COVID-19
PUBLIC HEALTH GUIDANCE TO REOPEN WORKFORCE

In Luce, Mackinac, Alger, and Schoolcraft counties

Public health guidance for Luce, Mackinac, Alger, and Schoolcraft county businesses to reopen or expand current services. This guidance is to assist you in protecting the health and safety of employees, customers, and visitors.

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*LMS District Health Department

*Subject to change. Contingent on State of Michigan Orders
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(click on business or service category)

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References

Resources
  - Employee screening tool template
  - Guidance for use of cloth face coverings
  - When to stay home
  - Hand washing and germs signage
  - General disinfecting procedures
This guidance is contingent upon the Governor's Executive Orders, which will provide clarification as to when and in what order industries may open.

When and how to lift or implement restrictions to slow the spread of COVID-19 disease are critical public health decisions. These decisions should not be arbitrary, but rather informed by tangible data and strategic goals. Local health departments support a very gradual process to reopen non-essential businesses, community spaces, gatherings, travel, and recreation. Reopening should be based on the activity or businesses’ potential to contribute to the continued spread of COVID-19. Those things which pose the least amount of risk to public health (solitary activities, curbside delivery, etc.) should be prioritized. Community mitigation strategies should be continued as feasible.

Businesses are expected to participate in the control of COVID-19 in partnership with local public health departments – this may involve providing testing, contact tracing, and issuing their own quarantine process immediately, rather than waiting for local public health guidance. When sectors are reopening, their ability to procure necessary supplies, such as face coverings, hand sanitizer, handwashing stations, gloves, etc., must be considered.

**Phased Opening Criteria**

Decisions for gradual reopening should be based on the following:

- A reduction in new cases over at least 14 days.
- Hospital attestation of being able to treat all patients without resorting to crisis standards of care (this includes adequate personal protective equipment-PPE); ability to surge ICU capacity.
- Ability to test all people with symptoms for COVID-19 disease.
- Ability to protect the health and safety of workers in critical industries.
- Ability to protect the health and safety of those living and working in high-risk facilities (e.g., senior care facilities, homeless shelters).
- Local public health attestation of adequate workforce capacity for case investigation and contact tracing.
- Health monitoring guidance such as wearing of cloth face coverings, temperature checks, face shields, etc. needs to be established in a way that takes into consideration PPE supply shortages.
- Monitor conditions and immediately take steps to limit and mitigate any rebounds or outbreaks by restarting a phase or returning to an earlier phase, depending on severity.
Guidelines for Phased Approach to Reopening:

**Individuals**

1. Continue to practice good hygiene
   a. Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces
   b. Avoid touching your face
   c. Sneeze or cough into a tissue, or the inside of your elbow
   d. Disinfect frequently used items and surfaces as much as possible
   e. Wear face coverings while in public, and particularly when using mass transit. Cloth face masks and face shields should be worn when social distancing measures cannot be maintained.

2. People who feel sick should stay at home
   a. Do not go to work or school
   b. Contact and follow the advice of your medical provider
   c. Follow CDC guidelines pertaining to isolation/quarantine

**Employers**

1. Develop and implement appropriate policies, in accordance with Federal, State, and local regulations and guidance, and stay informed about industry best practices regarding:
   a. Social distancing and PPE
   b. Temperature checks
   c. Testing, isolating, and contact tracing
   d. Use and disinfection of common and high-traffic areas
   e. Business travel

2. Monitor workforce for symptomatic employees. Do not allow symptomatic people to physically return to work until cleared by a medical provider

3. Develop and implement policies and procedures for workforce contact tracing following an employee or customer COVID-19 positive test result.
**MI SAFE START PLAN**

The Upper Peninsula of Michigan and NW Lower Michigan are in Phase 4 as of May 22, 2020

### What’s happening with the disease?
- **1 Uncontrolled growth**: Increasing number of new cases every day, likely to overwhelm the health system
- **2 Persistent spread**: Stay Home, Stay Safe: Strict social distancing, travel restrictions, face coverings, hygiene best practices, remote work
- **3 Flattening**: Critical infrastructure
  - First responders
  - Health care workers
  - Critical manufacturing
  - Food and agriculture
  - Essential retail (e.g., grocery)
  - Transportation
- **4 Improving**: Analysis shows epidemic growth rates slowing
  - Hospital and treatment capacity built, alternative care facilities established
  - Infrastructure for crisis response and data systems to monitor progression are in place
- **5 Containing**: Cases, deaths decline for extended period
  - Monitor impact on vulnerable populations
  - Sufficient health system capacity in place
  - Improved testing, contact tracing and containment capacity
- **6 Post-pandemic**: Cases and deaths decline more sharply, percent positivity decreasing
  - Healthcare system capacity continues to strengthen
  - Robust testing, contact tracing and containment protocols in place

### What factors determine progression to next phase?
- **1 Uncontrolled growth**: Analysis shows epidemic growth rates slowing
  - Hospital and treatment capacity built, alternative care facilities established
  - Infrastructure for crisis response and data systems to monitor progression are in place
- **2 Persistent spread**: Cases, deaths decline for extended period
  - Monitor impact on vulnerable populations
  - Sufficient health system capacity in place
  - Improved testing, contact tracing and containment capacity
- **3 Flattening**: Cases and deaths decline more sharply, percent positivity decreasing
  - Healthcare system capacity continues to strengthen
  - Robust testing, contact tracing and containment protocols in place
- **4 Improving**: Cases, hospitalizations and deaths are clearly declining
  - Continued case and death rate improvements and outbreaks can be quickly contained
- **5 Containing**: Continued case and death rate improvements and outbreaks can be quickly contained
- **6 Post-pandemic**: Community spread not expected to return
  - Sufficient community immunity and availability of treatment

### What work can we do? (Examples)
- **1 Uncontrolled growth**: All businesses
- **2 Persistent spread**: Events and gatherings of all sizes with new safety guidance and procedures
  - Social distancing rules are relaxed and large events are permitted
- **3 Flattening**: Most businesses, with strict mitigation measures
  - Restaurants / bars
  - K-12 and higher ed. (live instruction)
- **4 Improving**: Additional lower-risk businesses with strict workplace safety measures
  - Other retail, with capacity limits
  - Offices, but telework required if possible
- **5 Containing**: Critical infrastructure
  - First responders
  - Health care workers
  - Critical manufacturing
  - Food and agriculture
  - Essential retail (e.g., grocery)
  - Transportation
- **6 Post-pandemic**: Critical infrastructure
  - First responders
  - Health care workers
  - Critical manufacturing
  - Food and agriculture
  - Essential retail (e.g., grocery)
  - Transportation

### What do we need to do to stay safe?
- **1 Uncontrolled growth**: Stay Home, Stay Safe:
  - Strict social distancing, travel restrictions, face coverings, hygiene best practices, remote work
- **2 Persistent spread**: Safer at Home:
  - Continued distancing, increased face coverings
  - No gatherings
- **3 Flattening**: Safer at Home:
  - Continued distancing, face coverings, safe workplace practices
  - Small gatherings
- **4 Improving**: Additional lower-risk businesses with strict safety measures
  - Construction
  - Manufacturing
  - Real estate
  - Outdoor work
- **5 Containing**: Most businesses, with strict mitigation measures
  - Restaurants / bars
  - K-12 and higher ed. (live instruction)
  - Travel
- **6 Post-pandemic**: All businesses
  - Events and gatherings of all sizes with new safety guidance and procedures
  - Social distancing rules are relaxed and large events are permitted

Note: This framing is being updated and refined as additional guidance from CDC and public health experts becomes available.

It is also possible to move backwards if risk increases and if we stop adhering to safe practices.

PHASE 3: FLATTENING

What does it look like

This phase occurs when daily new cases and deaths remain relatively constant over a time period. Often, this occurs because communities have started to use social distancing practices and transmission rates have fallen to manageable levels. Because new cases are not constantly increasing, health system capacity has time to expand to epidemic needs and is not typically overwhelmed. During this phase, testing and contact tracing efforts are ramped up statewide. To prevent each infected individual from spreading the virus unchecked, rapid case investigation, contact tracing, and containment practices are necessary within a community.

What work can we do

Businesses and organizations

Non-critical businesses that pose lower risk of infection are able to open with increased safety measures during this phase:

- **Retail**: Limited to grocery stores and other critical retail (e.g., pharmacies), plus curbside or delivery for nonessential retail
- **Public Transportation**: Permitted
- **Restaurants & Bars**: Available for take-out, delivery and drive-through only
- **Manufacturing**: Permitted with additional safety measures and guidelines
- **Construction**: Permitted with additional safety measures and guidelines
- **Food & Agriculture**: Permitted
- **Offices**: Closed to all non-critical workers
- **Education & Child Care**: Remote learning in K-12 and higher education, child care for critical workers and anyone resuming work activities
- **Outdoor work**: Permitted with additional safety measures and guidelines

What do we need to do to stay safe

**Personal and social**

- **Social Distancing**: In place, maintain a six-foot distance from other when outdoors / in public
- **Face coverings**: Required
- **Gatherings**: Not permitted
- **Outdoor Recreation**: Walking, hiking, biking, golfing, boating permitted
- **Quarantine/Isolation**: Individuals who have confirmed or suspected COVID-19 must isolate, and any individual with a known exposure must quarantine, according to CDC and public health guidance
- **At-risk populations**: All at-risk individuals should continue to shelter in place. Members of households with at-risk residents should be aware that by returning to work or other environments where distancing is not possible, they could carry the virus back home. Precautions should be taken to isolate from at-risk residents. Businesses should strongly consider special accommodations for personnel who are members of an at-risk population
PHASE 4: IMPROVING

What does it look like

This phase occurs when the number of new cases and deaths has fallen for a period of time, but overall case levels are still high. When in the Improving phase, most new outbreaks are quickly identified, traced, and contained due to robust testing infrastructure and rapid contact tracing. Health system capacity can typically handle these new outbreaks, and therefore case fatality rate does not rise above typical levels. Though a community might be in a declining phase, the overall number of infected individuals still indicate the need for distancing to stop transmission and move to the next phase.

What work can we do

Businesses and organizations

Most business and organizations will be open throughout this phase under strict safety measures. These include:

- **Retail:** Permitted with additional safety measures and guidelines (e.g., limited capacity)
- **Public Transportation:** Permitted
- **Restaurants & Bars:** Available for take-out, delivery and drive-through only
- **Manufacturing:** Permitted with additional safety measures and guidelines
- **Construction:** Permitted with additional safety measures and guidelines
- **Food & Agriculture:** Permitted
- **Offices:** Open (remote work still required where feasible)
- **Education:** Remote learning in K-12 and higher education, summer programs in small groups
- **Outdoor work:** Permitted with additional safety measures and guidelines

Personal and social

- **Social Distancing:** In place, maintain a six-foot distance from other when outdoors / in public
- **Face coverings:** Required
- **Gatherings:** Limited to small groups with social distancing
- **Outdoor Recreation:** Walking, hiking, biking, golfing, boating permitted. Activities permitted in small groups with social distancing
- **Quarantine/Isolation:** Individuals who have confirmed or suspected COVID-19 must isolate, and any individual with a known exposure must quarantine, according to CDC and public health guidance
- **At-risk populations:** All at-risk individuals should continue to shelter in place. Members of households with at-risk residents should be aware that by returning to work or other environments where distancing is not possible, they could carry the virus back home. Precautions should be taken to isolate from at-risk residents. Businesses should strongly consider special accommodations for personnel who are members of an at-risk population
PHASE 5: CONTAINING

During the Containing phase, new cases and deaths continue to decrease for an additional period of time. At this point, the number of active cases has reached a point where infection from other members of the community is less common. With widespread testing, positivity rates often fall much lower than earlier phases. Rapid case investigation, contact tracing, and containment strategies cause new cases to continue to fall. However, if distancing and other risk mitigation efforts are not continued, infections could begin to grow again because a permanent solution to the epidemic has not yet been identified.

Businesses and organizations
Most business and organizations will be open throughout this phase under strict safety measures

- Retail: Permitted with additional safety measures and guidelines (e.g., limited capacity)
- Public Transportation: Permitted
- Restaurants & Bars: Available for dine-in with additional safety measures and guidelines
- Manufacturing: Permitted with additional safety measures and guidelines
- Construction: Permitted with additional safety measures and guidelines
- Food & Agriculture: Permitted
- Offices: Open with additional safety measures and guidelines
- Education: Live instruction in K-12 and higher education
- Outdoor work: Permitted with additional safety measures and guidelines

Personal and social
- Social Distancing: In place, maintain a six-foot distance from other when outdoors / in public
- Face coverings: Required wherever possible
- Gatherings: Increased but still limited-sized groups with social distancing
- Outdoor Recreation: All outdoor recreation allowed
- Quarantine/Isolation: Individuals who have confirmed or suspected COVID-19 must isolate, and any individual with a known exposure must quarantine, according to CDC and public health guidance
- At-risk populations: All at-risk individuals should continue to shelter in place. Members of households with at-risk residents should be aware that by returning to work or other environments where distancing is not possible, they could carry the virus back home. Precautions should be taken to isolate from at-risk residents. Businesses should strongly consider special accommodations for personnel who are members of an at-risk population
PHASE 6: POST-PANDEMIC

What does it look like

Reaching this phase would mean that community spread is not expected to return, because of sufficient community immunity and availability of treatment. Because of this, the number of infected individuals falls to nearly zero and the community does not typically experience this strain of the epidemic returning. All areas of the economy reopen, and gatherings of all sizes resume.

