

COVID-19

BUSINESS GUIDE

GALVESTON COUNTY HEALTH DISTRICT



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GUIDANCE ON CLEANING AND DISINFECTING YOUR FACILITY

Medical experts believe novel coronavirus (COVID-19) may remain contagious on surfaces of all materials for several hours to several days.

Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.

Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infection.

Surfaces

Wear disposable gloves to clean and disinfect.

- Clean surfaces using soap and water prior to disinfection.
- Practice routine cleaning of frequently touched surfaces including tables, doorknobs, light switches, countertops, handles, desks, phone, keyboards, toilets, faucets, sink, etc.
 - More frequent cleaning and disinfection may be required based on level of use.
 - Surfaces and objects in public spaces, such as shopping carts and point of sale keypads should be cleaned and disinfected before each use.
- EPA-registered household disinfectants: <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>
- Follow the instructions on the label to ensure safe and effective use of product. Many products recommend keeping surface wet for a period of time (see product label) and precautions such as wearing gloves and making sure you have good ventilation during use of the product.

Laundry

- Do not shake dirty laundry. Shaking laundry could further spread the virus.
- Wear disposable gloves when handling dirty laundry from a person who is sick.
- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- Dirty laundry from a person who is sick can be washed with other people's items.
- Clean and disinfect clothes hampers according to guidance above for surfaces.
- Remove gloves and wash hands right away.



Soft surfaces

For soft surfaces such as carpeted floor, rugs and drapes

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- Disinfect with an EPA-registered household disinfectant.
- Vacuum as usual.

Electronics

For electronics, such as tablets, touch screens, keyboards, remote controls and ATM machines

- Consider putting a wipeable cover on electronics.
- Follow manufacturer's instruction for cleaning and disinfecting.
 - If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

When cleaning

- Regular cleaning staff can clean and disinfect community spaces.
 - Ensure they are trained on appropriate use of cleaning and disinfection chemicals.
- Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- Wash your hands often with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a person who is sick.
 - Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

For additional guidance, visit the Centers for Disease Control and Prevention: www.cdc.gov





CLEANING & DISINFECTING YOUR BUILDING OR FACILITY IF SOMEONE IS SICK

Close off areas used by the person who is sick.

- Companies do not necessarily need to close operations if they can close off affected areas.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- Vacuum the space if needed. Use vacuum equipped with high-efficiency particular air (HEPA) filter, if available.
 - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been appropriately disinfected, it can be opened for use. Workers without close contact with the person who is sick can return to work immediately after disinfection.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routing cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.





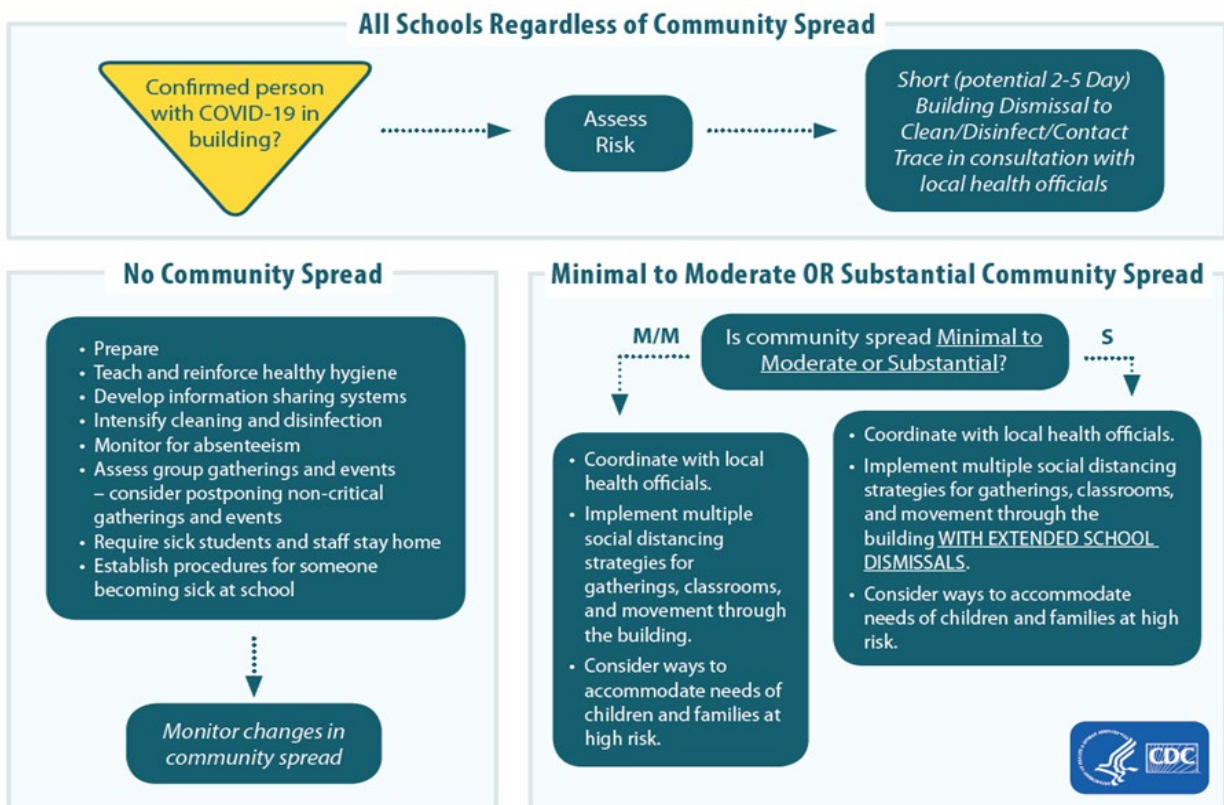
Interim Guidance for ADMINISTRATORS OF US K-12 SCHOOLS AND CHILD CARE PROGRAMS

Schools, working together with local health departments, have an important role in slowing the spread of diseases and protecting vulnerable students and staff, to help ensure students have safe and healthy learning environments.

Guidance for childcare programs and schools is organized into three categories based on the level of community transmission:

- when there is no community transmission (preparedness phase),
- when there is minimal to moderate community transmission, and
- when there is substantial community transmission.

