CONSIDERATIONS BEFORE RE-OPENING YOUR BUSINESS

- Promote healthy hygiene practices
- Intensify cleaning, disinfection, and ventilation
- Encourage social distancing (ex. small groups, no large events)
- Cancel non-essential travel, and encourage alternate commuting and telework
- Space out seating (>6 feet), and stagger gathering times
- Restrict use of any shared items and spaces
- Train all staff in above-safety actions

Source: www.cdc.gov
Establish policies and practices for social distancing (maintaining distance of approximately 6 feet or 2 meters) between employees and others. Healthy employees are crucial to your business.

1. **Actively encourage sick employees to stay home.** Develop policies that encourage sick employees to stay home without fear of reprisals, and ensure employees are aware of these policies.
2. **Have conversations with employees about their concerns.** Some employees may be at higher risk for illness, such as older adults and those with chronic medical conditions.
3. **Continue flexible policies for scheduling** and telework (if feasible) and create leave policies to allow employees to stay home or to care for sick family members.
4. **Speak with contract and temporary employees about their plans.** Discuss the importance of sick employees staying home and encourage them to develop non-punitive "emergency sick leave" policies.
5. **Promote health etiquette for coughing and sneezing.** Print signage for hand washing. Provide tissues, no-touch trash cans, soap and water, and hand sanitizer with at least 60% alcohol.
6. **Minimize face to face contact between employees and the public.** Actively encourage flexible work arrangements such as teleworking or staggering shifts.
7. **Conduct regular environmental cleaning.** Clean and disinfect all frequently touched surfaces, such as workstations, countertops, handrails, and doorknobs. Discourage sharing of tools and equipment.
8. **Consider the need for travel and explore alternatives.** Utilize conference calls, and online platforms for meetings when possible. Check the CDC's Travelers Health for the latest guidance and recommendations.
9. **Provide education and training materials** in an easy to understand format and in appropriate language and literacy level for all employees, like fact sheets and posters.
10. **If an employee becomes sick at work;** they should be separated from other employees, customers, visitors and be sent home immediately. Follow CDC guidelines for cleaning and disinfecting areas where the sick employee visited.

**COVID-19 SYMPTOMS**

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19:

- cough
- muscle pain
- chills
- sore throat
- shortness of breath
- fever
- new loss of smell or taste
- headache

Source: www.cdc.gov
Employees should maintain 6 feet and practice social distancing as work duties permit in the workplace. Think about flexible worksites (telehealth), staggering shifts, increasing the physical distance between employees and worksite along with employees and customers (drive thru’s, curbside, delivery, pick-up, etc.), or delivering services remotely through phone, web, or video chat. Provide services by appointment. Establish staggered lunch and break times for staff.

Consider implementing flexible sick leave and supportive policies and practices. Employers that do not currently offer sick leave to some or all of their employees may want to draft non-punitive "emergency sick leave" policies. Review policies related to human resources to ensure policies are consistent with state and federal workplace laws along with following public health guidelines. Employers should not require a COVID-19 result before returning to work.

Encourage customers to use touchless payment options when available. Minimizing handling cash, credit cards, reward cards, and mobile devices when possible. When exchanging paper and coin money: do not touch the face, nose, or eyes, ask customers to place cash on the counter, place money on the counter when provisioning change back to the customer. Wipe down the counter between customers at checkout.

Source: www.cdc.gov
**BUSINESS RECOMMENDATIONS**

**PRE-SCREEN**
Emploiers should measure the employee's temperature and assess symptoms prior to them starting work. Ideally temperature checks should happen before employees enter the facility. For a screening guide please refer to the Workplace Screening Tool provided by SCHD.

**TRAVEL**
Advise employees to take the following precautions prior to traveling: check the CDC Traveler's Health Notices for the latest guidance and recommendations, advise employees to check themselves for symptoms of COVID-19 before starting travel and notify supervisor and stay home if they are sick, carefully consider whether travel is necessary, when possible video or teleconferencing, and postpone large work-related meetings or gatherings.

**SUPPLIES**
Employers should consider having the following supplies on hand: soap, alcohol based hand sanitizer, tissues, thermometers, plexiglass to separate employees between the public when using service counters, signage encouraging social distancing (X's on floor, no more than 1 person at a time, etc.) and no touch recepticles.

**CLEANING**
Clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment regularly. Discourage workers from using other workers phones, desks, or other work tools when possible. Provide tissues, no-touch disposal, disposable wipes, and hand sanitizer. Appoint a designated worker to clean and disinfect surfaces that people touch frequently at least daily.