What work can we do

Businesses and organizations
All businesses and organizations open with some lasting safety requirements

Personal and social
Minimal to no lasting limitations on personal and/or social activities

What do we need to do to stay safe
When businesses, recreational activities, or social events resume, it is critical for these operations to have guidance on how to do so in a safe manner. COVID-19 is a highly transmittable virus, and public health responses must attempt to prevent extensive, asymptomatic spread. While widespread testing and swift isolation and quarantine of those infected or exposed is important; due to resource constraints they are not as effective as social distancing.

- Develop an infectious disease preparedness and response plan
- Prepare to implement basic infection prevention measures
- Develop policies and procedures for prompt identification and isolation of sick people
- Develop, implement, and communicate about workplace flexibility and protections
- Implement workplace controls

Techniques for improved safety include physical distancing, engineering controls, administrative controls, and the use of personal protective equipment. Best-practice mitigation strategies are demonstrated in the diagram below.

Until a vaccine or treatment is available, social distancing measures are crucial in preventing illness and death from COVID-19 within a community.

**Physical Distancing**
Wherever possible, have people work from home. This should include restructuring responsibilities to minimize the numbers of workers that need to be physically present

**Engineering Controls**
Create physical barriers between people, such as Plexiglas dividers or tape off seating

**Administrative Controls**
Redistribute responsibilities to reduce contact between individuals

**Personal Protective Equipment (PPE)**
Have people wear cloth face coverings
This section provides risk level assessment for a variety of organizations and settings. Each of these categories was assessed along three dimensions: contact intensity, number of contacts, and the degree to which the activities are considered to be modifiable (through mitigation measures such as enabling people to remain six feet apart) to reduce risk. These assessments are qualitative and based on expert judgment.

<table>
<thead>
<tr>
<th>Category</th>
<th>Contact Intensity (ranging from close to distant)</th>
<th>Number of Contacts (# of people in setting)</th>
<th>Modification Potential (degree to reduce risk)</th>
<th>Mitigation Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-essential Business</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Restaurants</td>
<td>Medium</td>
<td>Medium</td>
<td>Medium</td>
<td>National Restaurant Association, FDA</td>
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<tr>
<td>Bars</td>
<td>High</td>
<td>High</td>
<td>Medium</td>
<td>FDA</td>
</tr>
<tr>
<td>Salon, spas, other personal care industries</td>
<td>Medium/high</td>
<td>Low</td>
<td>Medium</td>
<td>State Cosmetology &amp; Barber Guidelines</td>
</tr>
<tr>
<td>Retailers</td>
<td>Low</td>
<td>Medium</td>
<td>Medium</td>
<td>State Guidance, OSHA</td>
</tr>
<tr>
<td>Gyms/Fitness Centers</td>
<td>Medium</td>
<td>Medium</td>
<td>Medium</td>
<td>CDC Small Business guidance</td>
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<tr>
<td>Theaters, museums, other indoor leisure spaces</td>
<td>Medium</td>
<td>High</td>
<td>Medium</td>
<td>Entertainment venue guidance, American for the Arts, American Alliance of Museums</td>
</tr>
<tr>
<td>Outdoor large venues (concerts, sports)</td>
<td>High</td>
<td>High</td>
<td>Medium</td>
<td>CDC Mass Gathering guidance</td>
</tr>
<tr>
<td>Indoor large venues (concerts, sports)</td>
<td>High</td>
<td>High</td>
<td>Low</td>
<td>CDC Mass Gathering guidance</td>
</tr>
<tr>
<td>Schools &amp; Childcare Facilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Childcare facilities (daycare/preschool)</td>
<td>High</td>
<td>Medium/High</td>
<td>Low/Medium</td>
<td>CDC, WHO</td>
</tr>
<tr>
<td>Schools (K-12)</td>
<td>High</td>
<td>High</td>
<td>Low</td>
<td>CDC, WHO</td>
</tr>
<tr>
<td>Contact school sport</td>
<td>High</td>
<td>Medium/High</td>
<td>Low</td>
<td>NCAA, CDC</td>
</tr>
<tr>
<td>Noncontact school sport</td>
<td>High</td>
<td>Medium</td>
<td>High</td>
<td>NCAA, CDC</td>
</tr>
<tr>
<td>Summer camps</td>
<td>High</td>
<td>High</td>
<td>Low</td>
<td>American Camp Association, Association of Camp Nursing</td>
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<tr>
<td>Institutions of Higher Learning</td>
<td>High</td>
<td>High</td>
<td>High</td>
<td>CDC, American College Health Association</td>
</tr>
<tr>
<td>Residence halls/overnight programs</td>
<td>High</td>
<td>Medium</td>
<td>Low</td>
<td>State guidance for congregate settings and residential buildings</td>
</tr>
<tr>
<td>Outdoor Spaces</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parks, walking paths/trails, dog parks</td>
<td>Low</td>
<td>Low-1</td>
<td>Low</td>
<td>State guidance</td>
</tr>
<tr>
<td>Athletic fields and outdoor congregate settings</td>
<td>Medium</td>
<td>Medium</td>
<td>Low</td>
<td>State guidance</td>
</tr>
<tr>
<td>Pools</td>
<td>Medium</td>
<td>Low</td>
<td>High</td>
<td>CDC, State guidance</td>
</tr>
<tr>
<td>Beaches, piers</td>
<td>Low</td>
<td>High</td>
<td>Medium</td>
<td>State guidance</td>
</tr>
<tr>
<td>Playgrounds, skate parks, outdoor recreation spaces</td>
<td>Medium</td>
<td>Medium</td>
<td>Medium</td>
<td>State guidance</td>
</tr>
</tbody>
</table>
## RISK ASSESSMENT

### Organizational & Specific Settings

<table>
<thead>
<tr>
<th>Category</th>
<th>Contact Intensity (ranging from close to distant)</th>
<th>Number of Contacts (# of people in setting)</th>
<th>Modification Potential (degree to reduce risk)</th>
<th>Mitigation Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Community Gathering Spaces</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Places of Worship</td>
<td>High</td>
<td>High</td>
<td>Medium</td>
<td>CDC</td>
</tr>
<tr>
<td>Libraries</td>
<td>Low</td>
<td>Low</td>
<td>Medium</td>
<td>CDC</td>
</tr>
<tr>
<td>Community Centers</td>
<td>Medium</td>
<td>High</td>
<td>Medium</td>
<td>CDC</td>
</tr>
<tr>
<td><strong>Transportation</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Buses</td>
<td>High</td>
<td>High</td>
<td>Medium</td>
<td>CDC, State guidance for public transportation</td>
</tr>
<tr>
<td>Metros/rails</td>
<td>High</td>
<td>High</td>
<td>Medium</td>
<td>CDC Transit Station, CDC Transit Workers</td>
</tr>
<tr>
<td>Airplanes</td>
<td>High</td>
<td>High</td>
<td>Medium</td>
<td>CDC</td>
</tr>
<tr>
<td>Rideshare/taxis</td>
<td>High</td>
<td>Low</td>
<td>Low</td>
<td>State guidance</td>
</tr>
<tr>
<td><strong>Mass Gatherings</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sports – tournaments, championships</td>
<td>High</td>
<td>High</td>
<td>Medium</td>
<td>CDC for Mass Gatherings</td>
</tr>
<tr>
<td>Sports – trainings</td>
<td>High (sport dependent)</td>
<td>Medium</td>
<td>Medium</td>
<td>CDC for Mass Gatherings</td>
</tr>
<tr>
<td>Religious gatherings – celebrations, festivals, pilgrimages</td>
<td>High</td>
<td>High</td>
<td>Medium</td>
<td>CDC for Mass Gatherings</td>
</tr>
<tr>
<td>Business – trades shows, conferences, conventions, workshops, retreats</td>
<td>High</td>
<td>High</td>
<td>High</td>
<td>CDC for Mass Gatherings</td>
</tr>
<tr>
<td>Entertainment – large concerts, festivals, carnivals, conventions, shows</td>
<td>High</td>
<td>High</td>
<td>Medium</td>
<td>CDC for Mass Gatherings</td>
</tr>
<tr>
<td>Politics – election rallies, polling centers, parades, speeches/addresses</td>
<td>High</td>
<td>High</td>
<td>Medium</td>
<td>CDC for Mass Gatherings</td>
</tr>
<tr>
<td><strong>Interpersonal Gatherings</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Small social parties (birthdays)</td>
<td>High</td>
<td>Medium</td>
<td>High</td>
<td>CDC guidance</td>
</tr>
<tr>
<td>Large social parties (weddings, funerals w/many attendees)</td>
<td>High</td>
<td>High</td>
<td>High</td>
<td>CDC guidance</td>
</tr>
</tbody>
</table>
This section provides local public health guidance for most industries in Luce, Mackinac, Alger, and Schoolcraft Counties and addresses the considerations needed before reopening. It is crucial also to follow all industry standards, and adhere to licensing and regulatory guidelines as issued by your specific industry. Information about COVID-19 is rapidly changing. We are committed to providing reliable and accurate information throughout this pandemic.

**Industry**
- Businesses
- Real Estate
- Government
- Manufacturing
- Construction
- Retail Establishments
- Personal Services
- Outdoor Activity
- Healthcare Providers
- Mass Gathering Areas
- Childcare Programs
- K-12 Schools
- Public Transit
- Senior Facilities
- Vulnerable Workers
**Public Health Guidance for Businesses**

**Administrative | Legal | Finance | Accounting**

**Conduct Risk Assessment**

Establish critical protective guidelines. Consider the following questions:

- Are there locations where employees routinely congregate?
- Are tools and equipment frequently shared by multiple employees?
- Does customer flow allow for social distancing measures?
- Where are areas in your business that would not allow customers and staff to properly distance?
- Who are your high risk employees?
- Is your business actively engaged in activities that promote disease transmission?
- Does your business have existing cleaning and disinfecting procedures?
- How quickly can you communicate with employees?
- Are communication resources needed in multiple languages?

**Physical Distancing**

Establish policies and procedures for social distancing. Consider the following:

- Implement flexible worksites (e.g., telework), work hours (staggered shifts), and meeting and travel options (e.g. use video-/tele-conferencing for meetings, postpone non-essential meetings or events; travel separately).
- When video-/tele-conferencing is not possible, hold meetings in open, well-ventilated spaces where distancing is possible.
- Increase physical space between employees at the worksite, and between employees and customers – especially in waiting rooms. Install plastic shields between reception staff and visitors.
- Downsize operations.
- Deliver services remotely (e.g., phone, video, web).
- Deliver products through curbside pick-up or delivery.
- Limit the number of people in elevators, bathroom, meeting spaces, and other common spaces; consider reconfiguring office spaces and environment.
- Consider canceling, adjusting, or postponing large work-related meetings or gathering that can only occur in-person.

**Engineering & Environmental Controls**

Improve engineering controls and perform routine environmental cleaning. Consider the following:

- Increase ventilation rates and percentage of outdoor air that circulates into the system.
- Support respiratory etiquette and hand hygiene for employees, customers, and visitors:
  - Provide tissues, no-touch disposal receptacles, and soap and water in the workplace (if not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol). Ensure adequate supplies are maintained and place hand sanitizers in multiple locations.
  - Place posters that encourage hand hygiene to help stop the spread of COVID-19 at the entrance to your workplace and in other areas where they are likely to be seen.
  - Discourage handshaking – encourage the use of other non-contact methods of greeting.
  - Direct employees to visit CDC website for information on coughing and sneezing etiquette and handwashing.
Public Health Guidance for Businesses
(continued)

Engineering & Environmental Controls (continued)

Improve engineering controls and perform routine environmental cleaning.
Consider the following:

- Perform routine environmental cleaning and disinfection.
  - Routinely disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
  - For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer’s instructions for all cleaning and disinfection products.
- Discourage workers from using co-workers’ phones, desks, offices, or other office tools and equipment, when possible. If they must use, provide disposable wipes so that commonly used surfaces (including doorknobs, remote controls, etc.) can be wiped down by between each use.
- Perform enhanced cleaning and disinfection after suspected cases of COVID-19 have been in the facility.