School Decision Tree



Guidance is also provided for when a confirmed case has entered a school, regardless of the level of community transmission.

All decisions about implementing school-based strategies (e.g., dismissals, event cancellations, other social distancing measures) should be made locally, in collaboration with local health officials who can help determine the level of transmission in the community. Information about level of transmission is available in CDC's framework for mitigation.

WHEN A CONFIRMED CASE HAS ENTERED A SCHOOL, REGARDLESS OF COMMUNITY TRANSMISSION

Any school in any community might need to implement short-term closure procedures regardless of community spread if an infected person has been in a school building. If this happens, CDC recommends the following procedures regardless of the level of community spread:

Coordinate with local health officials. Once learning of a COVID-19 case in someone who has been in the school, immediately notify local health officials. These officials will help administrators determine a course of action for their childcare programs or schools.

Dismiss students and most staff for 2-5 days. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

- Local health officials' recommendations for the scope (e.g., a single school, multiple schools, the full district) and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
- During school dismissals, also cancel extracurricular group activities, school-based afterschool programs, and large events (e.g., assemblies, spirit nights, field trips, and sporting events).
- Discourage staff, students, and their families from gathering or socializing anywhere. This includes group child care arrangements, as well as gathering at places like a friend's house, a favorite restaurant, or the local shopping mall.

Communicate with staff, parents, and students. Coordinate with local health officials to communicate dismissal decisions and the possible COVID-19 exposure.

- This communication to the school community should align with the communication plan in the school's emergency operations plan.

- Plan to include messages to counter potential stigma and discrimination.
- In such a circumstance, it is critical to maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.

Clean and disinfect thoroughly.

- Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection most common EPA-registered household disinfectants should be effective.
 - Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
 - Additionally, diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3rd cup) bleach per gallon of water or
 - 4 teaspoons bleach per quart of water
- Additional information on cleaning and disinfection of community facilities such as schools can be found on [CDC's website](#).

Make decisions about extending the school dismissal. Temporarily dismissing child care programs and K-12 schools is a strategy to stop or slow the further spread of COVID-19 in communities.

- During school dismissals (after cleaning and disinfection), child care programs and schools may stay open for staff members (unless ill) while students stay home. Keeping facilities open: a) allows teachers to develop and deliver lessons and materials remotely, thus maintaining continuity of teaching and learning; and b) allows other staff members to continue to provide services and help with additional response efforts. Decisions on which, if any, staff should be allowed in the school should be made in collaboration with local health officials.
- Child care and school administrators should work in close collaboration and coordination with local health officials to make dismissal and large event cancellation decisions. Schools are not expected to make decisions about dismissal or canceling events on their own. School dismissals and event cancellations may be extended if

advised by local health officials. The nature of these actions (e.g., geographic scope, duration) may change as the local outbreak situation evolves.

- Administrators should seek guidance from local health officials to determine when students and staff should return to schools and what additional steps are needed for the school community. In addition, students and staff who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to school.

Implement strategies to continue education and related supports for students.

- Ensure continuity of education.
 - Review continuity plans, including plans for the continuity of teaching and learning. Implement e-learning plans, including digital and distance learning options as feasible and appropriate.
 - Determine, in consultation with school district officials or other relevant state or local partners:
 - If a waiver is needed for state requirements of a minimum number of in-person instructional hours or school days (seat time) as a condition for funding;
 - How to convert face-to-face lessons into online lessons and how to train teachers to do so;
 - How to triage technical issues if faced with limited IT support and staff;
 - How to encourage appropriate adult supervision while children are using distance learning approaches; and
 - How to deal with the potential lack of students' access to computers and the Internet at home.
- Ensure continuity of meal programs.
 - Consider ways to distribute food to students.
 - If there is community spread of COVID-19, design strategies to avoid distribution in settings where people might gather in a group or crowd. Consider options such as “grab-and-go” bagged lunches or meal delivery.
- Consider alternatives for providing essential medical and social services for students.
 - Continue providing necessary services for children with special healthcare needs, or work with the state *Title V Children and Youth with Special Health Care Needs (CYSHCN) Program*.



WHEN THERE IS MINIMAL TO MODERATE COMMUNITY TRANSMISSION

If local health officials report that there are multiple cases of COVID-19 in the community, schools may need to implement additional strategies in response to prevent spread in the school, but they should continue using the strategies they implemented when there was no community transmission. These additional strategies include:

Coordinate with local health officials. This should be a first step in making decisions about responses to the presence of COVID-19 in the community. Health officials can help a school determine which set of strategies might be most appropriate for their specific community's situation.

Implement multiple social distancing strategies. Select strategies based on feasibility given the unique space and needs of the school. Not all strategies will be feasible for all schools. For example, limiting hall movement options can be particularly challenging in secondary schools. Many strategies that are feasible in primary or secondary schools may be less feasible in child care settings. Administrators are encouraged to think creatively about all opportunities to increase the physical space between students and limit interactions in large group settings. Schools may consider strategies such as:

- Cancel field trips, assemblies, and other large gatherings. Cancel activities and events such as field trips, student assemblies, athletic events or practices, special performances, school-wide parent meetings, or spirit nights.
- Cancel or modify classes where students are likely to be in very close contact. For example, in physical education or choir classes, consider having teachers come to classrooms to prevent classes mixing with others in the gymnasium or music room).
- Increase the space between desks. Rearrange student desks to maximize the space between students. Turn desks to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
- Avoid mixing students in common areas. For example, allow students to eat lunch and breakfast in their classrooms rather than mixing in the cafeteria. If it is not possible to suspend use of common areas, try to limit the extent to which students mix with each other, and particularly with students from other classes (e.g., stagger lunch by class, segregate lunch and recess area by class, send a few students into the library to pick out books rather than going as a class, suspend the use of lockers). Restrict hallway use through homeroom stays or staggered release of classes. Try to avoid taking multiple classes to bathrooms at once (e.g., avoid having all classes use the bathroom right after lunch or recess). In child care or elementary school settings, consider staggering playground use rather than allowing multiple classes to play together, and limit other activities where multiple classes interact.
- Stagger arrival and/or dismissal times. These approaches can limit the amount of close contact between students in high-traffic situations and times.



