

INTERIM SOCIAL/PHYSICAL DISTANCING AND SANITATION GUIDELINES

ALL INDUSTRIES / SECTORS

The following are interim guidelines that all employers should consider when readying their businesses for reopening. The best practices are written to describe the current understanding of actions that can be taken to limit or mitigate the spread of COVID-19 in the workplace. It is recognized that not all the best practices can be implemented in all workplaces.

These additional best practices and guidelines have been identified in addition to those published by the State guidelines for specific industry sectors and specific business types, as a part of the State's Resilience Roadmap. Employers should reference both the State's guidance and the following best practices.

Additional Measures to Protect Health:

- i. Employers are encouraged to display signage at each entrance of the facility to inform employees and customers:
 1. of common COVID-19 symptoms and that they must not enter the facility if they are sick with or suspect they may be experiencing COVID 19 symptoms
 2. of social / physical distancing protocol at the facility; persons to maintain a minimum six-foot distance from non-household members as much as practicable and not engage in any unnecessary physical contact
 3. of proper hand washing techniques and encouraging regular hand washing in breakrooms and other locations where employee information is provided
- ii. In addition to the State's guidelines by sector regarding adjustment of maximum occupancy, employers are encouraged to limit the number of customers in the facility based on a number that allows for six feet of distance for customers and employers to the extent feasible.
- iii. Consider designating a foot traffic control monitor to ensure social distancing requirements are maintained.
- iv. Disinfect high contact surfaces in break rooms, restrooms, and other common areas (i.e. door handles, lobbies, etc.) frequently. Those areas receiving more traffic should be disinfected more often. As a best practice, all businesses should disinfect on the following schedule and maintain a log capturing actions, at a minimum:
 1. Public Restrooms: Daily
 2. Employee Breakrooms: Daily
 3. Employee Restrooms: Daily
 4. Portable Restrooms: Daily
 5. Other employee shared areas: Daily
 6. High contact surfaces (door handles, light switches, etc.): At least twice daily and more frequently if needed
- v. Clean visibly dirty surfaces with soap and water prior to disinfecting.
- vi. Discourage customers from bringing their own bags, mugs, or other reusable items from home; or if customers do bring their own bag, customer should bag their own goods after purchase/transaction.
- vii. Clean and sanitize dressing rooms daily, or at least twice per day if there is high use.
- viii. Discontinue use of bulk water dispensers for employees or customers.
- ix. Encourage employees to regularly clean workstations. Provide sanitizer/disinfectant and related cleaning supplies for employees to use as practicable.