Administrative Controls

Establish administrative controls while employees and visitors are onsite.
Consider the following:

- Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace.
  - Implement daily health and temperature screenings for employees upon arriving to work.
  - Provide education and training on new processes, COVID-19, and the use of PPE while in the workplace.
- Review Human Resource policies to make sure that policies and practices are consistent with both public health recommendations and existing state and federal workplace laws.
  - Implement flexible sick leave and supportive policies and practices.
  - Ensure that sick leave policies are flexible and consistent with public health guidance and provide employee training on new policies. If sick leave is not a benefit, it is recommended that the employer draft a non-punitive emergency sick leave policy.
  - Maintain flexible policies that permit employees to stay home to care for a sick family member or take care of children due to school/daycare closures.
  - Employers should not require a positive COVID-19 test result or a healthcare provider’s note for employees who are sick to validate their illness, qualify for sick leave, or to return to work.
  - Connect employees to Employee Assistance Program (EAP) resources and community resources as needed. Employees may need additional social, behavioral, and other services for mental health support.
- Assess essential functions and the reliance that the community has on your services/products.
  - Be prepared to change your business practices, if needed, to maintain critical operations (e.g., identify alternative suppliers, prioritize existing customers, or temporarily suspend some of your operations if needed).
  - Identify alternate supply chains for critical goods and services as some may be in higher demand or unavailable.
Public Health Guidance for Businesses
(continued)

Administrative Controls (continued)
Establish administrative controls while employees and visitors are onsite.
Consider the following:
- Assess essential functions and the reliance that others and the community have on your services/products (continued).
  - Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home, and encourage them to develop non-punitive leave policies.
  - Talk with business partners about response plans. Share best practices with other businesses in your communities (especially in your supply chain), Chambers of Commerce, and associations to improve community response efforts.
  - Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children. Plan to monitor and respond to absenteeism in the workplace. Implement plans to continue your essential business functions. Prepare to institute flexible workplace and leave policies. Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.

Personal Protective Equipment (PPE)
Require the appropriate type of PPE for employees and customers.
Consider the following:
- Provide cloth face coverings and/or face shields to employees. Consider distributing gloves to employees, if needed.
- Provide hand sanitizer and disinfectant wipes throughout multiple locations within the building (e.g. meeting areas, reception areas, and common spaces).
Public Health Guidance for Real Estate

### Conduct Risk Assessment
Establish critical protective guidelines. Consider the following questions:
- Are there locations where employees routinely congregate?
- Are tools and equipment frequently shared by multiple employees?
- Does customer flow allow for social distancing measures?
- Where are areas in your business that would not allow customers and staff to properly distance?
- Who are your high risk employees?
- Is your business actively engaged in activities that promote disease transmission?
- Does your business have existing cleaning and disinfecting procedures?
- How quickly can you communicate with employees?
- Are communication resources needed in multiple languages?

### Physical Distancing
Establish policies and procedures for social distancing. Consider the following:
- Maintain 6-feet separation between employees, and discourage shared spaces.
- Avoid meetings or groups of more than 10 employees, clients, or customers; limit the number of on-site customers to continuously maintain 6-feet distancing.
- Open houses or showings should include social distancing measures while wearing appropriate face coverings; utilize virtual tours as much as possible.

### Engineering & Environmental Controls
Improve engineering controls and perform routine environmental cleaning.
Consider the following:
- Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible.
- Support respiratory etiquette and hand hygiene for employees, customers, and visitors:
  - Provide tissues, no-touch disposal receptacles, and soap and water at each showing (if not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol). Ensure adequate supplies are maintained and place hand sanitizers in multiple locations.
  - Place posters that encourage hand hygiene to help stop the spread of COVID-19 at the entrance to your showing and in other areas where they are likely to be seen.
  - Discourage handshaking – encourage the use of other non-contact methods of greeting.
- Consider installing plastic shields to provide protection between employees and customers.
- Use contactless payment and paperwork solutions when possible.
- Perform routine environmental cleaning and disinfection
  - Routinely disinfect all frequently touched surfaces. For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer’s instructions for all cleaning and disinfection products.
  - For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer’s instructions for all cleaning and disinfection products.
Administrative Controls
Establish administrative controls while employees and visitors are onsite.
Consider the following:
- Implement symptom monitoring protocols such as temperature and symptom checks.
- Require employees with symptoms to stay home or telework.
- Accommodate employees who are vulnerable individuals; create special hours when practical.
- Provide flexible options for employees with child or elder-care obligations.
- Complete required paperwork through electronic measures, utilizing tele- or conference call meetings for finalizing paperwork.

Personal Protective Equipment (PPE)
Require the appropriate type of PPE for employees and customers.
Consider the following:
- Provide appropriate PPE, such as cloth face coverings and gloves, as needed.
**Physical Distancing**

Establish policies and procedures for social distancing. Consider the following:

- Implement flexible worksites (e.g., telework), work hours (staggered shifts), and meeting and travel options (e.g., use video-/tele-conferencing for meetings, postpone non-essential meetings or events; travel separately).
- When video-/tele-conferencing is not possible, hold meetings in open, well-ventilated spaces.
- Increase physical space between employees at the worksite, and between employees and customers – especially in work spaces, breakroom/cafeteria, and waiting rooms (e.g., drive through options, partitions). Install plastic shields between reception staff and visitors.

**Engineering & Environmental Controls**

Improve engineering controls and perform routine environmental cleaning.

Consider the following:

- Increase ventilation rates and percentage of outdoor air that circulates into the system.
- Support respiratory etiquette and hand hygiene for employees, customers, and visitors by:
  - Provide tissues and no-touch disposal receptacles, and soap and water in the workplace (if not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol). Ensure adequate supplies are maintained and place hand sanitizers in multiple locations.
  - Place posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other areas where they are likely to be seen.
  - Discourage handshaking – encourage the use of other non-contact methods of greeting.
  - Direct employees to visit CDC website for information on coughing and sneezing etiquette and handwashing.
- Establish policies and procedures for social distancing.
- Downsize service operations, offering services remotely (phone, web, video) and the delivery of services through curbside pickup.
- Limit the number of people in elevators, bathroom, meeting spaces, and other common spaces; consider redesign office spaces and environment.
- Consider canceling, adjusting, or postponing large work-related meetings or gathering that can only occur in-person.
Engineering & Environmental Controls (continued)

Improve engineering controls and perform routine environmental cleaning.

Consider the following:

- Perform routine environmental cleaning and disinfection.
  - Routinely disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
  - For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer’s instructions for all cleaning and disinfection products.
- Discourage workers from using co-workers’ phones, desks, offices, or other office tools and equipment, when possible. If they must use, provide disposable wipes so that commonly used surfaces (including doorknobs, remote controls, etc.) can be wiped down by between each use.
- Perform enhanced cleaning and disinfection after suspected cases of COVID-19 have been in the facility.

Administrative Controls

Establish administrative controls while employees and visitors are onsite.

Consider the following:

- Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace.
  - Implement daily health and temperature screenings for employees upon arriving to work.
  - Implement similar health screening for visitors and clients entering building.
  - Provide education and training on new processes, COVID-19, and the use of PPE while in the building.
- Review Human Resource policies to make sure that policies and practices are consistent with both public health recommendations and existing state and federal workplace laws.
  - Implement flexible sick leave and supportive policies and practices.
  - Ensure that sick leave policies are flexible and consistent with public health guidance and provide employee training on new policies. If sick leave is not a benefit, it is recommended that the employer draft a non-punitive emergency sick leave policy.
  - Maintain flexible policies that permit employees to stay home to care for a sick family member or take care of children due to school/daycare closures.
  - Employers should not require a positive COVID-19 test result or a healthcare provider’s note for employees who are sick to validate their illness, qualify for sick leave, or to return to work.
  - Connect employees to Employee Assistance Program (EAP) resources and community resources as needed.
    - Employees may need additional social, behavioral, and other services for mental health support.
  - Develop communication plans for employee concerns and stresses.
- Assess essential functions and the reliance that the community has on your services/products.
  - Identify alternate supply chains for critical goods and services as some may be in higher demand or unavailable.
  - Talk with companies that provide your organization with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
Assess essential functions and the reliance that the community has on your services/products (continued).

Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children. Plan to monitor and respond to absenteeism in the workplace. Implement plans to continue your essential business functions. Prepare to institute flexible workplace and leave policies. Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.

Personal Protective Equipment (PPE)

Require the appropriate type of PPE for employees and customers.

Consider the following:

- Require staff to wear cloth face coverings.
- Provide cloth face coverings and/or face shields to employees. Consider distributing gloves to employees, if needed.
- PPE usage will vary due to job requirements and work environments. Additional PPE may include medical or surgical gowns, fluid-resistant coveralls, aprons, other disposable/reusable protective clothing, goggles, face shields, gloves and/or cloth masks.
- Provide visitors and clients a face covering as an option upon entering the building.
- Provide hand sanitizer and disinfectant wipes throughout multiple locations within the building (e.g. meeting areas, reception areas, and common spaces).
Public Health Guidance for Manufacturing

**Conduct Risk Assessment**

Establish critical protective guidelines. Consider the following questions:

- Are there locations where employees routinely congregate?
- Are tools and equipment frequently shared by multiple employees?
- Does customer flow allow for social distancing measures?
- Where are areas in your business that would not allow customers and staff to properly distance?
- Who are your high risk employees?
- Is your business actively engaged in activities that promote disease transmission?
- Does your business have existing cleaning and disinfecting procedures?
- How quickly can you communicate with employees?
- Are communication resources needed in multiple languages?

**Physical Distancing**

Establish policies and procedures for social distancing. Consider the following:

- Develop social distancing plan. Configure work spaces at least six feet apart. Mark appropriate distances for lines, in locker rooms, breakrooms, and other necessary locations so staff have visual cues to maintain distance.
- Implement flexible worksites (e.g., telework), work hours (staggered shifts), and meeting and travel options (e.g. use video-/tele-conferencing for meetings, postpone non-essential meetings or events; travel separately).
- Establish staggered start, break, and lunch times to reduce density during entry and screening stations.
- When video-/tele-conferencing is not possible, hold meetings in open, well-ventilated spaces where distancing is possible.
- Consider canceling, adjusting, or postponing large work-related meetings or gathering that can only occur in-person.
- Increase physical space between employees at the worksite, and between employees and customers – especially in work spaces, breakroom/cafeteria, and waiting rooms. Install plastic shields between reception staff and visitors.
- Downsize service operations, offering services remotely (phone, web, video) and the delivery of services through curbside pickup.
- Limit the number of people in elevators, bathroom, meeting spaces, and other common spaces; consider reconfiguring office spaces and environment.

**Engineering & Environmental Controls**

Improve engineering controls and perform routine environmental cleaning.

Consider the following:

- Consider shields between work lines.
- Increase ventilation rates and percentage of outdoor air that circulates into the system.
Engineering & Environmental Controls

Improve engineering controls and perform routine environmental cleaning.

Consider the following:

- Support respiratory etiquette and hand hygiene for employees, customers, and visitors:
  - Provide tissues, no-touch disposal receptacles, and soap and water in the workplace (if not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol). Employees should wash their hands frequently throughout the day. If hands are visibly dirty, soap and water should be chosen over hand sanitizer. Ensure adequate supplies are maintained and place hand sanitizers in multiple locations.
  - Place posters that encourage hand hygiene to help stop the spread of COVID-19 at the entrance to your workplace and in other areas where they are likely to be seen.
  - Discourage handshaking – encourage the use of other non-contact methods of greeting.
  - Direct employees to visit CDC website for information on coughing and sneezing etiquette and handwashing.
- Discourage workers from using co-workers’ phones, desks, offices, or other office tools and equipment, when possible. If they must use, provide disposable wipes so that commonly used surfaces (including doorknobs, remote controls, etc.) can be wiped down by between each use.

Administrative Controls

Establish administrative controls while employees and visitors are onsite.

Consider the following:

- Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace.
  - Implement daily health and temperature screenings for employees upon arriving to work.
  - Provide education and training on new processes, COVID-19, and the use of PPE while in the workplace.
- Review Human Resource policies to make sure that policies and practices are consistent with both public health recommendations and existing state and federal workplace laws.
  - Implement flexible sick leave and supportive policies and practices.
  - Ensure that sick leave policies are flexible and consistent with public health guidance and provide employee training on new policies. If sick leave is not a benefit, it is recommended that the employer draft a non-punitive emergency sick leave policy.
  - Maintain flexible policies that permit employees to stay home to care for a sick family member or take care of children due to school/daycare closures.
  - Employers should not require a positive COVID-19 test result or a healthcare provider’s note for employees who are sick to validate their illness, qualify for sick leave, or to return to work.
  - Connect employees to Employee Assistance Program (EAP) resources and community resources as needed.
    - Employees may need additional social, behavioral, and other services for mental health support.
- Assess essential functions and the reliance that the community has on your services/products.
  - Be prepared to change your business practices, if needed, to maintain critical operations (e.g., identify alternative suppliers, prioritize existing customers, or temporarily suspend some of your operations if needed).
Administrative Controls
Establish administrative controls while employees and visitors are onsite.
Consider the following:

- Assess essential functions and the reliance that the community has on your services/products (continued).
  - Identify alternate supply chains for critical goods and services as some may be in higher demand or unavailable.
  - Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop a non-punitive leave policies.
  - Talk with business partners about response plans. Share best practices with other businesses in your communities (especially in your supply chain), Chambers of Commerce, and associations to improve community response efforts.
  - Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children. Plan to monitor and respond to absenteeism in the workplace. Implement plans to continue your essential business functions. Prepare to institute flexible workplace and leave policies. Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.

