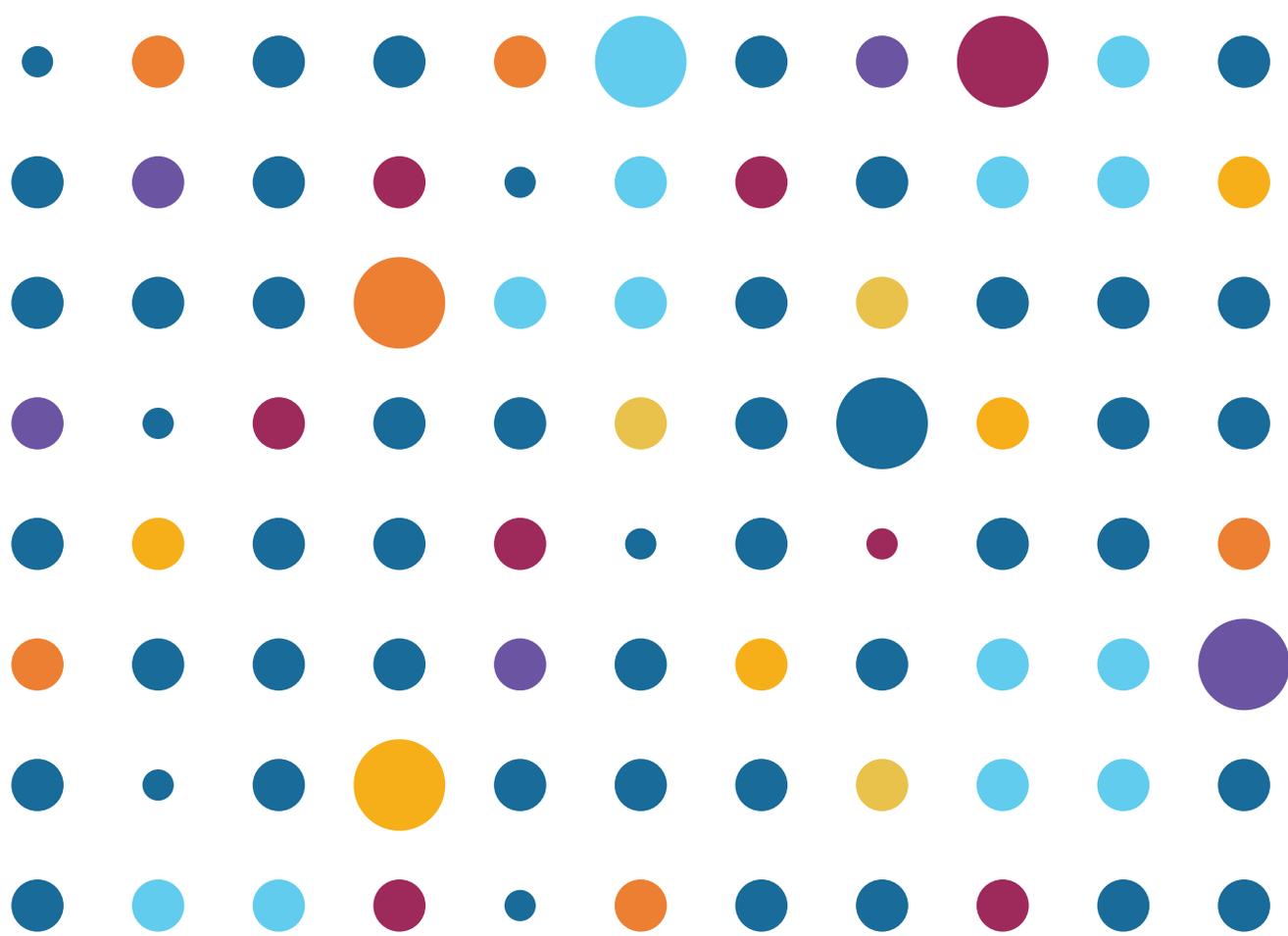
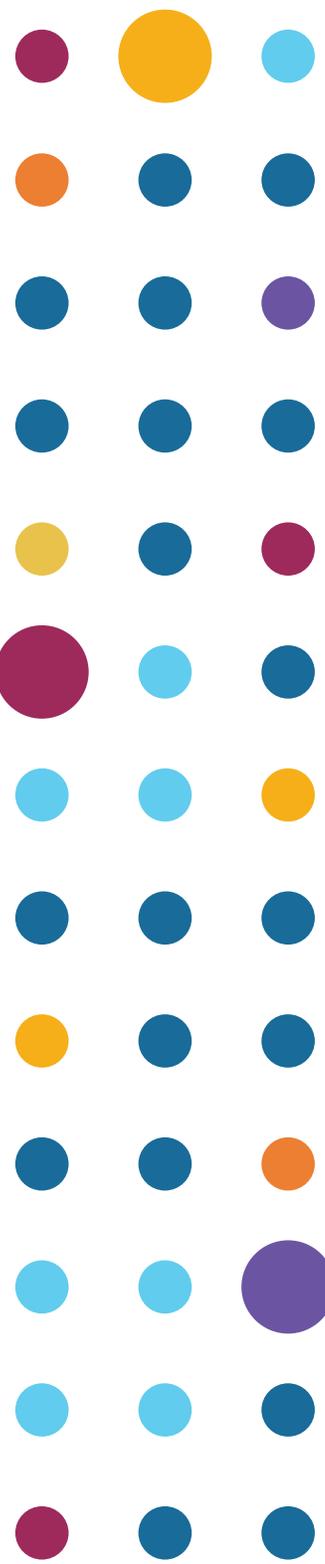