- Reduce congestion in the health office. For example, use the health office for children with flu-like symptoms and a satellite location for first aid or medication distribution.
- Limit nonessential visitors. Limit the presence of volunteers for classroom activities, mystery readers, cafeteria support, and other activities.
- Limit cross-school transfer for special programs. For example, if students are brought from multiple schools for special programs (e.g., music, robotics, academic clubs), consider using distance learning to deliver the instruction or temporarily offering duplicate programs in the participating schools.
- Teach staff, students, and their families to maintain distance from each other in the school. Educate staff, students, and their families at the same time and explain why this is important.

Consider ways to accommodate the needs of children and families at risk for serious illness from COVID-19. Consider if and how to honor requests of parents who may have concerns about their children attending school due to underlying medical conditions of their children or others in their home.

Additional information about social distancing, including information on its use for other viral illnesses, is available at www.cdc.gov.

WHEN THERE IS SUBSTANTIAL COMMUNITY TRANSMISSION

Additional strategies should be considered when there is substantial transmission in the local community in addition to those implemented when there is no, minimal, or moderate transmission. These strategies include:

- Continue to coordinate with local health officials. If local health officials have determined there is substantial transmission of COVID-19 within the community, they will provide guidance to administrators on the best course of action for child care programs or schools. These strategies are expected to extend across multiple programs, schools, or school districts within the community, as they are not necessarily tied to cases within schools or child care facilities.
- Consider extended school dismissals. In collaboration with local health officials, implement extended school dismissals (e.g., dismissals for longer than two weeks). This longer-term, and likely broader-reaching, dismissal strategy is intended to slow transmission rates of COVID-19 in the community. During extended school dismissals, also cancel extracurricular group activities, school-based afterschool programs, and large events (e.g., assemblies, spirit nights, field trips, and sporting events). Remember to implement strategies to ensure the continuity of education (e.g., distance learning) as well as meal programs and other essential services for students.

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 touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact



- **Avoid close contact** with people who are sick.
- **Stay at home as much as possible.**
- **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.**



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



- **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 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



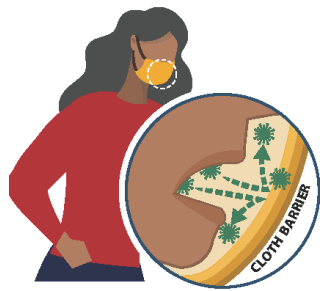
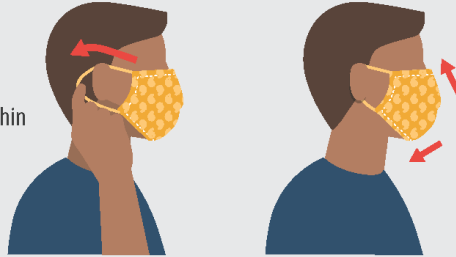
- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

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 HELP PROTECT OTHERS

- Wear a face covering to help 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



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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](https://www.cdc.gov/coronavirus)

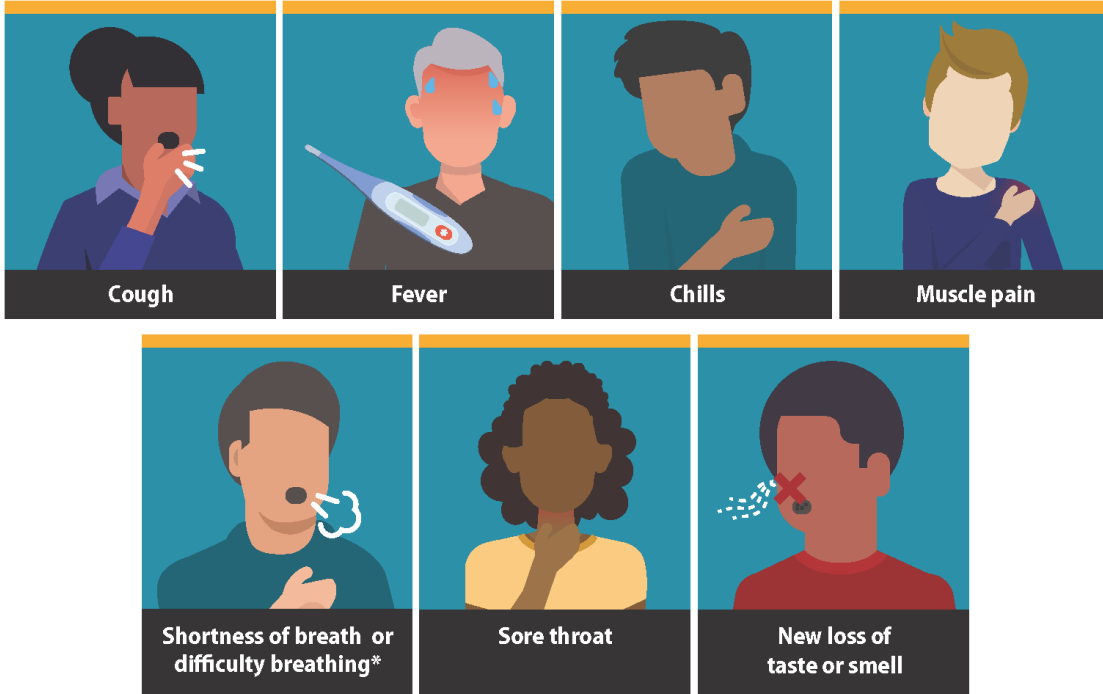


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Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

