grade fever (i.e. a temperature of 37.3 C or more) they should stay at home and self-isolate. This means avoiding close contact (one meter or nearer) with other people, including family members. They should also telephone their healthcare provider or the local public health department, giving them details of their recent travel and symptoms.

#### **Getting your business ready in case COVID-19 arrives in your community**

- Develop a plan of what to do if someone becomes ill with suspected COVID-19 at one of your workplaces
  - The plan should cover putting the ill person in a room or area where they are isolated from others in the workplace, limiting the number of people who have contact with the sick person and contacting the local health authorities.
  - Consider how to identify persons who may be at risk, and support them, without inviting stigma and discrimination into your workplace. This could include persons who have recently travelled to an area reporting cases, or other personnel who have conditions that put them at higher risk of serious illness (e.g. diabetes, heart and lung disease, older age).
  - Tell your local public health authority you are developing the plan and seek their input.
- Promote regular teleworking across your organization. If there is an outbreak of COVID-19 in your community the health authorities may advise people to avoid public transport and crowded places. Teleworking will help your business keep operating while your employees stay safe.
- Develop a contingency and business continuity plan for an outbreak in the communities where your business operates
  - The plan will help prepare your organization for the possibility of an outbreak of COVID-19 in its workplaces or community. It may also be valid for other health emergencies

- The plan should address how to keep your business running even if a significant number of employees, contractors and suppliers cannot come to your place of business - either due to local restrictions on travel or because they are ill.
- Communicate to your employees and contractors about the plan and make sure they are aware of what they need to do – or not do – under the plan. Emphasize key points such as the importance of staying away from work even if they have only mild symptoms or have had to take simple medications (e.g. paracetamol, ibuprofen) which may mask the symptoms
- Be sure your plan addresses the mental health and social consequences of a case of COVID-19 in the workplace or in the community and offer information and support.
- For small and medium-sized businesses without in-house staff health and welfare support, develop partnerships and plans with your local health and social service providers in advance of any emergency.
- Your local or national public health authority may be able to offer support and guidance in developing your plan.

**Remember:**

Now is the time to prepare for COVID-19. Simple precautions and planning can make a big difference. Action now will help protect your employees and your business.

**How to stay informed:**

Find the latest information from WHO on where COVID-19 is spreading:

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/situation-reports/>

Advice and guidance from WHO on COVID-19

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

<https://www.epi-win.com/>