Special COVID-19 Reference Guide

PREPARING TO REOPEN YOUR BUSINESS



Preparing to Reopen Your Business

All decisions about the recommendations below should follow State and local guidelines, which will determine when and under what conditions your business can reopen. These decisions will depend on the level of COVID-19 in your community and the capacity of local public health and health care systems to address COVID-19.

Recommendations

■ Workplace Coordinator

- Designate someone who will be responsible for COVID-19 issues and their impact in the workplace. Notify employees as to the identity and role of the workplace coordinator.
- Notify employees before reopening about any particular actions that you may require given COVID-19 (e.g., date and time of reopening, alternative workdays, staggered workforce during the day, requirement of face masks or shields, social distancing, etc.).

■ Clean and Disinfect

- Require employees to wear face masks or shields and plastic gloves as they go about their routine of everyday work.
- Instruct those who use disinfectants on how to apply them safely and properly. Most EPA registered household disinfectants can be used. A list of products that are EPA-approved for use against the virus is available at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>.
- Clean and disinfect the entire facility prior to reopening. Thereafter, clean and disinfect all touch surfaces several times a day as well as shared equipment and objects between transferred use.
- Avoid use of equipment or objects that are not easily cleaned and disinfected.
- Ensure the ventilation system is working properly. Also, wherever possible increase circulation of outdoor air by opening windows and doors, using fans to circulate air, and other means of air flow.
- Discourage workers' from using company telephone's and work areas whenever possible without disinfecting them before and after use.
- Provide disposable wipes to wipe down commonly used surfaces and equipment before each use. Use the same EPA registered household disinfectants listed on the website address in the second bullet in this section.

■ Reaffirm Sick Leave Policy

- Ensure sick leave policies are consistent with public health guidelines and that employees understand the Families First Coronavirus Response Act (FFCRA). For example, employers with 500 or less employees, regardless of how long an employee has been employed, are eligible for emergency paid sick leave. There are two types of family leave:
- **Paid Sick Leave** (up to 10 days) – Employees are eligible for up to two weeks, or 10 days, of paid sick leave, subject to an 80-hour cap for full-time employees. This applies to categories 1-4 and 6 below.
- **Expanded Family and Medical Leave** (up to 10 weeks) – After taking two weeks paid sick leave, employees who have been employed for at least 30 days may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason 5 below.
 1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
 2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID.
 3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
 4. The employee is caring for an individual who is subject to bullet (1) or (2).
 5. The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the childcare provider of such son or daughter is unavailable, due to COVID-19.
 6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

Greater detail on eligibility requirements of the FFCRA can be found at the following website: <https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>.