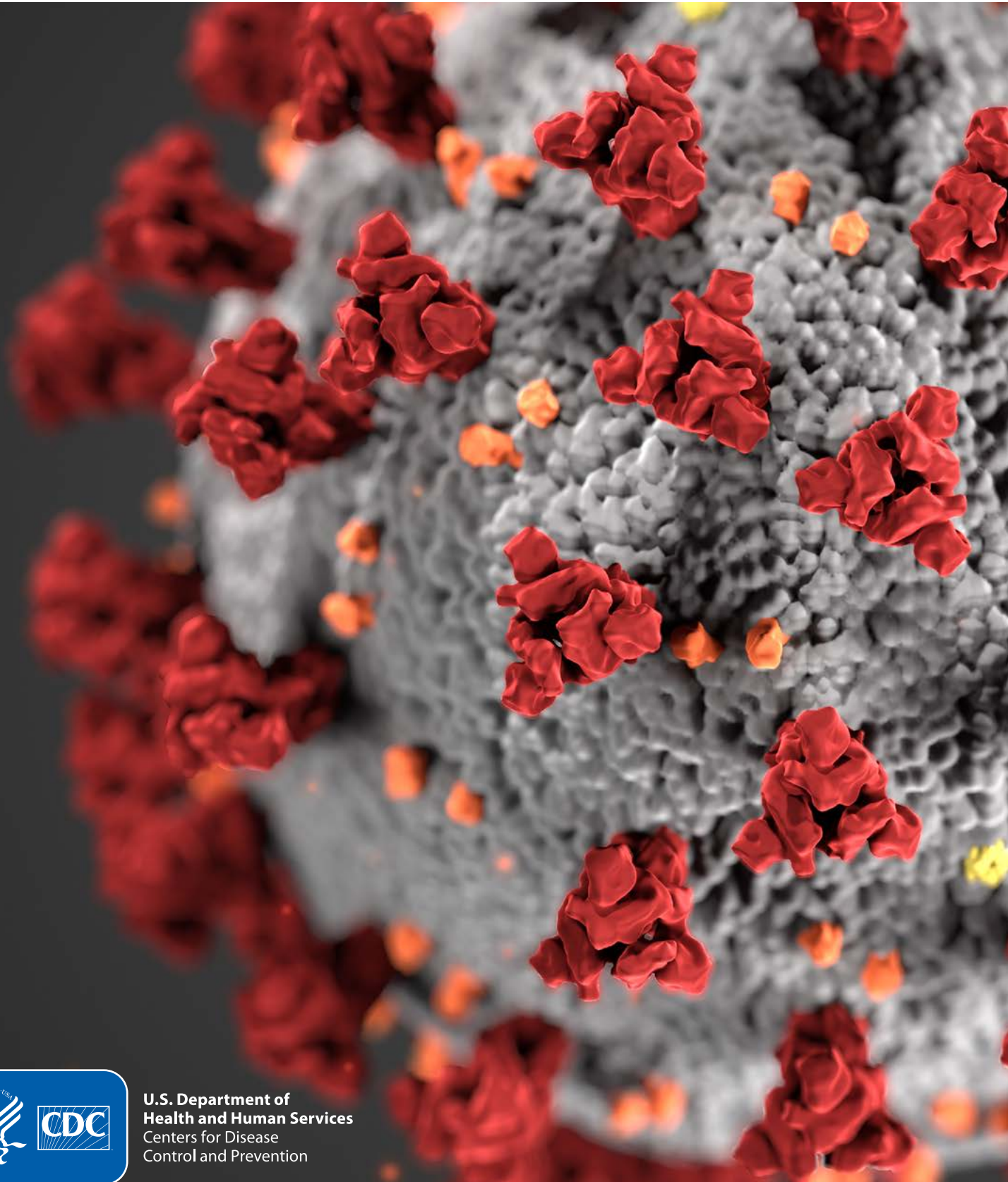


cdc.gov/coronavirus

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Resuming Business TOOLKIT

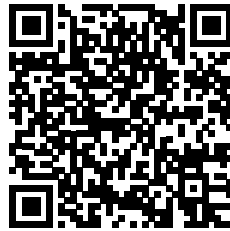
Coronavirus Disease 2019 (COVID-19)



**U.S. Department of
Health and Human Services**
Centers for Disease
Control and Prevention



SCAN HERE FOR MORE
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The **Resuming Business Toolkit** is designed to assist employers in slowing the spread of COVID-19 [1] and lowering the impact in their workplace when reintegrating employees into non-healthcare business settings. Not sure whether you're ready to resume business? Use CDC's decision tools [2-3] as a start.

This toolkit includes the following materials:



Employer Sheet to introduce employers to the contents of the toolkit and how to use the materials in non-healthcare workplaces



Restart Readiness Checklist to help make returning to work and resuming business operations as safe and healthy as possible for employers, employees, and the public



Worker Protection Tool for employers to identify protective measures for workers when interacting with each other and the public



Returning to Work Infographic to remind employees how to protect themselves and others from COVID-19 and address their potential concerns about returning to the workplace



Resources to easily access additional information using hyperlinks, URLs, and QR codes



Employer Sheet

Resuming Business Toolkit for Coronavirus Disease

The information in this toolkit is based on [CDC's Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 \(COVID-19\)](#) [4]. Be sure to thoroughly review this guidance for complete information.

Before resuming your non-healthcare business operations, it is important to consider how much the disease is spreading in your community and the readiness of workplace management to protect the safety and health of employees and the public. CDC's decision tools [2-3] can help with determine if it is time.

For information about conditions in your community, contact your local health department [5].

This toolkit provides a **checklist** to prepare the workplace for operations and a **tool** to navigate protective options for workers. Revisit materials regularly as the COVID-19 situation can change in your community.

- 1. Get started with the Restart Readiness Checklist**, working with others in management to identify which checklist items apply to your business. Revisit the list as you make progress on items and as conditions in your area change.
- 2. Select protective measures in the Worker Protection Tool**, based on the nature of your employees' interactions with other workers and/or the public. Consider whether multiple categories apply to your business, then work through those items.
- 3. Share the Returning to Work Infographic with employees.** Depending on your business, consider the following ways of incorporating the infographic into the workplace:
 - ✓ Print and post in common areas such as break rooms, hallways, elevators, or bathrooms.
 - ✓ Email to employees, encouraging them to print a copy and place it where they will see it often in their office or workspace.
 - ✓ Read content during team meetings, reminding employees to reach out with any questions.



