



## General Business Recommendations

*Opening Up America Again:*

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<b>Social Distancing</b>	<ul style="list-style-type: none"> <li>• Social distance persons as much as possible.</li> <li>• Continue to encourage telework if feasible.</li> <li>• Consider special accommodations for personnel who are vulnerable.</li> </ul>
<b>Procedures</b>	<ul style="list-style-type: none"> <li>• Develop and implement policies and procedures for workforce contact tracing following employee COVID+ test.</li> <li>• Develop and implement appropriate policies, in accordance with Federal, State, and local regulations and guidance, and informed by industry best practices, regarding: Social distancing and protective equipment, temperature checks, sanitation, use and disinfection of common and high-traffic areas, business travel.</li> <li>• Regular cleaning and sanitizing commonly touched areas.</li> <li>• Hand sanitizer readily available throughout the facility.</li> <li>• Minimize nonessential travel and adhere to CDC guidelines regarding isolation after travel.</li> <li>• Monitor workforce for indicative symptoms. Do not allow symptomatic people to physically return to work until cleared by a medical provider.</li> <li>• Any person exhibiting symptoms of COVID-19 should stay home.</li> <li>• Consider screening before clients enter the building:             <ul style="list-style-type: none"> <li>➤ <b>Screening questions:</b> Are you experiencing symptoms of COVID-19? Have you been around anyone exhibiting these symptoms within the past 14 days? Are you living with anyone who is sick or quarantined?</li> </ul> </li> </ul>
<b>PPE Needs</b>	Encourage the use of cloth face coverings in public settings.

CDC guidance for Businesses: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>

Narrative: Please understand that this document serves as additional guidance to protect customers and staff. For specific items not listed, common sense would dictate to err on the side of protecting the public.



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### **Q. What do I do if an employee has had direct contact with a confirmed COVID-19 case (outside of my business)?**

A. If an employee has **DIRECT Contact** with a confirmed case outside of your business they will be required by the Health Department to self-quarantine for 14 days. Their office or workspace must be thoroughly cleaned and disinfected. Include all high-touch surfaces including desktops, doorknobs and light switches. Also include bathrooms, kitchens and any common gathering space. – The individual cleaning **MUST** wear gloves, no mask or hazmat suits are needed.

### **Q. What do I do if an employee tests positive for COVID-19?**

A. When an individual tests positive for COVID-19 all persons that have been in **DIRECT\* Contact** with them will be contacted by that the health department. The Health Department will require those persons to self-quarantine for 14 days from point of exposure. The office or workspace where the positive tested employee works must be thoroughly cleaned and disinfected. Include all high-touch surfaces including desktops, doorknobs and light switches. Also include bathrooms, kitchens and any common gathering space. The individual cleaning **MUST** wear gloves, no mask or hazmat suits are needed. For all other employees, self-monitor for symptoms, and if any individual becomes ill they should not be at work.

### **Q. What do I do if an employee is sick but is not a confirmed COVID-19 case?**

A. All sick employees should be sent home. If a sick employee is later tested positive for COVID-19, the Health Department will be in contact with persons the individual has had **DIRECT\*** contact with. Employers should take steps to make it more feasible for their employees to work in ways that minimize close contact with large numbers of people.

**\*DIRECT Contact** = face to face contact (less than 6ft), shared enclosed area (car or small office space) and direct physical contact

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