Lastly, you should not require a positive 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. Healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner.

■ Temperature Testing

While California state and local governments do not require temperature checks, it is not illegal to institute such a policy. You can do so in one of two ways: employees can check their temperatures on arrival to their work site at a centrally located thermometer stand, or you can have a monitor test and record the temperature of each employee. If you implement the latter approach you must make sure that all results are confidential and keep in a secure place.

If an employee shows a temperature above 100.4, the workplace coordinator should be immediately notified and the employee should be sent home and await instructions about return to work.

- **Detailed procedure on temperature checks:**

1. On arrival to your work site proceed to the temperature station. If you are using a monitor to take temperature you may want to consider adding an additional barrier in addition to a face mask between the monitor and employee—for example, a plastic barrier or plastic face shield.
2. Glove hands, place cover on thermometer—preferably a tympanic (ear) temperature
3. Note temperature on device
4. Remove probe cover and dispose
5. Place device in holder
6. Remove and dispose gloves
7. Wipe the thermometer

■ Promote Social Distancing

- Establish social distancing policies and practices. This means avoiding, as much as possible, gatherings of employees and maintaining a distance (approximately 6 feet) from others in everyday activities (e.g., in restrooms, break and lunch rooms, meeting rooms, etc.).
- Whenever possible, deliver products through curbside pickup or delivery.
- Consider using videoconferencing or teleconferencing when possible for work-related meetings and gatherings.

Promoting Healthy Hygiene

Employers should emphasize that employees practice good hygiene etiquette when they cough or sneeze. Serious respiratory illnesses such as severe acute respiratory syndrome (like COVID-19) are often spread by bad hygiene. Employers should promote these actions:

- Provide tissues and no-touch disposable receptacles.
- Make sure employees have access to soap and water. If soap and water are not readily available, provide alcohol-based hand sanitizer that is at least 60% alcohol. When hands are visibly dirty, soap and water are preferred over hand-sanitizer. (Ensure an adequate supply of soap and sanitizer are readily available.)
- Discourage hand-shaking. Verbal means of greetings should replace any physical contact.
- Employers should emphasize that employees practice good hygiene etiquette when they cough or sneeze. Serious respiratory illnesses such as severe acute respiratory syndrome (like COVID-19) are often spread by bad hygiene. Employers should promote these actions:
 - **Emphasize cough and sneeze etiquette**
 - » Cover your mouth and nose with a tissue when you cough or sneeze.
 - » Put your used tissue in a waste basket.
 - » If you don't have a tissue, cough or sneeze into your elbow or upper sleeve, not your hands.
 - **Hand hygiene**
 - » Wash your hands after coughing or sneezing:
 - » Wash with soap and (hot) water. A recent study showed that people who washed their hands with soap for just five seconds did nothing to kill the germs on their hands. Conversely, people who washed their hands with soap for 30 seconds killed everything.
 - » Keeping hands clean through improved hand hygiene is one of the most important steps we can take to avoid getting sick and spreading germs to others.

Many diseases and conditions are spread by not washing hands with soap and clean, running water. If soap and water are unavailable, use an alcohol-based hand sanitizer that contains at least 60% alcohol to clean hands.

Employers should download and post the following notices where all employees can review them.

FFCRR: Mandatory Posting Reminder: <https://www.dol.gov/agencies/whd/ffcra>

OSHA: Guidance on Preparing Workplaces for COVID-19 3990-03 2020
<https://www.osha.gov/Publications/OSHA3990.pdf>

CDC: Top 10 Tips to Protect Employees' Health
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/guidance-small-business.pdf>