Restart Readiness Checklist

For Coronavirus Disease 2019 (COVID-19)

Use this checklist (for non-healthcare employers) as a guide to resuming business operations as safely and healthy as possible for you, your employees, and the public. Some items may need to be ongoing, so regularly revisit the checklist while COVID-19 cases exist. Only complete those items that apply to your business. See the Resources section for links and QR codes to web resources.

1. Prevent and reduce transmission among employees

Monitor federal, state, and local public health communications about COVID-19.

Item	Completed	Ongoing	Not Started	Not Applicable
Ensure workers have access to current information.				
Check local public health information [5] and the CDC COVID-19 website [1] daily, or as needed depending on local conditions.				

Reinforce how employees can protect themselves and others from COVID-19 by communicating the following:

Item	Completed	Ongoing	Not Started	Not Applicable
If you have symptoms [6], notify your supervisor and stay home.				
If you are sick, follow CDC-recommended steps [7], and do not return to work until you meet criteria to discontinue home isolation [8].				
If you are well, but have someone in your household who has COVID-19, notify your supervisor and follow CDC recommended precautions [9].				
Wash hands [10] often with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol if soap and water are not available.				
Avoid touching eyes, nose, and mouth.				
Cover mouth and nose with a tissue or inside of the elbow when coughing or sneezing, immediately throw tissue in trash, then wash hands.				

Item	Completed	Ongoing	Not Started	Not Applicable
Develop a cleaning and disinfecting plan [11]				
Clean and disinfect [12] frequently touched objects and surfaces at the beginning and end of each shift.				
Avoid using other employees' phones, desks, offices, or other work tools and equipment. Clean and disinfect between employees if sharing occurs.				
Avoid large gatherings, [13] and stay at least 6 feet from others when possible.				
Use cloth face coverings (if appropriate) [14] when social distancing is not possible, and especially in areas of with high levels of cases.				

Plan for conducting daily in-person or virtual health checks [15] (e.g., symptom and/or temperature screening) before employees enter the facility:

Item	Completed	Ongoing	Not Started	Not Applicable
Use social distancing (about 6 feet distance), barriers or partitions, and/or personal protective equipment (PPE) to protect screeners.				
If taking temperatures, use touchless thermometers.				
Consider providing multiple screening entries.				
Consider designating doorways as "entry only" or "exit only."				
Make employee health screenings as private as possible.				
Do not determine risk based on race or country of origin; be sure to maintain confidentiality of each individual's medical status and history [16].				

Conduct a hazard assessment of the workplace.

Item	Completed	Ongoing	Not Started	Not Applicable
Identify potential hazards that might expose workers to COVID-19.				
Use the Worker Protection Tool to identify appropriate engineering, administrative, and personal protective equipment (PPE) options for your workplace.				

Plan for what to do if an employee is sick at work.

Item	Completed	Ongoing	Not Started	Not Applicable
Immediately separate employees who appear to have symptoms [6] from others in the workplace.				
Have a procedure for safe transport of a sick employee to home or a healthcare facility.				

Develop an action plan for suspected/confirmed cases.

Item	Completed	Ongoing	Not Started	Not Applicable
If it has been fewer than 7 days since the sick employee has been in the facility:				
Close off areas that have been used by the sick person for long periods of time (e.g., their desk or workstation).				
Wait 24 hours (or as long as possible), then clean and disinfect [12] the area.				
Open outside doors and windows to increase air circulation during the waiting period.				

Item	Completed	Ongoing	Not Started	Not Applicable
If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection beyond routine efforts is not necessary.				

Continued

Item	Completed	Ongoing	Not Started	Not Applicable
Determine which employees may have been exposed to the virus and may need to take additional precautions.				
Inform employees of their possible exposure to COVID-19 in the workplace, but maintain confidentiality [17].				
Most workplaces can follow the Public Health Recommendations for Community-Related Exposure [18].				
Critical infrastructure [19] workplaces can follow appropriate safety practices [20].				

2. Maintain healthy business operations

Establish a COVID-19 coordinator.

Item	Completed	Ongoing	Not Started	Not Applicable
Identify a coordinator who will be responsible for COVID-19 issues and their impact at the workplace.				
Inform employees who this person is and how to communicate with that person.				

Implement sick leave policies and practices that are flexible and supportive.

Item	Completed	Ongoing	Not Started	Not Applicable
Ensure sick leave policies and practices are consistent with public health guidance, follow state and federal workplace laws and policies, and are shared with employees.				
Allow employees to stay home, without penalty, to care for a sick family member or take care of children due to closures.				
If you do not offer sick leave, consider implementing non-punishing "emergency sick leave" policies.				
Do not require a 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.				

Protect higher risk employees [21].

Item	Completed	Ongoing	Not Started	Not Applicable
Support and encourage telework, if available.				
Consider offering vulnerable workers [22] duties that minimize their contact with customers and other employees (e.g., restocking shelves).				

Communicate supportive workplace policies. You may need to communicate with non-English speakers in their preferred languages.

Item	Completed	Ongoing	Not Started	Not Applicable
Train workers on how new policies to reduce the spread of COVID-19 may affect existing health and safety practices.				
Communicate to contractors or on-site visitors about changes to help control the spread of COVID-19.				
Create and test communication systems that employees can use to self-report if they are sick that you can also use to notify employees of exposures and closures.				

Assess essential functions and the reliance that others have on your services or products.

Item	Completed	Ongoing	Not Started	Not Applicable
Prepare to change your business practices, if needed, to maintain critical operations.				
Identify alternate supply chains for critical goods/services.				
When resuming onsite business operations, prioritize job functions for continuous operations. Resume business operations in phases.				

Plan for employee absenteeism spikes.

Item	Completed	Ongoing	Not Started	Not Applicable
Monitor absenteeism at work.				
Implement plans to continue essential business functions.				
Cross-train employees to perform essential functions.				

Establish social distancing [23] policies and practices.

Item	Completed	Ongoing	Not Started	Not Applicable
Implement flexible worksites, work hours, and meeting and travel options.				
Modify the workplace to increase physical space between employees, and between employees and customers, to 6 feet or more, where feasible.				
Use signs, tape marks, or other visual cues to indicate where to stand when physical barriers are not possible.				
Have employees and customers wear cloth face coverings (if appropriate) [14] when physical barriers or social distancing is not possible.				
Discourage handshaking or other close contact.				
Deliver services remotely.				
Move the electronic payment terminal/credit card reader farther away from the cashier, if possible.				
Shift primary stocking activities to off-peak or after hours, when possible.				

