As businesses and industry reopen during the COVID-19 pandemic, it’s important that business operators, their employees and their customers know proper protocols are being followed to help minimize the spread of germs. There are several factors to consider during daily operation.

**DISINFECTION MEASURES**

- It’s imperative businesses establish an enhanced cleaning and disinfection plan before re-opening and maintain a rigorous cleaning schedule throughout their operation.
- Clean visibly dirty surfaces with soap and water prior to disinfection.
- Use appropriate disinfectant products that include an EPA-approved disinfectant against COVID-19.
- Routinely clean all frequently touched surfaces in the workplace such as workstations, countertops, door handles, break rooms, cash registers and ATM machines. Frequently touched surfaces should be disinfected multiple times a day.

**EMPLOYEE AND CUSTOMER SAFETY MEASURES**

- Provide soap and water and alcohol-based sanitizer in the workplace and maintain adequate supplies.
- Require employees and customers to wear a face mask when in close contact with others.
- It is recommended all employees and contractors be screened for illness. Consider whether to also screen customers.
- Screening should include temperature readings with a touchless thermometer, and temperature should be below 100.4 degrees.
- Screening may also include observation for cough, shortness of breath, difficult breathing, tiredness and questioning about possible exposure to someone with COVID-19.
- If an employee refuses screening or doesn’t pass screening, the employee should be provided information about self-isolation, sick leave policy and return-to-work protocol. Any employee who doesn’t pass screening should be encouraged to seek appropriate care.
SELF-QUARANTINING

- Employees who are symptomatic or sick with COVID-19 should notify his or her supervisor, stay home and follow CDC guidelines for home isolation.
- An ill employee should be advised to call their health care provider before visiting the provider’s office, notify the provider of possible COVID-19 and utilize telehealth appointments when possible.
- The criteria to safely return to work are changing, so it’s necessary to stay abreast of current CDC guidelines by visiting coronavirus.gov.

SOCIAL DISTANCING PROTOCOL

- Physical distancing, also referred to as social distancing, is an infection control measure that can stop or slow the spread of an infectious disease by limiting contact between people.
- Stay at least six feet from others. Maintain proper social distancing in lines, between work stations, in restrooms, at gathering areas and at other locations in the business. Use floor markings to indicate proper distancing.
- Limit meetings to 10 people or less unless an area is large enough to accommodate appropriate social distancing. Hold meetings electronically/virtually whenever possible.
- Limit the number of personnel riding elevators at one time.
- Consider alternative methods for clocking in if touching the time clock is required.
- Discourage sharing of phones, desks, offices or other work tools.

Details of your plans for operating during the COVID-19 outbreak should be communicated to all employees. For more information about COVID-19 and recommended business practices, visit coronavirus.gov.