**EDUCATION**
Educate employees on proper coughing and sneezing etiquette, hand washing practices, and noncontact methods of greeting. Place hand washing posters in common workplace areas and bathrooms. Train employees on when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE. Provide instruction on what to do if an employee develops symptoms. And finally, educate workers on performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
BUSINESS RECOMMENDATIONS

SAMPLE SIGNAGE

**WASH YOUR HANDS!**
- Get Soap
- Scrub
- Rinse
- Dry

**COVER YOUR COUGH**
Stop the spread of germs!
- Use a tissue to cover your mouth and nose when you cough or sneeze
- Throw your tissue in the waste basket
- Cover your cough or sneeze with your inner elbow, not your hands

**Before entering this facility:**
- Do you have the following symptoms?
  - Fever
  - Cough
  - Shortness of breath
- Have you had any of these symptoms in the last 14 days?
  - Yes
  - No

If you answered YES to either of the above questions please visit us online or give us a call to see how we can assist you.

**Sample Signage:**
- Action steps to prevent the spread of COVID-19 and other viruses:
  - Avoid touching your eyes, nose, or mouth with unwashed hands
  - Stay home when you are sick
  - Wash your hands often with soap and water for at least 20 seconds
  - Cover your mouth with a tissue, elbow or shoulder when coughing or sneezing
MODIFIED HIERARCHY OF CONTROLS

Using the modified hierarchy of controls, COVID-19 mitigation measures can look like:

- **Physical Distancing**: wherever possible having people work or access the business from home; this should include restructuring responsibilities to minimize the numbers of workers that need to be physically present.

- **Engineering controls**: creating physical distance between people

- **Administrative controls**: redistributing responsibilities to reduce contact between individuals, using technology to facilitate communication

- **PPE**: having people wear nonmedical cloth masks

SPECIFIC CONSIDERATIONS

Measures can be taken to mitigate the risk of infection to protect individuals

- Use of nonmedical cloth masks
- Incorporating engineering controls such as physical barriers where possible
- Reconfiguring space to enable people to be located apart (ideally, at least 6 feet)
- Supporting and enabling employees to remain at home if they are unwell or have been in close contact with someone who is sick

Source: Johns Hopkins, "Public Health Principles for a Phased Reopening During COVID-19: Guidance for Governors"
Each person requires 113 square feet between them to maintain social distancing, this include co-workers and customers.
ATTACHMENTS
recommended but not required
Before entering this facility:

Do you have the following symptoms?
- Fever
- Cough
- Shortness of breath

Have you had any of these symptoms in the last 14 days?
- Yes
- No

If you answered **YES** to either of the above questions please visit us online or give us a call to see how we can assist you.
1 CUSTOMER AT A TIME

Please maintain social distancing by staying 6 feet away from others while waiting in the lobby.
Action steps to prevent the spread of COVID-19 and other viruses

Avoid touching your eyes, nose, or mouth with unwashed hands

Stay home when you are sick

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

Cover your mouth with a tissue, elbow or shoulder when coughing or sneezing
COVER YOUR COUGH
Stop the spread of germs!

Use a tissue to cover your mouth and nose when you cough or sneeze

Throw your tissue in the waste basket

OR

Cover your cough or sneeze with your inner elbow, not your hands

Wash Your Hands
After coughing or sneezing, wash for 20 seconds with soap and warm water or clean with hand sanitizer
Hands that look clean can still have icky germs!

Wash your hands!

1. Wet
2. Get Soap
3. Scrub
4. Rinse
5. Dry

This material was developed by CDC. The Life is Better with Clean Hands campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.
Coronavirus Disease (COVID-19) Workplace Screening

Company Name: ______________________________________________________________________

Employee Name: ____________________________ Date: ___________

Time In: __________

In the past 24 hours, have you experienced:

<table>
<thead>
<tr>
<th>Symptoms</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subjective fever (felt feverish)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>New or worsening cough</td>
<td></td>
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<tr>
<td>Shortness of breath</td>
<td></td>
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<tr>
<td>Sore throat</td>
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<tr>
<td>Chills or repeated shaking with chills</td>
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<tr>
<td>New loss of smell or taste</td>
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<tr>
<td>Headache</td>
<td></td>
<td></td>
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<tr>
<td>Muscle pain</td>
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</tbody>
</table>

If you have answered “yes” to any of the symptoms listed above, or your temperature is **100.4 degrees Fahrenheit** or higher, please do not go into work. Self-isolate at home and contact your primary care physician’s office for direction.

- You should isolate at home for a minimum of 7 days since symptoms first appear.
- You must also have 3 days without fevers and improvement in respiratory symptoms.

In the past 14 days, have you:

Had close contact with an individual diagnosed with COVID-19? □ Yes □ No

Traveled via airplane internationally or domestically? □ Yes □ No

If you have answered “yes” to either of these questions, please do not go into work. Self-quarantine at home for 14 days.