Delegate authority to local managers of your business locations.

Item	Completed	Ongoing	Not Started	Not Applicable
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Take appropriate actions outlined in their COVID-19 response plans based on their local conditions.

3. Maintain a healthy work environment

Implement controls according to the hierarchy of controls [24] to protect employees and the public.

Item	Completed	Ongoing	Not Started	Not Applicable
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Use the Worker Protection Tool to identify appropriate engineering, administrative, and personal protective equipment (PPE) options for your workplace.

Modify ventilation systems [25]

Item	Completed	Ongoing	Not Started	Not Applicable
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Work with building maintenance staff to determine if the ventilation system can be modified to increase ventilation rates or the percentage of outdoor air that circulates into the system.

Ensure ventilation systems operate properly and provide acceptable indoor air quality.

Disable demand-controlled ventilation (DCV).

Further open minimum outdoor air dampers (as high as 100%) to reduce or eliminate recirculation.

Improve central air filtration to MERV-13, or the highest compatible with the filter rack, and seal edges of the filter to limit bypass.

Ensure the safety of the water system of your building after a prolonged shutdown.

Item	Completed	Ongoing	Not Started	Not Applicable
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Follow the CDC Guidance for Building Water Systems [26].

Supply employees, customers, and visitors with what they need to clean hands and cover coughs and sneezes.

Item	Completed	Ongoing	Not Started	Not Applicable
Provide tissues, no-touch trash cans, and touchless hand sanitizer stations.				
Provide soap and water. If soap and water are not readily available, provide alcohol-based hand sanitizer that is at least 60% alcohol.				
Direct employees to visit CDC’s coughing and sneezing etiquette [27] and clean hands webpage [28].				
Place posters that encourage cough/sneeze etiquette and hand hygiene [29-30] at the entrance to and throughout your workplace (e.g., bathrooms and kitchens). Include signs for non-English speakers, as needed.				

Perform routine cleaning and disinfecting.

Item	Completed	Ongoing	Not Started	Not Applicable
Follow CDC’s Guidance for Cleaning and Disinfecting [11] to develop, implement, and maintain a plan.				
Clean all frequently touched surfaces at the beginning and end of each shift, at minimum.				
Clean dirty surfaces using a detergent or soap and water before you disinfect them.				
Disinfect using EPA-registered disinfectant that is effective against SARS-CoV-2 [31].				
Provide disposable disinfecting wipes so employees can wipe down commonly used surfaces before each use.				
Store and use disinfectants in a responsible and appropriate manner according to the label.				
Do not mix cleaning and disinfection products together.				
Advise employees to always wear gloves and other PPE appropriate for the chemicals being used.				

Limit travel and advise employees who must travel to take additional precautions and preparations.

Item	Completed	Ongoing	Not Started	Not Applicable
Minimize non-essential travel.				
Check the CDC’s Traveler’s Health Notices [32].				
Advise employees to check for symptoms of COVID-19 [6] before travel.				
Ensure employees who become sick while traveling or on temporary assignment know what to do.				
Call a healthcare provider for advice, if needed.				
Notify their supervisor.				
Follow company policy for obtaining medical care when traveling outside the United States				

Plan meetings and gatherings [13] to lower risk.

Item	Completed	Ongoing	Not Started	Not Applicable
Use videoconferencing or teleconferencing, when possible.				
Cancel, adjust, or postpone large work-related meetings or gatherings.				
If videoconferencing or teleconferencing is not possible:				
Hold meetings in open, well-ventilated spaces.				
Continue to maintain 6 feet between people.				
Wear cloth face coverings (if appropriate) [14].				



Worker Protection Tool

For Coronavirus Disease 2019 (COVID-19)

Consider the exposure that your workers will have to potential sources of COVID-19 when you resume business operations. Use this tool to identify protective measures for interactions between workers and/or the public; revisit the tool on an ongoing basis while COVID-19 cases exist. Only complete items that apply to your business. See appendix for web resources.

Worker Protections

Engineering

Facilities and Equipment

Completed

N/A

Assess job hazards for potential benefit of engineering protections.

Ensure ventilation and water systems operate properly.

Alter the workspace to maintain social distancing [23]. Examples include:

Arrange partitions as a barrier shield.

Move electronic payment reader away from cashier.

Use verbal announcements, signs, and visual cues to promote social distancing.

Remove/rearrange furniture.

Provide remote shopping alternatives (e.g., delivery, pick-up).

Administrative—three categories

Management and Communications

Completed

N/A

Monitor state and local public health communications about COVID-19.

Encourage sick workers to report symptoms, stay home, and follow CDC guidance.

Consider conducting daily in-person or virtual health checks [15] (e.g., symptom and/or temperature screening) before employees enter the facility:

Develop strategies to communicate with workers and manage concerns.

Remind workers of available support services.

Communicate to partners, suppliers, and contractors on policies and practices.

Encourage social distancing and use of cloth face coverings (if appropriate) [14] for both employees and customers.

Use technology to promote social distancing (e.g., telework, virtual meetings).

Cancel group events.

Continued

Management and Communications

Completed

N/A

Close/limit use of shared spaces.

Ask sick customers to stay home; post signs asking them not to enter if they are sick.

Consider policies that encourage flexible sick leave and alternative work schedules.

Schedule stocking during off-peak hours.

Cleaning and Disinfection

Completed

N/A

Develop a plan for cleaning and disinfecting [11].

Clean and disinfect frequently touched surfaces (e.g., counters, shelving, displays).

Provide employees with disposable disinfectant wipes, cleaner, or sprays that are effective against the virus that causes COVID-19.

Training

Completed

N/A

Provide training on:

Policies to reduce the spread of COVID-19

General hygiene

Symptoms, what to do if sick

Cleaning and disinfection

Cloth face covers

Social distancing

Use of PPE

Safe work practices

Stress management

Personal Protective Equipment (PPE)

PPE

Completed

N/A

Conduct a workplace hazard assessment.

