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Dear Business Owner,

This letter is designed to provide you with simple ways to help prevent the spread of COVID-19. To date, there have been no cases of the COVID-19 virus in Detroit. The situation is rapidly evolving and The Detroit Health Department in partnership with the Michigan Department of Health and Human Services, the Centers for Disease Control and Prevention, and neighboring health departments in Michigan are taking steps to prepare.

We are recommending that businesses and nonprofit organizations take the steps below now, so that they are prepared if community transmission of this virus were to occur. These steps can help slow the spread of the virus and protect the city of Detroit, while still maintaining the continuity of your critical operations.

Encourage employees to stay at home when sick:

- Provide employees with links to COVID-19 information from the Centers for Disease Control and Prevention (CDC) at (<https://www.cdc.gov/coronavirus/2019-ncov/about/index.html>).
- Consider mandatory sick leave for employees with fever or respiratory symptoms.
- Develop flexible policies for employees who need to stay home when they or their family members are sick.
- Educate employees about the availability of leave under the Family and Medical Leave Act.
- Consider suspending policies requiring physicians' notes for extended sick leave.
- Be prepared to take steps to reduce employee interaction if recommended.
- Be prepared to encourage employees to work from home, if possible.
- Be prepared to cancel large meetings.
- Limit non-essential travel or consider limiting or canceling trips.
- Avoid affected areas with active COVID-19 transmission.

Considerations for Infection Control:

- Provide hygiene products such as tissues and hand sanitizer (at least 60-95% alcohol) and place in common areas of the workplace.

- Ensure that soap and paper towels are stocked in restrooms at all times.
- Discourage the use of handshakes as a greeting between employees and customers.
- Establish infection control measures in regard to environmental cleanliness.
- All office space and common facilities (e.g., bathrooms, conference rooms, workstations) should be cleaned regularly and surface areas disinfected daily.

Develop or review a Continuity of Operations Plan:

- Identify and cross-train employees to perform essential roles in the case of severe staffing shortages, and consider which employees would most likely be absent if schools close.
- Plan how to communicate and coordinate with employees, customers/clients, and suppliers during emergencies.
- Ensure the availability of essential technology and supplies.
- Work with IT to support continued communications (e.g., email, remote access, conference calls, webinars, etc.).
- Identify supply needs for 2-5 week periods, and consider stockpiling infection control supplies and business essentials like handwashing products and tissues, and paper, printer ink, toner.

The Detroit Health Department continues to encourage protection from all viral illnesses. **There is no vaccine for COVID-19.** Influenza is one such viral illness which has impacted many across Detroit, Michigan, and the U.S. this year, and we are in peak season. Encourage staff to get the flu shot if they have not already received it. The flu shot is available for those ages 6 months and older via family doctor or by calling the Detroit Health Department Immunizations Clinic at (313) 876-4667.

If you or someone you know is experiencing fever, cough, or shortness of breath, with possible exposure to someone who has traveled or potentially been exposed to COVID-19, please contact the Detroit Health Department for guidance at **(313) 876-4000**. For general questions about the outbreak, please email the Detroit Health Department at dhdoutbreak@detroitmi.gov. If you need medical care, please call your doctor or the hospital in advance so that they may take the necessary precautions to protect others.

This is a rapidly evolving situation, for the most up-to-date information please visit the CDC's website at (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>). For a link to printable resources for general communication, posters and handouts, visit (<https://www.cdc.gov/coronavirus/2019ncov/communication/factsheets.html>).

Be assured that the Detroit Health Department is following the outbreak closely and prioritizing the COVID-19 outbreak to ensure your safety.

Sincerely,

A handwritten signature in blue ink that reads "Denise Fair". The signature is written in a cursive style with a large initial 'D'.

Denise Fair, MPH, FACHE
Chief Public Health Officer
Detroit Health Department

A handwritten signature in blue ink that reads "Najibah K. Rehman". The signature is written in a cursive style with a large initial 'N'.

Dr. Najibah K. Rehman, MD, MPH
Medical Director
Detroit Health Department