Personal Protective Equipment (PPE)
Require the appropriate type of PPE for employees and customers.
Consider the following:

- Require all employees to wear cloth face coverings and gloves.
- Those workers with medium exposure risk (as defined in the Risk Assessment section on pages 10-11) need to wear some combination of gloves, face coverings and/or face shield or goggles. Instruction on proper donning and doffing (placing on and taking off) of PPE should be provided.
**Public Health Guidance for Construction**

**Conduct Risk Assessment**

*Establish critical protective guidelines. Consider the following questions:*

- Are there locations where employees routinely congregate?
- Are tools and equipment frequently shared by multiple employees?
- Does customer flow allow for social distancing measures?
- Where are areas in your business that would not allow customers and staff to properly distance?
- Who are your high risk employees?
- Is your business actively engaged in activities that promote disease transmission?
- Does your business have existing cleaning and disinfecting procedures?
- How quickly can you communicate with employees?
- Are communication resources needed in multiple languages?

**Physical Distancing**

*Establish policies and procedures for social distancing. Consider the following:*

- Practice sensible social distancing and maintain six feet between co-workers, where possible.
- Advise workers to avoid physical contact with others and direct employees/contractors/visitors to increase personal space to at least six feet, where possible.
- Where work trailers are used, all workers should maintain social distancing while inside the trailers.
- Keep in-person meetings (including toolbox talks and safety meetings) as short as possible, limit the number of workers in attendance, and use social distancing practices.
- Establish flexible work hours (e.g., staggered shifts), if feasible.

**Engineering & Environmental Controls**

*Improve engineering controls and perform routine environmental cleaning. Consider the following:*

- Support respiratory etiquette and hand hygiene for employees, customers, and visitors:
  - Provide tissues, no-touch disposal receptacles, and soap and water at the worksite (if not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol). Employees should wash their hands frequently throughout the day. If hands are visibly dirty, soap and water should be chosen over hand sanitizer. Ensure adequate supplies are maintained and place hand sanitizers in multiple locations.
  - Place posters that encourage hand hygiene to help stop the spread of COVID-19 at the entrance to your workplace and in other areas where they are likely to be seen.
  - Discourage handshaking – encourage the use of other non-contact methods of greeting.
  - Direct employees to visit CDC website for information on coughing and sneezing etiquette and handwashing.
- To the extent tools or equipment must be shared, provide and instruct workers in the use of alcohol-based wipes to clean tools before and after use. When cleaning tools and equipment, workers should consult manufacturer recommendations for proper cleaning techniques and restrictions.
Public Health Guidance for Construction
(continued)

**Engineering & Environmental Controls**

Improve engineering controls and perform routine environmental cleaning.

Consider the following:

- For work activities where social distancing is a challenge, consider limiting the duration of these activities and/or implementing innovative approaches, such as temporarily moving or repositioning workstations to create more distance or installing barriers (e.g., Plexiglas shields) between workstations.
- Clean and disinfect portable jobsite toilets regularly. Hand sanitizer dispensers should be filled regularly. Frequently touched items (i.e., door pulls and toilet seats) should be disinfected.

**Administrative Controls**

Establish administrative controls while employees and visitors are onsite.

Consider the following:

- Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace.
  - Implement daily health and temperature screenings for employees upon arriving to work.
  - Provide education and training on new processes, COVID-19, and the use of PPE while in the building.
- Review Human Resource policies to make sure that policies and practices are consistent with both public health recommendations and existing state and federal workplace laws.
  - Implement flexible sick leave and supportive policies and practices.
  - Ensure that sick leave policies are flexible and consistent with public health guidance and provide employee training on new policies. If sick leave is not a benefit, it is recommended that the employer draft a non-punitive emergency sick leave policy.
  - Maintain flexible policies that permit employees to stay home to care for a sick family member or take care of children due to school/daycare closures.
  - Employers should not require a positive COVID-19 test result or a healthcare provider’s note for employees who are sick to validate their illness, qualify for sick leave, or to return to work.
  - Connect employees to Employee Assistance Program (EAP) resources and community resources as needed. Employees may need additional social, behavioral, and other services for mental health support.
- Assess essential functions and the reliance that the community has on your services/products.
  - Be prepared to change your business practices, if needed, to maintain critical operations (e.g., identify alternative suppliers, prioritize existing customers, or temporarily suspend some of your operations if needed).
  - Identify alternate supply chains for critical goods and services as some may be in higher demand or unavailable.
  - Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
  - Talk with business partners about response plans. Share best practices with other businesses in your communities (especially in your supply chain), Chambers of Commerce, and associations to improve community response efforts.
Public Health Guidance for Construction
(continued)

Administrative Controls
Establish administrative controls while employees and visitors are onsite.
Consider the following:
- Encourage workers to report any safety and health concerns.
- Train workers how to properly put on, use/wear and take off protective clothing and equipment.

Personal Protective Equipment (PPE)
Require the appropriate type of PPE for employees and customers.
Consider the following:
- Allow workers to wear face coverings over their nose and mouth to prevent spreading COVID-19.
- Continue to use other normal control measures, including personal protective equipment (PPE), necessary to protect workers from other job hazards associated with construction activities.
Public Health Guidance for Retail Establishments

**Conduct Risk Assessment**

Establish critical protective guidelines. Consider the following questions:

- Are there locations where employees routinely congregate?
- Are tools and equipment frequently shared by multiple employees?
- Does customer flow allow for social distancing measures?
- Where are areas in your business that would not allow customers and staff to properly distance?
- Who are your high risk employees?
- Is your business actively engaged in activities that promote disease transmission?
- Does your business have existing cleaning and disinfecting procedures?
- How quickly can you communicate with employees?
- Are communication resources needed in multiple languages?

**Physical Distancing**

Establish policies and procedures for social distancing. Consider the following:

- Ensure that employees and customers limit close contact (stay six feet apart). Appoint a staff person who will ensure that people standing in any lines or meeting in rooms maintain physical distance.
- In areas of high-volume traffic, utilize spacing tools for social distancing screenings and lines (e.g., place tape on floor to keep people adequately spaced; place arrows in the aisle to direct the flow of movement in one direction).
- Provide services by appointment, take-out/delivery options or curbside pick-up. Establish designated pick-up zones for customers to help maintain social distancing.
- Establish online, no touch payment systems/processes.
- Consider strategies to minimize face-to-face contact and deliver services remotely (e.g., drive-thru windows, phone-based communication, online order).
- Reduce on premise capacity by 50% and limit to a maximum of 50 people, not including staff.
- Reconfigure retail space to enable social distancing (e.g. reduce inventory on floor, use smaller displays, strategically place inventory).
- Establish staggered lunch and break times for staff.

**Engineering & Environmental Controls**

Improve engineering controls and perform routine environmental cleaning.

Consider the following:

- Consider installing physical barriers, such as clear plastic guards where feasible (e.g. purchase point).
- Increase ventilation rates and percentage of outdoor air that circulates into the system.
- Support respiratory etiquette and hand hygiene for employees, customers, and visitors by:
  - Provide tissues, no-touch disposal receptacles, and soap and water in the workplace (if not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol). Employees should wash their hands frequently throughout the day. If hands are visibly dirty, soap and water should be chosen over hand sanitizer. Ensure adequate supplies are maintained and place hand sanitizers in multiple locations.
  - Place posters that encourage hand hygiene to help stop the spread of COVID-19 at the entrance to your workplace and in other areas where they are likely to be seen.
Engineering & Environmental Controls (continued)

Improve engineering controls and perform routine environmental cleaning.

Consider the following:

- Support respiratory etiquette and hand hygiene for employees, customers, and visitors by:
  - Discourage handshaking – encourage the use of other non-contact methods of greeting.
  - Direct employees to visit CDC website for information on coughing and sneezing etiquette and handwashing.
- Discourage workers from using co-workers’ phones, desks, offices, or other office tools and equipment, when possible. If they must use, provide disposable wipes so that commonly used surfaces (including doorknobs, remote controls, etc.) can be wiped down between each use.

Administrative Controls

Establish administrative controls while employees and visitors are onsite.

Consider the following:

- Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace.
  - Implement daily health and temperature screening for employees upon arriving to work.
  - Provide education and training on new processes, COVID-19, and the use of PPE while in the building.
- Review Human Resource policies to make sure that policies and practices are consistent with both public health recommendations and existing state and federal workplace laws.
  - Implement flexible sick leave and supportive policies and practices.
  - Ensure that sick leave policies are flexible and consistent with public health guidance and provide employee training on new policies. If sick leave is not a benefit, it is recommended that employers draft a non-punitive emergency sick leave policy.
  - Maintain flexible policies that permit employees to stay home to care for a sick family member or take care of children due to school/daycare closures.
  - Employers should not require a positive COVID-19 test result or a healthcare provider’s note for employees who are sick to validate their illness, qualify for sick leave, or to return to work.
  - Connect employees to Employee Assistance Program (EAP) resources and community resources as needed. Employees may need additional social, behavioral, and other services for mental health support.
  - Consider temporarily assigning employees at high risk for virus to duties that do not involve close contact with the public.
- Assess essential functions and the reliance that the community has on your services/products.
  - Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
  - Talk with business partners about response plans. Share best practices with other businesses in your communities (especially in your supply chain), Chambers of Commerce, and associations to improve community response efforts.
Administrative Controls (continued)

Establish administrative controls while employees and visitors are onsite. Consider the following:

- Assess essential functions and the reliance that the community has on your services/products (continued).
  - Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children. Plan to monitor and respond to absenteeism in the workplace. Implement plans to continue your essential business functions. Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.

Personal Protective Equipment (PPE)

Require the appropriate type of PPE for employees and customers. Consider the following:

- Workers with medium exposure risk (as defined in the Risk Assessment need to wear some combination of gloves, face coverings, and/or face shield or goggles.
- Consider providing cloth face coverings.
- Consider requiring customers to wear cloth face coverings upon entry. Keep in mind some customers may not be able to wear face coverings due to medical conditions. For this reason, be mindful of discriminatory behavior from staff or customers.
Public Health Guidance for Personal Services
Salons | Barbershops | Tattoo Parlors | Spas

**Conduct Risk Assessment**
Establish critical protective guidelines. Consider the following questions:

- Are there locations where employees routinely congregate?
- Are tools and equipment frequently shared by multiple employees?
- Does customer flow allow for social distancing measures?
- Where are areas in your business that would not allow customers and staff to properly distance?
- Who are your high risk employees?
- Is your business actively engaged in activities that promote disease transmission?
- Does your business have existing cleaning and disinfecting procedures?
- How quickly can you communicate with employees?
- Are communication resources needed in multiple languages?

**Physical Distancing**
Establish policies and procedures for social distancing. Consider the following:

- Staff work spaces must be assessed and reconfigured so staff in the building can socially distance and limit working together in confined areas.
- Spread out appointments between all patrons so there is no waiting or limited number of people in waiting areas. Waiting areas should be reconfigured to accommodate at least six feet between patrons.

**Engineering & Environmental Controls**
Improve engineering controls and perform routine environmental cleaning. Consider the following:

- Increase ventilation rates and percentage of outdoor air that circulates into the system.
- Support respiratory etiquette and hand hygiene for employees, customers, and visitors by:
  - Provide tissues, no-touch disposal receptacles, and soap and water in the workplace (if not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol). Ensure adequate supplies are maintained and place hand sanitizers in multiple locations.
  - Place posters that encourage hand hygiene to help stop the spread of COVID-19 at the entrance to your workplace and in other areas where they are likely to be seen.
  - Discourage handshaking or hugging – encourage the use of other non-contact methods of greeting.
  - Direct employees to visit CDC website for information on coughing and sneezing etiquette and handwashing.
- Perform routine environmental cleaning and disinfection.
  - Routinely disinfect all frequently touched surfaces in the workplace, such as tools, implements, countertops, treatment rooms, chairs, hair washing stations, reception areas, styling stations, pedicure bowls, and restrooms. Wipe down workstations between all patrons. Provide disposable wipes to employees for ease of disinfecting areas.
**Engineering & Environmental Controls (continued)**

Improve engineering controls and perform routine environmental cleaning.

Consider the following:

- Perform routine environmental cleaning and disinfection.
  - For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer’s instructions for all cleaning and disinfection products.
  - Eliminate all magazines, book, newspapers, menus or other unnecessary papers or unnecessary objects that patrons frequently touch.
  - Avoid the use of cash, when possible. Credit/debit transactions preferred, using card swiping or chip insertion with no signature. Wipe credit/debit transaction pad between uses of each patron.
- Perform enhanced cleaning and disinfection after suspected cases of COVID-19 have been in the facility.

**Administrative Controls**

Establish administrative controls while employees and visitors are onsite.

Consider the following:

- Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace
  - Implement daily health and temperature screening for employees upon arriving to work.
- Review Human Resource policies to make sure that policies and practices are consistent with both public health recommendations and existing state and federal workplace laws.
  - Implement flexible sick leave and supportive policies and practices.
  - Ensure that sick leave policies are flexible and consistent with public health guidance and provide employee training on new policies. If sick leave is not a benefit, it is recommended that the employer draft a non-punitive emergency sick leave policy.
  - Maintain flexible policies that permit employees to stay home to care for a sick family member or take care of children due to school/daycare closures.
  - Employers should not require a positive COVID-19 test result or a healthcare provider’s note for employees who are sick to validate their illness, qualify for sick leave, or to return to work.
  - Connect employees to Employee Assistance Program (EAP) resources and community resources as needed. Employees may need additional social, behavioral, and other services for mental health support.
- Assess essential functions and the reliance that the community has on your services/products.
  - Be prepared to change your business practices, if needed, to maintain critical operations (e.g., identify alternative suppliers, prioritize existing customers, or temporarily suspend some of your operations if needed).
  - Identify alternate supply chains for critical goods and services as some may be in higher demand or unavailable.
  - Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
Administrative Controls (continued)

Establish administrative controls while employees and visitors are onsite.

Consider the following:

- Assess essential functions and the reliance that the community have on your services/products.
  - Talk with business partners about response plans. Share best practices with other businesses in your
    communities (especially in your supply chain), Chambers of Commerce, and associations to improve
    community response efforts.
  - Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay
    home to care for sick family members, and those who must stay home to watch their children. Plan to
    monitor and respond to absenteeism at the workplace. Implement plans to continue your essential business
    functions. Prepare to institute flexible workplace and leave policies. Cross-train employees to perform
    essential functions so the workplace can operate even if key employees are absent.
- Do not accept sick patrons. Have them reschedule. Send policy reminders through text or phone.

Personal Protective Equipment (PPE)

Require the appropriate type of PPE for employees and customers.

Consider the following:

- Provide gloves, face shields and protective washable gowns for procedures that require touching of patrons
  faces or neck areas (such as massages or spa treatments).
- Provide cloth masks to all employees. Consider distributing face shields and gloves to employees, if needed
- Provide hand sanitizer and disinfectant wipes at multiple locations throughout the building (e.g. meeting
  areas, reception areas, and common spaces).
- Follow all OSHA applicable regulations.
- Follow CDC guidelines for cloth and surgical masks or fabric coverings.
- Consider requiring customers to wear cloth face coverings upon entry. Keep in mind some customers may not
  be able to wear face coverings due to medical conditions. For this reason, be mindful of discriminatory
  behavior from staff or customers.
Public Health Guidance for Outdoor Activity
Recreation | Industry | Tourism

### Conduct Risk Assessment
Establish critical protective guidelines. Consider the following questions:

- Are there locations where employees routinely congregate?
- Are tools and equipment frequently shared by multiple employees?
- Does customer flow allow for social distancing measures?
- Where are areas in your business that would not allow customers and staff to properly distance?
- Who are your high risk employees?
- Is your business actively engaged in activities that promote disease transmission?
- Does your business have existing cleaning and disinfecting procedures?
- How quickly can you communicate with employees?
- Are communication resources needed in multiple languages?

### Physical Distancing
Establish policies and procedures for social distancing. Consider the following:

**Recreation**
- Maximize physical distance from others.
- Limit group sizes.
- Places where appropriate physical distancing may not be practical should be avoided unless precautionary measures are taken.
- Avoid congregating in the parking lot or restrooms.

**Industry**
- Limit work crew sizes.
- Travel separately to and from the job site.
- Maximize physical distance between co-workers.
- Maximize distance between staff and customers.

**Tourism**
- Limit group sizes.
- Maximize physical distancing.
- Consider tourism limitation by geographic region.
- Places, events, services, and attractions where appropriate physical distancing may not be practical should be avoided unless precautionary measures are taken.
- Avoid congregating in parking lot or restrooms.

### Engineering & Environmental Controls
Improve engineering controls and perform routine environmental cleaning.

**Consider the following:**

**Recreation**
- Close areas where physical distancing is not practical.
- Employ barriers and signage to prevent access to closed buildings and playgrounds.
- Use signage to limit occupancy and maximize physical distancing.
- Eliminate trash receptacles with lids that require touching. Replace with no-touch trash receptacles. Require carry in/carry out.
- Close courts for sports where physical contact is likely.
- Pools remain closed.
- Enhanced cleaning and sanitizing of common contact surfaces.

**Establish critical protective guidelines. Consider the following questions:**

- Are there locations where employees routinely congregate?
- Are tools and equipment frequently shared by multiple employees?
- Does customer flow allow for social distancing measures?
- Where are areas in your business that would not allow customers and staff to properly distance?
- Who are your high risk employees?
- Is your business actively engaged in activities that promote disease transmission?
- Does your business have existing cleaning and disinfecting procedures?
- How quickly can you communicate with employees?
- Are communication resources needed in multiple languages?

**Establish policies and procedures for social distancing. Consider the following:**

- Maximize physical distance from others.
- Limit group sizes.
- Places where appropriate physical distancing may not be practical should be avoided unless precautionary measures are taken.
- Avoid congregating in the parking lot or restrooms.

**Limit work crew sizes.**
- Travel separately to and from the job site.
- Maximize physical distance between co-workers.
- Maximize distance between staff and customers.

**Limit group sizes.**
- Maximize physical distancing.
- Consider tourism limitation by geographic region.
- Places, events, services, and attractions where appropriate physical distancing may not be practical should be avoided unless precautionary measures are taken.
- Avoid congregating in parking lot or restrooms.

**Close areas where physical distancing is not practical.**
- Employ barriers and signage to prevent access to closed buildings and playgrounds.
- Use signage to limit occupancy and maximize physical distancing.
- Eliminate trash receptacles with lids that require touching. Replace with no-touch trash receptacles. Require carry in/carry out.
- Close courts for sports where physical contact is likely.
- Pools remain closed.
- Enhanced cleaning and sanitizing of common contact surfaces.
**Public Health Guidance for Outdoor Activity**

(continued)

**Engineering & Environmental Controls (continued)**

Improve engineering controls and perform routine environmental cleaning.

**Consider the following:**

- **Industry**
  - Signage and barriers to restrict vehicle occupancy.
  - Close common areas where employees congregate such as breakrooms.
  - Eliminate coffee pots and other shared non-essential items.
  - Enhanced cleaning and sanitizing of equipment and common contact surfaces.

- **Tourism**
  - Close buildings, services, attractions, and events where physical distancing is not practical.
  - Barriers and signage to prevent access to closed buildings.
  - Close common areas of buildings where physical distancing is not possible.
  - Barriers and signage to maximize physical distancing.
  - Enhanced cleaning and sanitizing of common contact surfaces.
  - Install physical barriers such as plexiglass between customer service staff and customers.
  - Adjust work areas to maximize separation between employees.
  - Install physical barriers such as plexiglass between employees when necessary.

**Administrative Controls**

Establish administrative controls while employees and visitors are onsite.

**Consider the following:**

- **Recreation**
  - Conduct health screenings with employees before starting work and at the end of shift.
  - Require currently or recently sick staff to stay at home.
  - Provide sick leave.
  - Utilize online payments for park permits, marina fees, and green fees.
  - Individual closures may be necessary if social distancing guidelines are not followed.
  - Enforcement by law enforcement agencies.

- **Industry**
  - Conduct health screenings with employees before starting work and at the end of shift.
  - Require currently or recently sick staff to stay at home.
  - Provide sick leave.
  - Provide electronic/online pay option for customers.
  - Provide supervision to ensure physical distancing is followed.
  - Minimize sharing of equipment.
Administrative Controls (continued)

Establish administrative controls while employees and visitors are onsite.

Consider the following:

- Tourism
  - Limit number of customers.
  - Conduct health screenings with employees before starting work and at the end of shift.
  - Require currently or recently sick staff to stay at home.
  - Provide sick leave.
  - Provide electronic/online pre-pay only options for tickets to entrances.
  - Limit hours to allow for additional cleaning.
  - Health screening for guests, when practical.

Personal Protective Equipment (PPE)

Require the appropriate type of PPE for employees and customers.

Consider the following:

- Provide cloth face coverings and/or face shields to employees. Consider distributing gloves to employees, if needed.
- Provide hand sanitizer and disinfectant wipes throughout multiple locations within the building (e.g. meeting areas, reception areas, and common spaces).
Public Health Guidance for Healthcare

Providers | EMS | Nursing Care Facilities

**Conduct Risk Assessment**
Establish critical protective guidelines. Consider the following questions:

- Are there locations where employees routinely congregate?
- Are tools and equipment frequently shared by multiple employees?
- Does customer flow allow for social distancing measures?
- Where are areas in your business that would not allow customers and staff to properly distance?
- Who are your high risk employees?
- Is your business actively engaged in activities that promote disease transmission?
- Does your business have existing cleaning and disinfecting procedures?
- How quickly can you communicate with employees?
- Are communication resources needed in multiple languages?

**Physical Distancing**
Establish policies and procedures for social distancing. Consider the following:

- Where appropriate, employers should develop policies and procedures for immediately isolating people who have signs and/or symptoms of COVID-19, and train workers to implement them. Move potentially infectious people to a location away from workers, customers, and other visitors. Although most worksites do not have specific isolation rooms, designated areas with closable doors may serve as isolation rooms until potentially sick people can be removed from the worksite.
- If possible, isolate people suspected of having COVID-19 separately from those with confirmed cases of the virus to prevent further transmission – particularly in worksites where medical screening, triage, or healthcare activities occur, using either permanent (e.g., wall/different room) or temporary barrier (e.g., plastic sheeting).
- Restrict the number of personnel entering isolation areas.

**Engineering & Environmental Controls**
Improve engineering controls and perform routine environmental cleaning.

Consider the following:

- Ensure appropriate air-handling system are installed and maintained in healthcare facilities [www.cdc.gov/mmwr/preview/mmwrhtml/rr5210a1.htm](http://www.cdc.gov/mmwr/preview/mmwrhtml/rr5210a1.htm).
- Recommend that patients with known or suspected COVID-19 (e.g., person under investigation) should be placed in an airborne infection isolation room (AIIR), if available.
- Use isolation rooms when available for performing aerosol-generating procedures on patients with known or suspected COVID-19. For postmortem activities, use autopsy suites or other similar isolation facilities when performing aerosol-generating procedures on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death [https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-postmortem-specimens.html](https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-postmortem-specimens.html).
- Use special precautions associated with Biosafety Level 3 when handling specimens from known or suspected COVID-19 patients.
Administrative Controls
Establish administrative controls while employees and visitors are onsite.
Consider the following:
- Develop and implement policies that reduce exposure, such as grouping COVID-19 patients when single rooms are not available.
- Post signs requesting patients and family members to immediately report symptoms of respiratory illness on arrival at the healthcare facility and use disposable face masks.
- Consider offering enhanced medical monitoring of workers during COVID-19 outbreaks.
- Provide all workers with job-specific education and training on preventing transmission of COVID-19 including initial and routine training updates.
- Ensure that psychological and behavioral supports are available to address employee stress.

Personal Protective Equipment (PPE)
Require the appropriate type of PPE for employees and customers.
Consider the following:
- Most workers at high or very high exposure risk (as defined in the Risk Assessment section on page 10-11) likely need to wear gloves, a gown, a face shield/goggles, and either a face mask or respirator, depending on their job tasks and exposure risks.
- Those who work closely with (either in contact with, or within six feet of) patients know to be, or suspected of being infected with COVID-19, should wear respirators.
- PPE ensembles may vary, especially for workers in laboratories or morgue/mortuary facilities who may need additional protection against blood, body fluids, chemicals, and other materials to which they may be expose. Additional PPE may include medical/surgical gowns, fluid-resistant coveralls, aprons, or other disposable or reusable protective clothing.
- Take steps to limit spread of the respiratory secretions of a person who may have COVID-19. Provide a face/surgical mask, if feasible and available, and ask the person to wear it, if tolerated. The face/surgical mask on the infected person acts to contain potentially infectious respiratory secretions at the source (e.g., the person’s nose and mouth).
- Provide emergency responders and other essential personnel who may be exposed while outside of the facility with alcohol-based hand rubs containing at least 60% alcohol for decontamination in the field.
Public Health Guidance for Mass Gathering Areas
Libraries | Places of Worship | Community Centers

**Conduct Risk Assessment**

Establish critical protective guidelines. Consider the following questions:

- Are there locations where employees routinely congregate?
- Are tools and equipment frequently shared by multiple employees?
- Does customer flow allow for social distancing measures?
- Where are areas in your business that would not allow customers and staff to properly distance?
- Who are your high risk employees?
- Is your business actively engaged in activities that promote disease transmission?
- Does your business have existing cleaning and disinfecting procedures?
- How quickly can you communicate with employees?
- Are communication resources needed in multiple languages?

