

COVID-19 Workplace Guidelines

To reduce the impact of COVID-19, employers and staff should use this planning guidance to help identify risk levels in the workplace. People with COVID-19 have had a wide range of symptoms reported, ranging from mild symptoms to severe illness.

Do not report to work if you have any of the following symptoms or if you have had close contact with someone who is experiencing them:

- Fever (>100.4°F)
- Cough
- Shortness of breath; difficulty breathing
- Muscle or body aches
- New loss of taste or smell
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. We will continue to update this list as we learn more about COVID-19 from the CDC and the Allegan County Health Department.

Masks must be worn in the workplace:

1. Upon entering the facility.
2. When staff cannot consistently maintain six feet of separation from other individuals.
3. Anytime you need to enter a hallway, lounge or copy rooms.

The AAESA is providing each staff member with a mask upon request. If you have not already received one, please contact your immediate supervisor. If you need a face shield in lieu of a face mask, due to medical reasons, one will be made available to you. Please contact Billy Bregg, Maintenance Supervisor (billy.bregg@alleganaesa.org).

Social Distancing:

We are encouraging that whenever possible you maintain six (6) feet of separation between you and another staff member. This is especially important if your length of contact is going to be more than 10 minutes.

Hygiene:

Frequent hand washing is encouraged. The AAESA will continue to provide sanitizing wipes and hand sanitizer for use in all facilities.