



GUIDANCE FOR BUSINESS REOPENING DURING COVID-19

EMPLOYEE EDUCATION

- Provide education on COVID-19 and its symptoms
- Encourage self-monitoring
- Ask employees who feel ill to stay home
- Create steps to report illness at work and return home quickly
- Encourage hygiene practices, such as frequent hand washing and covering coughs and sneezes
- Replace handshakes with contactless greetings
- Discourage sharing workspace, tools and other items
- Follow social distancing guidelines

COMPANY POLICIES

- Provide flexible sick leave policies, such as not requiring a doctor's note and providing permission to stay home with sick family members
- Encourage working from home when possible
- Replace face-to-face meetings with video conferencing
- Stop nonessential travel
- Stagger shifts to reduce on-site employees at any given time
- Clearly communicate response plans and expectations

WORKPLACE PREPARATION

- Provide soap and water or 60% alcohol-based hand sanitizer, along with tissue and trash receptacles
- Distance workspaces or add physical barriers, such as plexiglass, between desks
- Close gathering and eating areas
- Create a designated traffic flow, including an entry and exit
- Avoid handling credit or ID cards for transactions and create privacy for verbalization of card numbers

CLEANING PRACTICES

- If an employee in the workplace is ill, close off their work area, open windows and doors to increase air circulation and wait 24 hours before cleaning when possible
- Wear disposable gloves and gowns while cleaning and wash hands immediately after removing protective equipment
- Disinfect common spaces routinely, including offices, bathrooms, common areas and shared electronic equipment
- Disinfect high-touch surfaces, including tables, door knobs, light switches, handles, desks, phones and keyboards
- Clean hard surfaces with soap and water and disinfect using a household bleach solution (five tablespoons of bleach per gallon of water), a 70% alcohol-based solution or a regular household cleaner
- Remove objects with soft surfaces from the workplace to avoid difficult cleaning areas