**Physical Distancing**

Establish policies and procedures for social distancing. Consider the following:

- Implement flexible worksites (e.g., telework), work hours (staggered shifts), and meeting and travel options (e.g. use video-/tele-conferencing for meetings, postpone non-essential meetings or events; travel separately).
- Staff should be included in facility risk assessments, especially in decision about how they do their own work.
- Facilities should participate in community conversation and coordinate with the local public health department to ensure their plans and procedures reflect the best practices adopted in the community.
- Deliver services remotely (e.g., phone, video, web) when possible.
- Deliver products through curbside pick-up or delivery when possible.
- Limit the number of people in elevators, bathroom, meeting spaces, and other common spaces; consider reconfiguring office spaces, large gathering spaces, and environment.
- Consider canceling, adjusting, or postponing large meetings or gathering that can only occur in-person.
- When video-/tele-conferencing is not possible, hold meetings in open, well-ventilated spaces where distancing is possible.
- Increase physical space – especially in waiting rooms, large gathering halls, and meeting rooms.
  - Libraries
    - Most employees who can do so should continue to work from home.
    - Libraries should continue to emphasize digital media and virtual experiences.
    - Limited access to physical objects like books and tools could be handled through a no-touch curbside service.
    - Staff work spaces must be assessed and reconfigured so staff in the building can socially distance.
    - Allowing access to actual library space will need to be implemented in phases as directed by social distancing requirement per Governor's orders.
Physical Distancing (continued)

Establish policies and procedures for social distancing. Consider the following:

- Places of Worship
  - Allowing access to in-person services and gatherings will need to be implemented in phases as directed by social distancing requirements (group gathering requirements) per Governor’s orders.
  - High risk populations should not attend in-person services during early re-entry phase. These populations can receive pastoral care from persons trained in COVID-19 safety.

- Community Centers
  - Allowing access to centers will need to be implemented in phases as directed by social distancing requirements (group gathering requirements) per Governor’s orders.
  - Non-essential activities such as in-person classes and games should be cancelled; continue to expand virtual opportunities.
  - Essential activities, such as nutrition programs, can be offered in a safe manner in partnership with public health.
  - Once restrictions are lifted, prioritize essential programming and offer in small group settings.

Engineering & Environmental Controls

Improve engineering controls and perform routine environmental cleaning.

Consider the following:

- Increase ventilation rates and percentage of outdoor air that circulates into the system.
- Support respiratory etiquette and hand hygiene for employees and visitors:
  - Provide tissues, no-touch disposal receptacles, and soap and water in the center (if not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol). Ensure adequate supplies are maintained and place hand sanitizers in multiple locations.
  - Place posters that encourage hand hygiene to help stop the spread of COVID-19 at the entrance of your building and in other areas where they are likely to be seen.
  - Discourage handshaking – encourage the use of other non-contact methods of greeting.
  - Direct employees to visit CDC website for information on coughing and sneezing etiquette and handwashing.
- Perform routine environmental cleaning and disinfection:
  - Routinely disinfect all frequently touched surfaces at least daily. Provide disinfectant wipes to wipe down keyboards, electronics, remote controls, etc.
  - For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer’s instructions for all cleaning and disinfection products.
- Discourage workers from using co-workers’ phones, desks, offices, or other office tools and equipment, when possible. If they must use, provide disposable wipes so that commonly used surfaces (including doorknobs, remote controls, etc.) can be wiped down by between each use.
Engineering & Environmental Controls (continued)

Improve engineering controls and perform routine environmental cleaning.

Consider the following:

- Perform enhanced cleaning and disinfection after suspected cases of COVID-19 have been in the center. Close off areas used by the sick person, open outside doors and windows to increase air circulation, and wait up to 24 hours or as long as possible before cleaning to allow for respiratory droplets settle before cleaning and disinfecting.
- If curbside services are selected, patrons should remain in the vehicles and staff should remove and place materials in their trunk/back seat.
  - Libraries
    - If physical objects are being checked-out through curbside services, consideration should be given to the kinds of material and whether any could harbor COVID-19. If physical objects are being checked out within the facility, install physical barriers (plexiglass or plastic window) in locations where exchanges may occur with customers.
    - Decontamination procedures or timeframes should be developed with assistance through CDC website.
    - Disable public WiFi to curb patrons gathering outside building.
  - Places of Worship
    - Designate a flow of traffic so worshippers can move about with minimal contact.
    - Avoid practices which could spread COVID-19 such as ‘passing the plate’.
    - Alter rituals that formerly required contact so they can be practiced with social distancing.
  - Community Centers
    - Designate a flow of traffic so people can move about with minimal contact.
    - Avoid practices which risk spreading COVID such as games that require touching objects (e.g., balls).

Administrative Controls

Establish administrative controls while employees and visitors are onsite.

Consider the following:

- Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace.
  - Implement daily health and temperature screenings for employees upon arriving to work.
  - Provide education and training on new processes, COVID-19, and the use of PPE while in the building.
- Review Human Resource policies to make sure that policies and practices are consistent with both public health recommendations and existing state and federal workplace laws.
  - Implement flexible sick leave and supportive policies and practices.
  - Ensure that sick leave policies are flexible and consistent with public health guidance and provide employee training on new policies. If sick leave is not a benefit, it is recommended that employers draft a non-punitive emergency sick leave policy.
  - Maintain flexible policies that permit employees to stay home to care for a sick family member or take care of children due to school/daycare closures.
Personal Protective Equipment (PPE)

Require the appropriate type of PPE for employees and customers.

Consider the following:

- Cloth face coverings should be worn; rather than wearing gloves, hands should be washed frequently.
- Consider requiring patrons to wear cloth face coverings upon entry. Keep in mind some customers may not be able to wear face coverings due to medical conditions. For this reason, be mindful of discriminatory behavior from staff or customers.
Public Health Guidance for Childcare Programs

**Conduct Risk Assessment**
Establish critical protective guidelines. Consider the following questions:

- Are there locations where employees routinely congregate?
- Are tools and equipment frequently shared by multiple employees?
- Does customer flow allow for social distancing measures?
- Where are areas in your business that would not allow customers and staff to properly distance?
- Who are your high risk employees?

- Is your business actively engaged in activities that promote disease transmission?
- Does your business have existing cleaning and disinfecting procedures?
- How quickly can you communicate with employees?
- Are communication resources needed in multiple languages?

**Physical Distancing**
Establish policies and procedures for social distancing. Consider the following:

- Child care classes should include the same group each day, and the same providers should remain with the same group each day. If program remains open, consider creating a separate classroom or group for the children of essential workers and other first responders. If your program is unable to create a separate classroom, consider serving only the children of essential/first responder workers.

- Consider staggering arrival and drop off times; offer curbside assistance where providers come outside the facility to pick up children as they arrive.

- Cancel or postpone special events such as performances, festivals, holiday events, etc.
- Limit the mixing of children, such as staggering playground times and keeping groups separate for special activities such as art, music, and exercising.
- At nap time, ensure that children’s nap time mats (or cribs) are spaced out as much as possible, ideally six feet. Consider placing children head to toe to further reduce the potential for viral spread.

**Engineering & Environmental Controls**
Improve engineering controls and perform routine environmental cleaning.

Consider the following:

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

- Support respiratory etiquette and hand hygiene for employees and children:
  - Provide tissues, no-touch disposal receptacles, and soap and water in the center (if not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol). Ensure adequate supplies are maintained and place hand sanitizers in multiple locations.
  - Place posters that encourage hand hygiene to help stop the spread of COVID-19 at the entrance to your workplace and in other areas where they are likely to be seen.
  - Discourage handshaking – encourage the use of other non-contact methods of greeting.
  - Direct employees to visit CDC website for information on coughing and sneezing etiquette and handwashing.
Public Health Guidance for Childcare Programs
(continued)

Engineering & Environmental Controls (continued)

Improve engineering controls and perform routine environmental cleaning.

Consider the following:

- Perform routine environmental cleaning and disinfection.
  - Routinely disinfect all frequently touched surfaces at least daily, especially toys and games; Provide disinfectant wipes to wipe down keyboards, electronics, remote controls, etc.
  - For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer’s instructions for all cleaning and disinfection products.
- Plan to have an isolation room or area that can be used to isolate a sick child before the parent can arrive to take them home.
- Install physical barriers (plexiglass or plastic window) in locations where parent may sign children in/out and where health monitoring/temperature checks occur.
- Perform enhanced disinfection after suspected cases of COVID-19 have been in the center. Close off areas used by the sick person, open outside doors and windows to increase air circulation, and wait up to 24 hours or as long as possible before cleaning to allow for respiratory droplets settle before cleaning and disinfecting.

Administrative Controls

Establish administrative controls while employees and visitors are onsite.

Consider the following:

- Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the center.
  - Implement daily health and temperature screenings for employee and children upon arrival to the center.
  - Encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick.
  - Provide education and training on new processes, COVID-19, and the use of PPE while in the building.
- Review Human Resource policies to make sure that policies and practices are consistent with both public health recommendations and existing state and federal workplace laws.
  - Establish procedures to ensure children and staff who come to the center sick or become sick while at the center are sent home as soon as possible.
  - Implement flexible sick leave and supportive policies and practices.
  - Ensure that sick leave policies are flexible and consistent with public health guidance and provide employee training on new policies. If sick leave is not a benefit, it is recommended that employers draft a non-punitive emergency sick leave policy.
  - Maintain flexible policies that permit employees to stay home to care for a sick family member or take care of children due to school/daycare closures.
  - Employers should not require a positive COVID-19 test result or a healthcare provider’s note for employees who are sick to validate their illness, qualify for sick leave, or to return to work.
  - Connect employees to Employee Assistance Program (EAP) resources and community resources as needed. Employees may need additional social, behavioral, and other services for mental health support.
Administrative Controls (continued)
Establish administrative controls while employees and visitors are onsite.

Consider the following:
- Review Human Resource policies to make sure that policies and practices are consistent with both public health recommendations and existing state and federal workplace laws (continued).
  - Consider temporarily assigning employees at high risk for virus to duties that do not involve close contact with the public.
  - Communicate to staff the importance of being vigilant for symptoms and staying in touch with facility management if or when they start to feel sick.
- Assess essential functions and the reliance that the community has on your services/products.
  - Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
  - Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children. Plan to monitor and respond to absenteeism in the workplace. Implement plans to continue your essential business functions. Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.
- Maintain an adequate ratio of staff to children to ensure safety.
- Communicate to parents the importance of keeping children home when they are sick. Sick staff members and children should not return to facility until they have met the criteria to discontinue home isolation.

Personal Protective Equipment (PPE)
Require the appropriate type of PPE for employees and customers.

Consider the following:
- Cloth face coverings should be worn at all times; cloth face coverings should not be put on babies and children under the age of 2 because of the dangers of suffocation.
- Gloves should be worn when cleaning and disinfecting as well as during meal prep/serving.
Conduct Risk Assessment
Establish critical protective guidelines. Consider the following questions:

- Are there locations where employees routinely congregate?
- Are tools and equipment frequently shared by multiple employees?
- Does customer flow allow for social distancing measures?
- Where are areas in your business that would not allow customers and staff to properly distance?
- Who are your high risk employees?
- Is your business actively engaged in activities that promote disease transmission?
- Does your business have existing cleaning and disinfecting procedures?
- How quickly can you communicate with employees?
- Are communication resources needed in multiple languages?

Physical Distancing
Establish policies and procedures for social distancing. Consider the following:

- Ensure staff and students limit close contact (stay six feet apart). Appoint a staff/security person who will ensure that people standing in any lines or meeting in rooms maintain physical distance.
- In areas of high-volume traffic, utilize spacing tools for social distancing screenings and lines (e.g., place tape on floor to keep people adequately spaced; place arrows in the aisle to direct the flow of movement in one direction).
- Rearrange student desks to accommodate appropriate social distancing measures.
- Assess group gatherings and events; consider postponing non-critical gatherings and events (e.g., assemblies, field days, spirit nights, athletic events).
- Establish staggered lunch and break times for students and staff.

Engineering & Environmental Controls
Improve engineering controls and perform routine environmental cleaning.
Consider the following:

- Increase ventilation rates and percentage of outdoor air that circulates into the system.
- Support respiratory etiquette and hand hygiene for employees, students and visitors:
  - Provide tissues, no-touch disposal receptacles, and soap and water in the workplace (if not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol). Ensure adequate supplies are maintained and place hand sanitizers in multiple locations.
  - Install touchless soap and hand sanitizer dispensers; regular hand hygiene should be built into the daily routine.
  - Place posters that encourage hand hygiene to help stop the spread COVID-19 at the entrance to your building and in other areas where they are likely to be seen.
  - Discourage handshaking – encourage the use of other non-contact methods of greeting.
  - Direct employees to visit CDC website for information on coughing and sneezing etiquette and handwashing.
Public Health Guidance for K-12 Schools
(continued)

Engineering & Environmental Controls
Improve engineering controls and perform routine environmental cleaning.

Consider the following:

- Perform routine environmental cleaning and disinfection.
  - Routinely disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, doorknobs, light switches, classroom sink handles, and countertops.
  - For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer’s instructions for all cleaning and disinfection products.
  - Provide EPA approved-disposable wipes to teachers and staff so commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before and after use.
  - Place touchless hand sanitizing units in entrances to building, cafeteria, and areas where soap and water is not available.
- Perform enhanced cleaning and disinfection after suspected cases of COVID-19 has been in the facility.
- Consider having students eat meals in the classrooms or in smaller cohorts in the lunch room while maintaining social distancing measures.
- Create a separate room for sick children to be in while waiting for a caregiver to pick them up if they become ill during the school day.
- Rearrange student desks to maximize space between students; turn desks to face the same direction (rather than face each other) to reduce transmission of virus droplets.

Administrative Controls
Establish administrative controls while employees and visitors are onsite.

Consider the following:

- Implement your annual seasonal influenza plan; students and staff that are ill, especially with fever and/or acute respiratory symptoms should stay home.
- Review attendance and sick leave policies. Encourage students and staff to stay home when sick, even without documentation from doctors. Use flexibility, when possible, to allow staff to stay home to care for sick family members.
- Remind students to cover their coughs and sneezes with a tissue or their elbow; ensure hygiene posters are posted in highly visible areas.
- Ensure parents/guardians have a plan to designate a caregiver (someone under the age of 60) for a sick child if parent can’t stay home.
- Look for opportunities to address food insecurities for families who rely on schools for breakfast/lunch.
- Avoid assemblies and multiple class activities to limit non-essential contact between students in large gatherings.
- Consider canceling or postponing events that bring groups of families and students into more frequent contact with each other; provide teacher conferences through zoom or by appointment to minimize waiting in line.
- Limit the presence of volunteers for classroom activities, cafeteria support, and other activities.
- Limit cross-school transfers for special programs; consider using distance learning to deliver the instruction or temporarily offering duplicate programs in participating schools.
Administrative Controls (continued)

Establish administrative controls while employees and visitors are onsite.

Consider the following:

- Assess essential functions and the reliance that the community has on your services/products (continued).
  - Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children. Plan to monitor and respond to absenteeism in the workplace. Implement plans to continue your essential business functions. Prepare to institute flexible workplace and leave policies. Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.

Personal Protective Equipment (PPE)

Require the appropriate type of PPE for employees and customers.

Consider the following:

- Cloth face coverings should be worn at all times by students and school staff (teachers, administrators, security, etc.).
- Gloves can be worn as necessary.
**Conduct Risk Assessment**

Establish critical protective guidelines. Consider the following questions:

- Are there locations where employees routinely congregate?
- Are tools and equipment frequently shared by multiple employees?
- Does customer flow allow for social distancing measures?
- Where are areas in your business that would not allow customers and staff to properly distance?
- Who are your high risk employees?
- Is your business actively engaged in activities that promote disease transmission?
- Does your business have existing cleaning and disinfecting procedures?
- How quickly can you communicate with employees?
- Are communication resources needed in multiple languages?

**Physical Distancing**

Establish policies and procedures for social distancing. Consider the following:

- Limit close contact with others by maintaining a distance of at least six feet, when possible.
- Consider asking bus passengers to enter and exit the bus through rear entry doors.
- Request passengers avoid standing or sitting within six feet of bus driver.
- Close every other row of seats.

**Engineering & Environmental Controls**

Improve engineering controls and perform routine environmental cleaning.

Consider the following:

- Support respiratory etiquette and hand hygiene for employees and customers:
  - Provide tissues, no-touch disposal receptacles, and soap and water in the workplace (if not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol). Ensure adequate supplies are maintained and place hand sanitizers in multiple locations.
  - Place posters that encourage hand hygiene to help stop the spread of COVID-19 at the entrance to your workplace and in other areas where they are likely to be seen.
  - Discourage handshaking – encourage the use of other non-contact methods of greeting.
  - Direct employees to visit CDC website for information on coughing and sneezing etiquette and handwashing
- Perform routine environmental cleaning and disinfection.
  - Routinely disinfect all frequently touched surfaces, including surfaces in the driver cockpit commonly touched by the operator.
  - For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer’s instructions for all cleaning and disinfection products.
- Institute measures to physically separate bus operator from passengers by use of physical partitions or visual cues (floor decals, signs, colored tape).
- Install physical barriers such as plastic guards and partitions at staffed kiosks and on transit vehicles to the extent practicable.
Public Health Guidance for Transportation
(Bus Transit - continued)

Engineering & Environmental Controls (continued)
Improve engineering controls and perform routine environmental cleaning.
Consider the following:
- Use touchless payment and no-touch trash cans and doors as much as possible, when available. Ask customers and employees to exchange cash or credit cards by placing in a receipt tray or on the counter rather than by hand and wipe any pens, counters, or hard surfaces between each use or customer.
- Avoid using or sharing items that are not easily cleaned, sanitized or disinfected, such as disposable transit maps.
- Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors at transit center.

Administrative Controls
Establish administrative controls while employees and visitors are onsite.
Consider the following:
- Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace.
  - Implement daily health and temperature screenings for employees upon arriving to work.
  - Employees should know who the workplace coordinator is and how to contact them.
- Review Human Resource policies to make sure that policies and practices are consistent with both public health recommendations and existing state and federal workplace laws.
  - Implement flexible sick leave and supportive policies and practices.
  - Ensure that sick leave policies are flexible and consistent with public health guidance and provide employee training on new policies. If sick leave is not a benefit, it is recommended that the employer draft a non-punitive emergency sick leave policy.
  - Maintain flexible policies that permit employees to stay home to care for a sick family member or take care of children due to school/daycare closures.
  - Employers should not require a positive COVID-19 test result or a healthcare provider’s note for employees who are sick to validate their illness, qualify for sick leave, or to return to work.
  - Connect employees to Employee Assistance Program (EAP) resources and community resources as needed. Employees may need additional social, behavioral, and other services for mental health support.
  - Actively encourage sick employees to stay home. Sick employees should not return to work until criteria to discontinue home isolation is met.
- Assess essential functions and the reliance that the community has on your services/products.
  - Be prepared to change your business practices, if needed, to maintain critical operations.
  - Identify alternate supply chains for critical goods and services as some may be in higher demand or unavailable.
  - Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
Assess essential functions and the reliance that the community has on your services/products (continued).

Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children. Plan to monitor and respond to absenteeism in the workplace. Implement plans to continue your essential business functions. Prepare to institute flexible workplace and leave policies. Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.

Establish administrative controls while employees and visitors are onsite.

Consider the following:

- Assess essential functions and the reliance that the community has on your services/products (continued).
  - Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children. Plan to monitor and respond to absenteeism in the workplace. Implement plans to continue your essential business functions. Prepare to institute flexible workplace and leave policies. Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.

Personal Protective Equipment (PPE)

Require the appropriate type of PPE for employees and customers.

Consider the following:

- Wear cloth face coverings when social distancing not easy to maintain.
- Use gloves when removing garbage bags or handling and disposing of trash; use when disinfecting frequently touched areas; wash hands afterwards.
Public Health Guidance for Senior Facilities
Senior Centers | Adult Day Care Centers

**Conduct Risk Assessment**

Establish critical protective guidelines. Consider the following questions:

- Are there locations where employees routinely congregate?
- Are tools and equipment frequently shared by multiple employees?
- Does customer flow allow for social distancing measures?
- Where are areas in your business that would not allow customers and staff to properly distance?
- Who are your high risk employees?
- Is your business actively engaged in activities that promote disease transmission?
- Does your business have existing cleaning and disinfecting procedures?
- How quickly can you communicate with employees?
- Are communication resources needed in multiple languages?

**Physical Distancing**

Establish policies and procedures for social distancing. Consider the following:

- Increase physical space between employees and customers, at least 8 feet apart (this allows a person to be standing next to their chair but still following social distancing recommendations).
- In areas of high traffic, utilize spacing tools for social distancing screenings and lines (e.g., place tape on floor to keep people adequately spaced; place arrows in aisle to direct flow of movement in one direction).
- Limit the number of people visiting the center or engaging in social events. Current guidelines is for sites <50,000 sq. ft. to allow 25% of maximum occupancy to be in the building at one time (e.g., if your largest room is capped at 300 people, you now can only allow 75 people).
- Remove lounge chairs/couches to increase distancing requirements and minimize congregation of people.
- Rearrange board and conference room configurations to meet distancing guidelines.
- Establish staggered lunches and break times for staff.
- Provide services by appointment, if possible.
- Social clubs, group activities, travel, and table/board games should be discouraged until Phase 6.
- Replace face-to-face meetings with virtual or phone meetings.

**Engineering & Environmental Controls**

Improve engineering controls and perform routine environmental cleaning.

Consider the following:

- Increase ventilation rates and percentage of outdoor air that circulates into the system.
- Support respiratory etiquette and hand hygiene for employees, residents and visitors:
  - Provide tissues, no-touch disposal receptacles, and soap and water in the center (if not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol). Ensure adequate supplies are maintained and place hand sanitizers in multiple locations.
  - Place posters that encourage hand hygiene to help stop the spread of COVID-19 at the entrance to your workplace and in other areas where they are likely to be seen.
Establish administrative controls while employees and visitors are onsite.

Consider the following:

- Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the center.
  - Implement daily health and temperature screenings for employees upon arrival to the center.
  - Encourage staff to be on the alert for signs of illness in the residents or visitors.
  - Provide education and training on new processes, COVID-19, and the use of PPE while in the building.
- Review Human Resource policies to make sure that policies and practices are consistent with both public health recommendations and existing state and federal workplace laws.
  - Establish procedures to ensure staff, residents or visitors who come to the center sick or become sick while at the center are sent home as soon as possible.

Engineering & Environmental Controls (continued)

Improve engineering controls and perform routine environmental cleaning.

Consider the following:

- Support respiratory etiquette and hand hygiene for employees, residents and visitors (continued):
  - Discourage handshaking – encourage the use of other non-contact methods of greeting.
  - Direct employees to visit CDC website for information on coughing and sneezing etiquette and handwashing.
- Perform routine environmental cleaning and disinfection.
  - Routinely disinfect all frequently touched surfaces at least daily, especially keyboards, electronics, remote controls, games and door handles; Provide disinfectant wipes to wipe down items.
  - For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer’s instructions for all cleaning and disinfection products.
- Perform enhanced disinfection after suspected cases of COVID-19 have been in the center. Close off areas used by the sick person, open outside doors and windows to increase air circulation, and wait up to 24 hours or as long as possible before cleaning to allow for respiratory droplets settle before cleaning and disinfecting.
- Install physical barriers (plexiglass or plastic window) in locations where visitors check in and where health monitoring/temperature checks occur.
- To avoid lines and waiting time, encourage participants to call ahead to register for classes; ideally take payment information over the phone or invest in a touchless payment system.
- Consider using webinar hybrid classes; offer an in-person class as well as live stream via a webinar service at the same time. Participants would need to pre-register.
- Avoid practices which risk spreading COVID-19, such as games that require touching objects (cards, board games, puzzles).
- Water fountains should be shut off or blocked and water pitchers should not be available in common areas; consider offering bottled water or encourage participants to bring their own.
- If serving meals, grab-and-go lunches should be available; pick up for meals should include social distancing measures.
- Transportation: any rider should be health/temperature screened prior to entering vehicle; driver should wear face covering and face shield if plastic barriers are not in place; riders should all wear face coverings.
Administrative Controls (continued)

Establish administrative controls while employees and visitors are onsite.

Consider the following:

- Review Human Resource policies to make sure that policies and practices are consistent with both public health recommendations and existing state and federal workplace laws (continued).
  - Implement flexible sick leave and supportive policies and practices.
  - Ensure that sick leave policies are flexible and consistent with public health guidance and provide employee training on new policies. If sick leave is not a benefit, it is recommended that employers draft a non-punitive emergency sick leave policy.
  - Maintain flexible policies that permit employees to stay home to care for a sick family member or take care of children due to school/daycare closures.
  - Employers should not require a positive COVID-19 test result or a healthcare provider’s note for employees who are sick to validate their illness, qualify for sick leave, or to return to work.
  - Connect employees to Employee Assistance Program (EAP) resources and community resources as needed. Employees may need additional social, behavioral, and other services for mental health support.
  - Consider temporarily assigning employees at high risk for COVID-19 to duties that do not involve close contact with the public.
  - Communicate to staff the importance of being vigilant for symptoms and staying in touch with facility management if or when they start to feel sick.

- Assess essential functions and the reliance that the community has on your services/products.
  - Bring staff back at least a week prior to reopening the Senior Center; this allows for training staff on new policies/procedures, rearranging site’s seating and rooms, and other pertinent activities.
  - Volunteers are an important part of staffing, include them in ‘retraining’ as you phase in opening your activities.
  - Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
  - Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children. Plan to monitor and respond to absenteeism in the workplace. Implement plans to continue your essential business functions. Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.

