



MiCIA Coronavirus Task Force Best Practices Guidance

As we work to help support licensees in the State of Michigan, we have prepared some helpful tips and resources for operating businesses. This update will focus on four areas of importance.

- Employee and Facility Hygiene
- Limiting Contact with the Public
- Product Handling Precautions
- Documentation Supporting Essential Workers

The CDC is the best resource to access for the most up to date guidance on how you, as a business can flatten the curve. There is a designated website through the CDC to support business leaders through this trying time. <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

A good portion of this information is being provided by the CDC. Each area of focus will have relevant links to the information for easy access to all licensees.

Employee and Facility Hygiene

Virus Spread: Human to Human and Surface Contact Information

- Based on what is currently known about the virus, spread from person-to-person happens most frequently **among close contacts** (within about 6 feet).
- Person to person contact is spread through respiratory droplets, including coughing, breathing, and sneezing.
- **Transmission of novel coronavirus to persons from surfaces contaminated with the virus has not been documented.** Transmission of coronavirus in general occurs much more commonly through respiratory droplets than through human to surface contact.
- Current evidence suggests that novel coronavirus may **remain viable for hours to days** on surfaces made from a variety of materials.
- **Cleaning of visibly dirty surfaces followed by disinfection is a best practice for prevention of COVID-19** and other viral respiratory illnesses in community settings.

If at any point during operations, an outside vendor or inspector requests to access your facility, please make sure to limit the number of employees in contact with outside representatives. If possible, clear the area where outside vendors or inspectors need to access, allowing employees to work in a different area of your facility.

Licensees must enforce social distancing of employees in your facilities. Using painters tape, measure out six-foot separations, make an X on the floor to indicate where to stand to help

guide employees. If at any time customers exit their vehicles on your property, you are responsible for enforcing this six-foot social distancing requirement.

Facility Disinfecting

If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.

Facilities should be cleaning surfaces frequently, once an hour to ensure proper disinfection.

Diluted household bleach solutions can be used if appropriate for the surface. Never mix household bleach with ammonia or any other cleanser. Prepare a bleach solution by mixing:

- 5 tablespoons (1/3 cup) bleach per gallon of water or
- 4 teaspoons bleach per quart of water

Employee Hygiene

- Staff should wear disposable gloves for all tasks in the cleaning process, including handling trash. Please order gloves now if you have not already.
- All staff should clean hands often, including immediately after removing gloves and after contact with the public, by washing hands with soap and water for 20 seconds.
- If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used.
- Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
- Additional key times to clean hands include:
 - After blowing one's nose, coughing, or sneezing
 - After using the restroom
 - Before eating or preparing food

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

It is strongly recommended that licensees begin monitoring staff for any fever symptoms daily. Upon arrival into work, staff should be scanned for a fever using a forehead scanner. You can find forehead scanners at Walgreens or CVS, as well as big box stores like Walmart or Meijer's. If you find that an employee has a fever, they should be sent home immediately to prevent further spread of illness including COVID-19. Also, encourage employees to stay home if they are showing signs of a fever or dry cough or if someone in their home is showing signs of a fever and dry cough. If possible, consider splitting your workforce into teams, keeping teams separated and cleaning surfaces between shifts in case of necessary quarantines. Keep non-essential staff at home and prepare them to work outside of their scope if other members of the staff become ill.

Limiting Contact with the Public

Licensees may not allow the public into their facilities at this time. Members have been provided resources to support home delivery and/or curbside services to the public. Per Gov. Whitmer's Stay Home Stay Safe executive order you must use this practice as it's the best way to protect patients, customers, and employees. Please [click the link here](#) to access those procedures.

Tips for Home Delivery/Curbside Delivery

- Wear gloves and a mask when delivering product to customers or patients.
- Limit the number of times a package is handled during the delivery process.
- Limit the exposure to delivery patients and customers by remaining at least six feet away when verifying identity through either medical marijuana cards or state issued IDs. A simple visualization of the patient or customers required identification is fine.

Product Handling Precautions

Though the CDC has not released specific product and packaging guidance, it's strongly suggested that licensees follow a few basic guidelines when handling cannabis product in both sealed and unsealed packaging. The key to limiting transmission is limiting the amount of times a product package is handled by employees throughout the supply chain.

- Incoming products and supplies of any type should be quarantined at your facility, in a designated location, for at least 72 hours to help kill any contaminants that may be on the packaging.
- Products with sealed packaging should be wiped off after 72 hours of quarantine, ensuring that any potential contaminants are removed before being distributed to either patients or customers. Supplies that are in sealed packaging should be wiped before removal from the quarantine area.
- Any loose product, specifically flower product needs to be limited in employee handling. In addition to limited handling, flower should be pre-packaged in common purchase amounts. Leaving unpackaged cannabis out in the open breeds germs and possible contamination.
- Secure Transport should also limit handling of shipped cannabis products by packaging it in larger bags while transporting between suppliers and retail/provisioning centers.

Documentation to Support Essential Workers

With the Governor's Executive Order, Stay Home Stay Safe, there are provisions for law enforcement to protect the public by ensuring all travel is necessary in nature. The good news, both medical and adult use cannabis is deemed essential by Governor Whitmer. That being said, it's imperative that we make sure to document those workers and protect them from any

sort of challenges traveling to and from work or out on deliveries. We are asking licensees to please provide a letter, on company letterhead, to each employee to carry in their cars.

Please feel free to use this critical infrastructure worker designation template for your essential cannabis facility staff, particularly delivery drivers, security and essential grow facility staff:

To: Law Enforcement or Government Official March 23, 2020

Company:
State License #

RE: Critical Infrastructure Worker

The worker possessing this letter, identified as _____ has been deemed a "critical infrastructure worker" as defined in Executive Order No. 2020-21 sections 4, 4(b) 7(a)(2), 8(a) & and 9(b) issued by Governor Gretchen Whitmer on March 23, 2020. Specifically, this worker is necessary to conduct minimum basic operations in the health care and public health sector. This letter remains in effect until April 13, 2020.

Business Owner

This is essential to ensure that our employees don't take on additional risk as they attempt to perform their job duties. A letter deeming them essential workers will aid in protecting employees from undue risk.

We hope that this reference helps to keep everyone safe during this very stressful time. We are in an unprecedented situation. We appreciate your ability to be flexible during this time. Let's keep up the great work so that we can ensure we remain open through this Stay Home Stay Safe order. Though this is not a comprehensive or exhaustive list of resources available to licensees, we strongly recommend that you reference the following federal and state guidelines. Always reference federal, state, and local public health authorities for the most up to date information, please stay safe.

- CDC - <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- Michigan Department of Health and Human Services
https://www.michigan.gov/mdhhs/0,5885,7-339-71550_5104_97675---,00.html