Determine needed PPE for workers' job duties based on hazards and existing protections.

Select and provide appropriate PPE to workers at no cost.



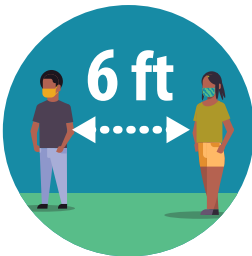
Keep yourself and others safe from COVID-19 when returning to work

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, after blowing your nose, coughing, or sneezing, and after using others' or shared equipment.
- ✓ If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.**
- ✓ **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact



- ✓ Put **distance (at least 6 feet)** between yourself and other people.
- ✓ Wear **cloth face coverings** (if appropriate) when social distancing is difficult to maintain.
- ✓ Avoid using other employees' phones, desks, offices, or other **work tools and equipment**, when possible. **Clean and disinfect** between employees if sharing occurs.
- ✓ Remember that some **people without symptoms** may be able to spread virus.

If you are at increased risk for severe illness...



- ✓ Contact management to **request special accommodations** that will allow you to perform your job duties safely.



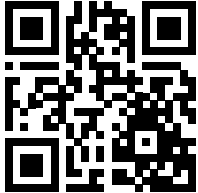
Protect yourself and others from COVID-19 by taking everyday preventive actions.



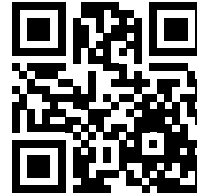
cdc.gov/coronavirus



Resources referred to throughout the Toolkit



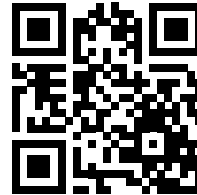
1. [Coronavirus \(COVID-19\)](https://www.go.usa.gov/xvHEE)
go.usa.gov/xvHEE



6. [Symptoms of Coronavirus](https://www.go.usa.gov/xvHmR)
go.usa.gov/xvHmR



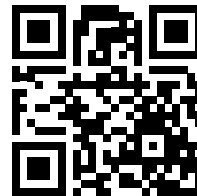
2. [Workplaces During the COVID-19 Pandemic](https://www.go.usa.gov/xvucp)
go.usa.gov/xvucp



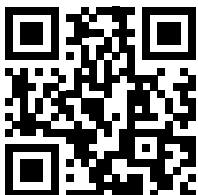
7. [What to Do If You Are Sick](https://www.go.usa.gov/xvHsF)
go.usa.gov/xvHsF



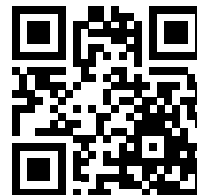
3. [Restaurants and Bars During the COVID-19 Pandemic](https://www.go.usa.gov/xvuc7)
go.usa.gov/xvuc7



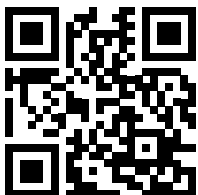
8. [Discontinuation of Isolation for Persons with COVID -19 Not in Healthcare Settings](https://www.go.usa.gov/xvHem)
go.usa.gov/xvHem



4. [Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 \(COVID-19\)](https://www.go.usa.gov/xvHma)
go.usa.gov/xvHma



9. [Caring for Someone Sick at Home](https://www.go.usa.gov/xvHew)
go.usa.gov/xvHew



5. [Directory of local health departments](https://bit.ly/LHDDirectory)
bit.ly/LHDDirectory



10. [When and How to Wash Your Hands](https://www.go.usa.gov/xvz7T)
go.usa.gov/xvz7T



11. [Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](https://www.eeoc.gov/what-you-should-know-about-the-ada-the-rehabilitation-act-and-the-coronavirus)
[go.usa.gov/xvz7R](https://www.eeoc.gov/xvz7R)



17. [Americans with Disabilities Act](https://www.eeoc.gov/what-you-should-know-about-the-ada-the-rehabilitation-act-and-the-coronavirus)
[go.usa.gov/xvHtF](https://www.eeoc.gov/xvHtF)



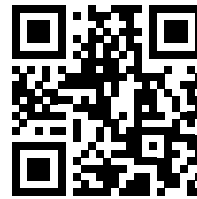
12. [Cleaning and Disinfecting Your Facility](https://www.eeoc.gov/what-you-should-know-about-the-ada-the-rehabilitation-act-and-the-coronavirus)
[go.usa.gov/xvzH2](https://www.eeoc.gov/xvzH2)



18. [Public Health Recommendations for Community-Related Exposure](https://www.eeoc.gov/what-you-should-know-about-the-ada-the-rehabilitation-act-and-the-coronavirus)
[go.usa.gov/xvHz3](https://www.eeoc.gov/xvHz3)



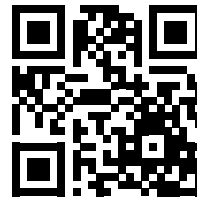
13. [Gatherings and Community Events](https://www.eeoc.gov/what-you-should-know-about-the-ada-the-rehabilitation-act-and-the-coronavirus)
[go.usa.gov/xvHeJ](https://www.eeoc.gov/xvHeJ)



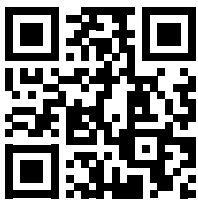
19. [CISA's Guidance on the Essential Critical Infrastructure Workforce](https://www.eeoc.gov/what-you-should-know-about-the-ada-the-rehabilitation-act-and-the-coronavirus)
[go.usa.gov/xvHuV](https://www.eeoc.gov/xvHuV)



14. [Use of Cloth Face Coverings to Help Slow the Spread of COVID-19](https://www.eeoc.gov/what-you-should-know-about-the-ada-the-rehabilitation-act-and-the-coronavirus)
[go.usa.gov/xvzH8](https://www.eeoc.gov/xvzH8)



20. [Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19](https://www.eeoc.gov/what-you-should-know-about-the-ada-the-rehabilitation-act-and-the-coronavirus)
[go.usa.gov/xvHus](https://www.eeoc.gov/xvHus)



