

GUIDELINES FOR SAFEGUARDING ALL BUSINESSES

It is strongly recommended that all businesses follow applicable covid-19-related safety guidelines from the Food and Drug Administration and the Centers for Disease Control and Prevention (CDC) publication, *Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes*, at <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

Here are other recommendations that all businesses are strongly encouraged to follow:

Employers should:

- **Allow employees to work from home as much as possible**
- **Screen all employees reporting to work for COVID-19 symptoms with the following questions:**
 - o Have you been in close contact with a confirmed case of COVID-19?
 - o Are you experiencing a cough, shortness of breath or sore throat?
 - o Have you had a fever in the last 48 hours?
 - o Have you experienced new loss of taste or smell?
 - o Have you experienced vomiting or diarrhea in the last 24 hours?
- **Screen employees for fever:**
 - o Best practice: employers should take temperatures onsite with a no-touch thermometer each day upon a person's arrival at work
 - o Minimum practice: an employee may take his or her temperature before arriving. In either case, a normal temperature does not exceed 100.4 degrees Fahrenheit
- **Direct any employee who exhibits COVID-19 symptoms**, who answers yes to any of the screening questions or who is running a fever, to leave the premises immediately and seek medical care or COVID-19 testing or both.
- **Implement workplace cleaning and disinfection practices**, according to CDC guidelines, with regular sanitization of often-touched surfaces at least every two hours.

• **Post extensive signage on health policies**, including the following documents, in the workplace:

- o CDC guidance to stop the spread of germs, at <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>
- o CDC guidance on Symptoms of COVID-19, at <https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-symptoms.pdf>

Employees

- Stay home when feeling ill, when exposed to COVID-19 (for instance, if someone at home is infected), or if diagnosed with a confirmed case of COVID-19. People who are particularly vulnerable to COVID-19, such as people 65 or older or people with heart disease, diabetes, or other chronic conditions, are encouraged to work from home.
- Increase hygiene practices: wash hands more frequently, avoid touching your face, practice good etiquette when coughing or sneezing.
- Wear a cloth face covering (not an N-95 or medical mask, which should be reserved for healthcare workers) while at work and in public to help protect against the spread of the virus.
- Abide by guidelines established by employer, which may include the use of gloves, social distancing practices in the workplace and increased sanitation.

Improve Ventilation:

As basic principles of social distancing, surface cleaning and disinfection, handwashing and other strategies of good hygiene are of the utmost importance in preventing the spread of COVID-19, ventilation in facilities should also be considered.

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

- Increase ventilation rates.
- Increase the percentage of outdoor air that circulates into the system.
- Do not recirculate air.