

# Business Reopening Guidance

While reopening your business, it is important to implement new practices to prevent the spread of COVID-19 in your workplace. Social distancing, good hygiene and frequent cleaning and disinfection are vital in maintaining a safe and healthy work environment. Additionally, educate employees about how they can reduce the spread of COVID-19. Ensure that your sick leave policies are flexible and that employees are aware of these policies.

## Temperature Checks

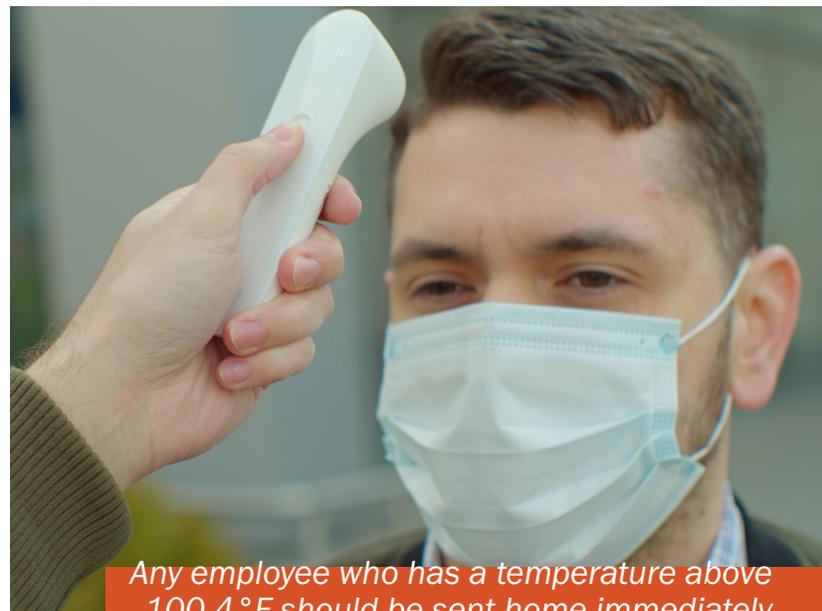
Consider use of a touchless infrared thermometer to check the temperature of employee each day. Any employee who has a temperature above 100.4°F should be sent home immediately and not allowed to return to the facility until they are 72 hours fever free and no evidence of COVID-19 symptoms. The employee conducting temperature checks should be wearing a mask.

## Maintain Social Distancing At All Times

Wherever possible, businesses should implement social distancing measures. Social distancing means avoiding large gatherings and maintaining distance (approximately 6 feet or 2 meters) from others when possible (e.g., breakrooms and cafeterias).

Strategies that business could use include:

- Encouraging employees to work remotely
- Implementing flexible work hours (e.g., staggered shifts)
- Increasing physical space between employees' workspace.
- Increasing physical space between employees and customers (e.g., drive through, partitions)
- Limiting gatherings in common areas like break rooms
- Implementing flexible meeting and travel options (e.g., postpone non-essential meetings or events)



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- Downsizing operations
- Recommend staff wear masks to prevent COVID-19 transmission.
- Delivering services remotely (e.g. phone, video, or web)
- Delivering products through curbside pick-up or

Consider improving the engineering controls using the building ventilation system. This may include some or all of the following activities:

- Increase ventilation rates.
- Increase the percentage of outdoor air that circulates into the system.



Place hand sanitizers in multiple locations to encourage hand hygiene

## Support Good Hygiene

Support respiratory etiquette and hand hygiene for employees, customers, and worksite visitors:

- Provide tissues and no-touch disposal receptacles.
- Provide soap and water in the workplace. If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer. Ensure that adequate supplies are maintained.
- Place hand sanitizers in multiple locations to encourage hand hygiene.
- Place posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen.
- Discourage handshaking – encourage the use of other noncontact methods of greeting.

## Cleaning and Disinfecting

Perform routine environmental cleaning and disinfection:

- Follow the CDC recommendations for cleaning and disinfecting all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
  - If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
  - For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use. To disinfect, use products that meet EPA's criteria for use against SARS-Cov-2 external icon, the cause of COVID-19, and are appropriate for the surface.

Perform enhanced cleaning and disinfection after persons suspected/confirmed to have COVID-19 have been in the facility:

- If a sick employee is suspected or confirmed to have COVID-19, follow the CDC cleaning and disinfection recommendations.



Clean and disinfect all frequently touched surfaces in the workplace

*Please check with your local municipality for additional guidance or requirements for reopening.*