



## DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT

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# SAFER AT WORK

## COVID-19: BEST PRACTICES FOR REOPENING BUSINESSES

Our goal is to support you in safely reopening businesses as we enter this first phase of relaxing restrictions. Your customers and staff will have confidence they are safe when they see your business following best practices to prevent the spread of COVID-19. Try to limit group gathering sizes indoors to 10 or less even when ensuring social distancing. Remember seniors and those with compromised immune systems or chronic health conditions are at greater risk of getting very sick from COVID-19. Consider posting warning signs or adapting your operations for these folks, especially if your business focuses on young families with children. **The more you combine best practices, the safer your staff and customers will feel. Let's continue to control the spread of COVID-19 together.**

**ENSURE SOCIAL DISTANCING PRACTICES AT ALL TIMES.** All customers and staff should maintain six feet of separation at all times. COVID-19 spreads mainly among people who are in close contact.

- Social distancing tips include:
  - Limit the number of customers in your business at one time
  - Encourage customers to call ahead and make an appointment
  - Keep your door locked and have customers call when they arrive
  - Use floor markings to indicate where customers should stand to maintain six feet of separation. Post social distancing reminders throughout your facility
  - Install plexiglass barriers at cash registers
  - Consider physical barriers where appropriate and creating a one-way flow through the facility to ensure spacing.
  - Consider adjusting operating hours and creating a designated shopping time for high-risk customers

### **MAINTAINING CLEAN AND DISINFECTED SURFACES.**

- Routinely clean and disinfect commonly touched surfaces of your facility including doorknobs, credit card machines, counters, handrails, etc. via a predetermined cleaning plan provided to all employees
- Wash your hands or apply hand sanitizer after handling cash (it's been touched by a lot of people). Consider wearing gloves but apply sanitizer after handling cash.
- Use an EPA registered disinfectant and ensure proper contact times keeping the surface wet for a duration that ensures viral destruction
- Remove unnecessary items that may become contaminated and discourage customers from touching anything besides what is required

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## **ENCOURAGING PERSONAL HYGIENE**

- Provide alcohol-based hand sanitizer that contains at least 60% alcohol
- Place hand sanitizer strategically at the entrance of the facility and in multiple locations throughout to encourage frequent use
- Provide tissues and no-touch waste receptacles for customers
- Encourage mask usage that covers both the mouth and nose
- Provide posters both outside and inside facility encouraging hand hygiene and appropriate mask use
- Recommend creating a personal hygiene plan based on your operation

### *Additional Resources/References:*

1. CDC guidance, [www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html)
2. OSHA guidance, [www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)

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