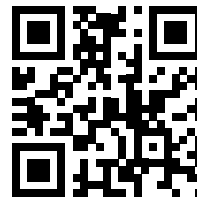
15. [General Business Frequently Asked Questions](https://www.eeoc.gov/what-you-should-know-about-the-ada-the-rehabilitation-act-and-the-coronavirus)
[go.usa.gov/xvHtY](https://www.eeoc.gov/xvHtY)



21. [People Who Are at Higher Risk for Severe Illness](https://www.eeoc.gov/what-you-should-know-about-the-ada-the-rehabilitation-act-and-the-coronavirus)
[go.usa.gov/xvHJ8](https://www.eeoc.gov/xvHJ8)



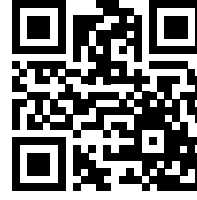
16. [EEOC's What You Should Know About the ADA, the Rehabilitation Act and the Coronavirus](https://www.eeoc.gov/what-you-should-know-about-the-ada-the-rehabilitation-act-and-the-coronavirus)
[go.usa.gov/xvHt5](https://www.eeoc.gov/xvHt5)



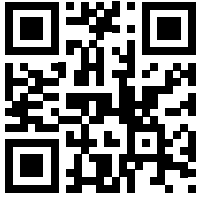
22. [People Who Need to Take Extra Precautions](https://www.eeoc.gov/what-you-should-know-about-the-ada-the-rehabilitation-act-and-the-coronavirus)
[go.usa.gov/xvHSR](https://www.eeoc.gov/xvHSR)



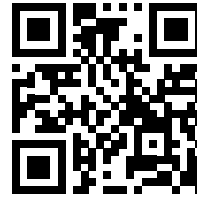
23. [Social Distancing](https://www.go.usa.gov/xvHhV)
go.usa.gov/xvHhV



29. [Print Resources](https://www.go.usa.gov/xv6qa)
go.usa.gov/xv6qa



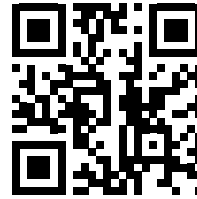
24. [Hierarchy of Controls](https://www.go.usa.gov/xvHhM)
go.usa.gov/xvHhM



30. [Health Promotion Materials](https://www.go.usa.gov/xv6q4)
go.usa.gov/xv6q4



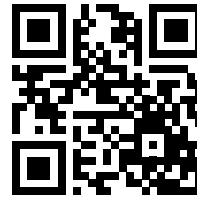
25. [ASHRAE's Guidance for Building Operations During the COVID-19 Pandemic](https://www.bit.ly/ASHRAECOVID19)
bit.ly/ASHRAECOVID19



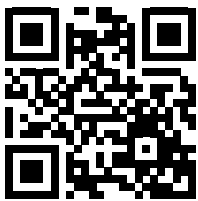
31. [List N: Disinfectants for Use Against SARS-CoV-2](https://www.go.usa.gov/xv635)
go.usa.gov/xv635



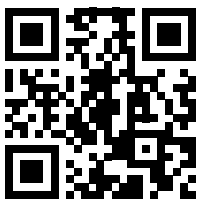
26. [Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation](https://www.go.usa.gov/xvHhh)
go.usa.gov/xvHhh



32. [CDC's Travel Health Notices](https://www.go.usa.gov/xv63R)
go.usa.gov/xv63R



27. [Coughing and Sneezing](https://www.go.usa.gov/xv6qN)
go.usa.gov/xv6qN

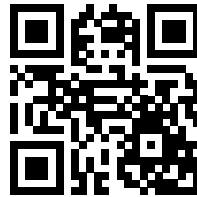


28. [Handwashing: Clean Hands Save Lives](https://www.go.usa.gov/xv6qJ)
go.usa.gov/xv6qJ

Additional Resources



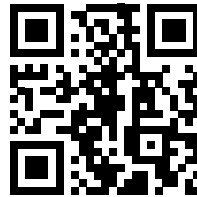
[COVID-19 Factsheets for Businesses and Employers](https://go.usa.gov/xv63M)
go.usa.gov/xv63M



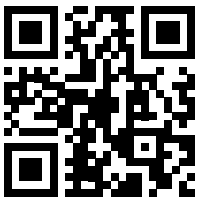
[Hazard Identification and Assessment](https://go.usa.gov/xv6dT)
go.usa.gov/xv6dT



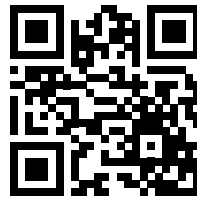
[Personal Protective Equipment](https://go.usa.gov/xv63h)
go.usa.gov/xv63h



[How to Protect Yourself and Others](https://go.usa.gov/xv6dV)
go.usa.gov/xv6dV



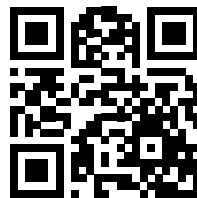
[Occupational Safety and Health Administration \(OSHA\) Standards](https://go.usa.gov/xv6ph)
go.usa.gov/xv6ph



[OSHA Ten Steps](https://go.usa.gov/xv6dd)
go.usa.gov/xv6dd



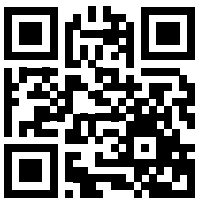
[U.S. Department of Labor](https://go.usa.gov/xv6da)
go.usa.gov/xv6da



[State & Territorial Health Department Websites](https://go.usa.gov/xv6dG)
go.usa.gov/xv6dG



[U.S. Equal Employment Opportunity Commission](https://go.usa.gov/xv6dY)
go.usa.gov/xv6dY



[Coping with Stress](https://go.usa.gov/xv6dg)
go.usa.gov/xv6dg

cdc.gov/coronavirus



**U.S. Department of
Health and Human Services**
Centers for Disease
Control and Prevention

I acknowledge that I have received this COVID-19 guide and checklist. I will immediately implement recommended procedures to remain in compliance with the Centers for Disease Control and Prevention (CDC).

Signature

Date:

