

General Guidelines for Employers

Best Practices

- **Workplace coordinator** – Identify a work place coordinator who will be responsible for COVID-19 issues and their impact in the workplace
- **Contactless pay options** – Encourage contactless pay options if possible; otherwise immediately use disinfectant wipes on the screen and keypad
- **High-risk populations** – Those who are or work with high-risk populations, should undergo daily screening/symptom monitoring and weekly testing. High-risk populations should take extra precaution to avoid close contact with multiple people.
- **Electronic connections** – Use online conferencing, email, or the phone instead of in-person meetings, even when people are in the same building
- **Group gatherings** – Employees and customers should not congregate in groups; if your business involves a waiting area, customers should wait outside or in their cars
- **New policies** – Identify essential employees, business functions, and other critical inputs (e.g., raw materials suppliers, subcontractor services/products, logistics required to maintain operations); determine appropriate new policies
- **Emergency response plan** – Establish an emergency communication plan with key contacts and backups, chain of communications, and processes for tracking and communicating; share the response plan with employees and communicate expectations
- **Employee contact list** – Ensure every employee's contact numbers and emergency contact details are up to date; ensure a plan is in place to reach employees quickly
- **Instructions for employees and customers** – Make regular announcements to remind employees and/or customers to follow distancing guidelines and use floor markings to mark appropriate distance (6 ft)
- **Digital files** – Encourage digital files rather than paper formats (e.g., documentation, invoices, inspections, forms, agendas)
- **Preparedness** – Be informed about government and industry pandemic preparedness
- **Workforce education** – Educate workforce about the threat of the pandemic, what the business is doing, and what they should do to protect themselves and their families
- **CDC checklist** – Develop (or engage a current) pandemic planning task force and review the CDC's business checklist
- **Essential functions** – Identify company's essential functions and the necessary employees to perform them
- **Reserve supplies** – Consider what reserve supplies might be necessary to stockpile (e.g., cleaning supplies, gloves or other protective equipment, "to-go" containers)
- **Utility planning** – Consider the possibility of interruptions to water or power that might force closure
- **Prepare for absenteeism** – Not only sick employees will stay home; others may need to care for the sick or children if schools close; those employees should notify their supervisors
- **Signage** – Provide signage at each public entrance to inform all employees and customers that they should:
 - Avoid entering if they have a cough, fever, or feel generally unwell
 - Maintain a minimum of 6 ft distance
 - Sneeze/cough into a cloth or tissue
 - Not shake hands or engage in any unnecessary physical contact
 - Wear face coverings

Cleaning & Hygiene Guidelines

- **Etiquette** – Promote etiquette for coughing, sneezing, and handwashing; avoid touching face, especially eyes, nose, and mouth; place posters that encourage hand and respiratory hygiene
- **Face coverings** – Face coverings should be worn by employees and patrons in accordance with CDC's recommendations, especially when difficult to maintain 6-foot distance
- **Air circulation** – Ensure adequate air circulation and post tips on how to stop the spread of germs
- **Sharing of equipment** – Discourage workers from sharing resources or other work tools and equipment, when possible
- **Environmental cleaning** – Make a list of high-touch surfaces requiring routine disinfecting and perform routine environmental cleaning (e.g., workstations, countertops, handrails, doorknobs, break rooms, bathrooms, other common areas), either twice a day or after each use. Keep a logbook of cleaning regimen. Those cleaning should:
 - o Wear gloves
 - o Clean surfaces with soap and water if dirty before disinfecting
 - o Use EPA-registered household disinfectant, diluted bleach, or alcohol solutions
- **Disposable wipes** – Provide disposable wipes so that commonly used surfaces (e.g., doorknobs, keyboards, remote controls, phones, desks, keypads) can be wiped down by employees before each use; provide no-touch trash bins
- **Laundry** – Use warmest appropriate water setting, dry items completely, do not shake dirty laundry, and launder sick person's items separately
- **Disinfectant** – Make hand sanitizer, soap and water, or effective disinfectant readily available at or near the entrance, at checkout counters, or anywhere else where people have direct interactions. Provide additional pop-up handwashing stations or facilities if possible (e.g. showing houses, construction sites)
- **PPE** – Personal Protection Equipment (PPE) should not be shared and should be disposed of properly.
- **After gloves** – Wash hands after using gloves.

Symptom Monitoring

- **Sick employees** – Employees who are sick or who appear to have symptoms should be separated from other employees and customers immediately and sent home; immediately clean and disinfect areas the sick employee visited.
- **Monitor symptoms** – Monitor employee symptoms, especially fever. If employees need to take simple medications acetaminophen, ibuprofen, or aspirin, they should take temperature beforehand.
- **Awareness** – Train managers/leadership to spot symptoms of COVID-19 and to be clear on relevant protocols
- **COVID-19 confirmed case** – If an employee is confirmed to have COVID-19, employers should inform fellow employees while maintaining confidentiality; fellow employees should self-monitor for symptoms for 14 days.