- Maintain an adequate ratio of staff to residents to ensure safety.

- Reopening is suggested in a three-phased approach. Plan to run phases for at least two weeks before relaxing additional restrictions. If any visitor/staff is diagnosed with COVID-19 after visiting the Center, the Center should consider closing all program for two weeks (recommended quarantine length), and then starting over again.
Personal Protective Equipment (PPE)

Require the appropriate type of PPE for employees and customers.

Consider the following:

- Cloth face coverings should be worn by employees and visitors at all times; offer education on face covering and wearing hygiene as needed.
- Offer cloth face coverings to visitors, as needed.
- Gloves, face shields, gowns, and other PPE can be worn as staff and visitors feel appropriate and/or comfortable, but these are not enforced.
### Conduct Risk Assessment

Establish critical protective guidelines. Consider the following questions:

- Are there locations where employees routinely congregate?
- Are tools and equipment frequently shared by multiple employees?
- Does customer flow allow for social distancing measures?
- Where are areas in your business that would not allow customers and staff to properly distance?
- Who are your high risk employees?
- Is your business actively engaged in activities that promote disease transmission?
- Does your business have existing cleaning and disinfecting procedures?
- How quickly can you communicate with employees?
- Are communication resources needed in multiple languages?

### Physical Distancing

Establish policies and procedures for social distancing. Consider the following:

- Limit service to drive-thru, curbside takeout, or delivery options, if possible.
- Consider installing physical barriers, such as plastic guards or partitions, and changing workspace layouts to ensure all individuals remain at least six feet apart.
- Close communal spaces, such as break rooms, if possible or stagger use and clean and disinfect in between uses.
- Encourage telework for as many employees as possible.
- Consider rotating or staggering shifts to limit the number of employees in the workplace at the same time.
- Replace in-person meetings with video-or tele-conference calls whenever possible.
- Cancel all group events, gatherings, or meeting of more than 10 people (see phases) or more than 50 people (Phase 6), and any events where social distancing of at least six feet cannot be maintained between participants (all Phases).
- Limit any sharing of food, tools, equipment, or supplies.

### Engineering & Environmental Controls

Improve engineering controls and perform routine environmental cleaning.

Consider the following:

- Increase ventilation rates and percentage of outdoor air that circulates into the system.
- Support respiratory etiquette and hand hygiene for employees:
  - Provide tissues, no-touch disposal receptacles, and soap and water in the center (if not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol). Ensure adequate supplies are maintained and place hand sanitizers in multiple locations.
  - Place posters that encourage hand hygiene to help stop the spread of COVID-19 at the entrance to your workplace and in other areas where they are likely to be seen.
  - Discourage handshaking – encourage the use of other non-contact methods of greeting.
  - Direct employees to visit CDC website for information on coughing and sneezing etiquette and handwashing.
Engineering & Environmental Controls (continued)

Improve engineering controls and perform routine environmental cleaning.

Consider the following:

- Perform routine environmental cleaning and disinfection.
  - Routinely disinfect all frequently touched surfaces frequently; Provide disinfectant wipes to wipe down keyboards, electronics, remote controls, etc.
  - For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer’s instructions for all cleaning and disinfection products.
- Ensure compliance with ADA and ADEA regulations; CDC and OSHA guidance for reducing workplace exposure for all employees should be followed.
- Consider installing physical barriers (plexiglass or plastic window) in locations where vulnerable workers work.
- Perform enhanced disinfection after suspected cases of COVID-19 have been in the facility. Close off areas used by the sick person, open outside doors and windows to increase air circulation, and wait up to 24 hours or as long as possible before cleaning to allow for respiratory droplets settle before cleaning and disinfecting.

Administrative Controls

Establish administrative controls while employees and visitors are onsite.

Consider the following:

- Reopen only if business can ensure strict social distancing, proper cleaning and disinfecting requirements and protection of their workers and customers; vulnerable workers are recommended to shelter in place until Phase 6.
- Consider conducting routine, daily health checks (e.g., temperature and symptom screening) of all employees.
- Encourage employees who are sick to stay at home; implement flexible sick leave and other flexible policies and practices, such as telework, if feasible.
- Monitor absenteeism of employees and create a roster of trained back-up staff.
- Create and test communication systems for employees for self-reporting and notification of exposures and closures.
- Cancel all non-essential travel and consider resuming non-essential travel in accordance with state and local regulations and guidance.

Personal Protective Equipment (PPE)

Require the appropriate type of PPE for employees and customers.

Consider the following:

- Wear cloth face coverings; face shields as necessary.


Resources included below:

- Employee screening tool template
- Guidance for use of cloth face coverings
- Stay home poster
- Hand washing and germs signage
- General disinfecting procedures

For additional resources:

LMASDHD.org  
Michigan.gov/Coronavirus  
CDC.gov/Coronavirus

For assistance in developing plans for reopening your business, please contact UP Michigan Works:

Jason Venema, CBSP, CWDP  
Upper Peninsula Michigan Works!  
jvenema@upmichiganworks.org  |  (906) 280-9404

Amy Kraatz, CBSP  
Upper Peninsula Michigan Works!  
akraatz@upmichiganworks.org  
phone: 906-586-4255 ext. 2301
Employee Daily Screening Log - COVID 19

Have you been experiencing any new or unusual respiratory symptoms: **Shortness of breath, Fever, Coughing?**

Or at least two of these symptoms: **Fever, Chills, Repeated shaking with chills, Muscle pain, Headache, Sore throat, New loss of taste or smell?**

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How to Safely Wear and Take Off a Cloth Face Covering

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2

USE THE FACE COVERING TO PROTECT OTHERS

- Wear a face covering to protect others in case you’re infected but don’t have symptoms
- Keep the covering on your face the entire time you’re in public
- Don’t put the covering around your neck or up on your forehead
- Don’t touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available

TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU’RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see: cdc.gov/coronavirus
Important Information About Your Cloth Face Coverings

As COVID-19 continues to spread within the United States, CDC has recommended additional measures to prevent the spread of SARS-CoV-2, the virus that causes COVID-19. In the context of community transmission, CDC recommends that you:

- Stay at home as much as possible
- Practice social distancing (remaining at least 6 feet away from others)
- Clean your hands often

In addition, CDC also recommends that everyone wear cloth face coverings when leaving their homes, regardless of whether they have fever or symptoms of COVID-19. This is because of evidence that people with COVID-19 can spread the disease, even when they don’t have any symptoms. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

How cloth face coverings work

Cloth face coverings prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. If everyone wears a cloth face covering when out in public, such as going to the grocery store, the risk of exposure to SARS-CoV-2 can be reduced for the community. Since people can spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering can protect others around you. Face coverings worn by others protect you from getting the virus from people carrying the virus.

How cloth face coverings are different from other types of masks

Cloth face coverings are NOT the same as the medical facemasks, surgical masks, or respirators (such as N95 respirators) worn by healthcare personnel, first responders, and workers in other industries. These masks and respirators are personal protective equipment (PPE). Medical PPE should be used by healthcare personnel and first responders for their protection. Healthcare personnel and first responders should not wear cloth face coverings instead of PPE when respirators or facemasks are indicated.

General considerations for the use of cloth face coverings

When using a cloth face covering, make sure:
- The mouth and nose are fully covered
- The covering fits snugly against the sides of the face so there are no gaps
- You do not have any difficulty breathing while wearing the cloth face covering
- The cloth face covering can be tied or otherwise secured to prevent slipping

Avoid touching your face as much as possible. Keep the covering clean. Clean hands with soap and water or alcohol-based hand sanitizer immediately, before putting on, after touching or adjusting, and after removing the cloth face covering. Don’t share it with anyone else unless it’s washed and dried first. You should be the only person handling your covering. Laundry instructions will depend on the cloth used to make the face covering. In general, cloth face coverings should be washed regularly (e.g., daily and whenever soiled) using water and a mild detergent, dried completely in a hot dryer, and stored in a clean container or bag.

For more information, go to: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-faq.html
Feeling Sick?

Stay home when you are sick!

If you feel unwell or have the following symptoms please leave the building and contact your health care provider.
Then follow-up with your supervisor.

DO NOT ENTER if you have:

- FEVER
- COUGH
- SHORTNESS OF BREATH

cdc.gov/CORONAVIRUS
Avoid close contact with people who are sick.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

Clean and disinfect frequently touched objects and surfaces.

Stay home when you are sick, except to get medical care.

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

Avoid touching your eyes, nose, and mouth.

When in public, wear a cloth face covering over your nose and mouth.

Help prevent the spread of respiratory diseases like COVID-19.

cdc.gov/coronavirus
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.
GERMS are all around you.

Stay healthy. Wash your hands.

www.cdc.gov/handwashing
KEEP CALM AND WASH YOUR HANDS
How to Protect Yourself and Others

Know how it spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
  » Between people who are in close contact with one another (within about 6 feet).
  » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
  » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
  » Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often

- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.

Avoid close contact

- **Stay home if you are sick.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
  » Remember that some people without symptoms may be able to spread virus.
  » This is especially important for **people who are at higher risk of getting very sick.** [www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html](http://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html)
You could spread COVID-19 to others even if you do not feel sick.

Everyone should wear a cloth face cover when they have to go out in public, for example to the grocery store or to pick up other necessities.

» Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

The cloth face cover is meant to protect other people in case you are infected.

Do NOT use a facemask meant for a healthcare worker.

Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Cover your mouth and nose with a cloth face cover when around others

Cover coughs and sneezes

If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.

Throw used tissues in the trash.

Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect

Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection.

Then, use a household disinfectant. You can see a list of EPA-registered household disinfectants here.

cdc.gov/coronavirus
GUIDANCE FOR CLEANING & DISINFECTING
PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES

1 DEVELOP YOUR PLAN
DETERMINE WHAT NEEDS TO BE CLEANED. Areas unoccupied for 7 or more days need only routine cleaning. Maintain existing cleaning practices for outdoor areas.

DETERMINE HOW AREAS WILL BE DISINFECTED. Consider the type of surface and how often the surface is touched. Prioritize disinfecting frequently touched surfaces.

CONSIDER THE RESOURCES AND EQUIPMENT NEEDED. Keep in mind the availability of cleaning products and personal protective equipment (PPE) appropriate for cleaners and disinfectants.

Follow guidance from state, tribal, local, and territorial authorities.

2 IMPLEMENT
CLEAN VISIBLY DIRTY SURFACES WITH SOAP AND WATER prior to disinfection.

USE THE APPROPRIATE CLEANING OR DISINFECTANT PRODUCT. Use an EPA-approved disinfectant against COVID-19, and read the label to make sure it meets your needs.

ALWAYS FOLLOW THE DIRECTIONS ON THE LABEL. The label will include safety information and application instructions. Keep disinfectants out of the reach of children.

3 MAINTAIN AND REVISE
CONTINUE ROUTINE CLEANING AND DISINFECTION. Continue or revise your plan based upon appropriate disinfectant and PPE availability. Dirty surfaces should be cleaned with soap and water prior to disinfection. Routinely disinfect frequently touched surfaces at least daily.

MAINTAIN SAFE PRACTICES such as frequent handwashing, using cloth face coverings, and staying home if you are sick.

CONTINUE PRACTICES THAT REDUCE THE POTENTIAL FOR EXPOSURE. Maintain social distancing, staying six feet away from others. Reduce sharing of common spaces and frequently touched objects.
Making your plan to clean and disinfect

Cleaning with soap and water removes germs, dirt, and impurities from surfaces. It lowers the risk of spreading infection. Disinfecting kills germs on surfaces. By killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

Is the area indoors?

**YES**
- It is an indoor area.

**NO**
- Maintain existing cleaning practices.
  - Coronaviruses naturally die in hours to days in typical indoor and outdoor environments. Viruses are killed more quickly by warmer temperatures and sunlight.

Has the area been occupied within the last 7 days?

**YES**
- Yes, the area has been occupied within the last 7 days.

**NO**
- The area has been unoccupied within the last 7 days.
  - The area will need only routine cleaning.

Is it a frequently touched surface or object?

**YES**
- Yes, it is a frequently touched surface or object.

**NO**
- Thoroughly clean these materials.
  - Consider setting a schedule for routine cleaning and disinfection, as appropriate.

What type of material is the surface or object?

**Hard and non-porous materials like glass, metal, or plastic.**
- Visibly dirty surfaces should be cleaned prior to disinfection.
  - Consult EPA’s list of disinfectants for use against COVID-19, specifically for use on hard, non-porous surfaces and for your specific application need. More frequent cleaning and disinfection is necessary to reduce exposure.

**Soft and porous materials like carpet, rugs, or material in seating areas.**
- Thoroughly clean or launder materials.
  - Consider removing soft and porous materials in high traffic areas. Disinfect materials if appropriate products are available.
Dedicated to providing county residents with disease prevention, environmental hazard protection, health promotion and emergency management through education and advocacy.

Serving Luce, Mackinac, Alger, and Schoolcraft Counties
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