GENERAL BUSINESS GUIDANCE

(Applicable across <u>ALL</u> industries)

As we work to lower the Davis County COVID-19 Transmission Index, businesses should continue to take precautions to slow the spread of COVID-19. Current transmission levels by county can be found at coronavirus.utah.gov/utah-health-guidance-levels.

We encourage businesses to take the Stay Safe to Stay Open Pledge, which lets the public know your business will operate in a measured and strategic way to protect the health of Utahns, our economy, and prevent the spread of COVID-19. Find more resources/materials at stayopenutah.com.

We understand that each facility is unique and operates under different circumstances. This guidance does not address every situation. Adaptation may be needed for your setting. All businesses may refer to Utah COVID-19 Business Manual for more information.

PREPAREDNESS

- Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact in the workplace
- Prepare for absenteeism; create or maintain non-punitive leave policies so employees do not feel pressured to come to work if they are sick, quarantined, or need to provide care for the sick
- Know what to do if an employee tests positive for COVID-19
- Ensure emergency communication plan and employee contact information is up to date
- Employers evaluate workforce strategy and concerns and enact strategies to minimize economic impact
- Consider what reserve supplies may be necessary to obtain (e.g., cleaning supplies, gloves, other protective equipment)
- Establish and maintain open dialogue with local communities, including vendors, suppliers; explore contingencies and share appropriate decisions about foodservice, transportation, and other services

PHYSICAL DISTANCING

- Maintain 6-foot physical distance between household groups where feasible
- Use floor marking to mark appropriate physical distance where appropriate
- Remind employees and customers to follow distancing guidelines
- Minimize customer interactions and time spent in your facility (e.g., appointments only, closed lobbies, etc.)
- Use online conferencing, email, or telephone in place of in-person meetings, even when people are in the same building or wear face coverings when physical distancing is not feasible
- Limit employee to employee contact in the workplace, this includes social gatherings at work
- Encourage remote work when possible; employers exercise discretion when returning to on-site work

CLEANING & HYGIENE

- Promote etiquette for coughing, sneezing, and handwashing; encourage employees to avoid touching face, especially eyes, nose and mouth; place signage that encourages hand and respiratory hygiene
- Encourage employees to engage in regular and frequent hand washing
- Make hand sanitizer, soap and water, or effective disinfectant readily available at or near the entrance, at checkout counters, or anywhere else where people have direct interactions
- Discourage shared use of office supplies, common tools, and equipment or disinfect between use
- Make a list of high-touch surfaces requiring routine disinfecting and perform routine environmental cleaning (e.g., elevator buttons, workstations, countertops, handrails, doorknobs, breakrooms, bathrooms, common areas), either twice a day or after each use; consider keeping logbook of cleaning regimen; those cleaning should:
    - Wear gloves
    - Prior to disinfecting, clean surfaces with soap and water if soiled
    - Use EPA-approved disinfectant, industrial cleaner, diluted bleach or alcohol solutions
- Provide disposable disinfecting wipes for employee use on high-touch surfaces; provide no-touch trash bins
- Employees should be conscious of cross-contamination while using gloves and wash their hands after removal
- Laundry: wear gloves, use warmest appropriate water setting, dry items completely, do not shake dirty laundry, launder items that have come in contact with COVID-19 separately

STAFF & PATRON PROTECTION

- Masks should be worn in public indoor settings
- Masks should be worn in public outdoor settings when physical distancing is not feasible
- Avoid hand shaking or unnecessary physical contact
- Encourage digital files rather than paper formats
- Consider improvements to building ventilation systems
- Consider other practices that protect employees (e.g., contactless pay options, partitions, doors propped open, etc.)
- Limit unnecessary travel; follow CDC travel health information guidelines found here: CDC Travelers' Health
    - Require employees to self-quarantine (14 days) when returning from high-risk areas
    - Employers should work with employees at higher-risk to make reasonable accommodations that enable individuals at higher-risk to maintain employment in a safe manner, such as:
    - Minimize face-to-face contact
    - Assign tasks that allow for a 6-foot distance from others
    - Implement flexible work hours or staggered shifts
    - Allow individuals at higher-risk to work remotely

EMPLOYERS MONITORING SYMPTOMS

- Symptom checking is recommended for business interactions
- Symptoms include fever of 100.4 degrees Fahrenheit or above, cough, trouble breathing, sore throat, sudden change in taste or smell, muscle aches or pains; refer to CDC symptoms list for updated details https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html
- Train managers/leadership to recognize signs of COVID-19 and to be clear on relevant protocols
- Sick employees or close contacts of positive COVID-19 individuals should stay home
- Employees who are become sick or who appear to have develop COVID-19 symptoms while at work should be separated from other employees/customers immediately and sent home; immediately clean and disinfect areas the sick employee visited; encourage employees to report any illness to a manager, especially if sick with fever, cough, trouble breathing, sore throat, muscle aches and pains, sudden changes in smell or taste
- If an employee is confirmed COVID-19 positive, employers should inform close contact employees while maintaining confidentiality; close contact employees should follow local health department guidance
- Prohibit employees who have been instructed to isolate or quarantine from working until given health department clearance

SIGNAGE

- Provide signage at each public entrance to inform all employees and customers that they should:
  - Avoid entering if they have a fever of 100.4 degrees Farhrenheit or above, cough, trouble breathing, sore throat, muscle aches and pains, sudden changes in smell or taste, or feel generally unwell
  - Encourage 6-foot physical distancing and face coverings when physical distancing is not feasible
  - Sneeze/cough into cloth, tissue, elbow or sleeve (not hands)
  - Avoid hand shaking or unnecessary physical contact
  - Wash hands often, and for at least 20 seconds

Also refer to CDC Toolkit for Businesses & Workplaces,
cdc.gov/coronavirus/2019-ncov/communication/toolkits/business-workplaces.html

---

Thank you for your patience and cooperation during this COVID-19 pandemic.
Feel free to contact the Davis County Health Department with any questions at 801-525-5128.

Updated 10.15.2020