



BUSINESS Getting Back to BUSINESS

Getting businesses back to business is essential for associates and the economy as we begin to rebuild. Roughly 75% of employees say that they are somewhat or very concerned about illness spreading in their workplace as we begin to reopen. We have compiled a list of “crucial” steps businesses are encouraged to make as associates return to the office. Let’s work together as you take the steps to reopen your facility safely and successfully.

1. SCREENING

- Setup a screening station at your facility’s entrance
- Ask screening questions:
 - Have you had a cough or shortness of breath?
 - Have you had a fever?
 - Have you been around anyone exhibiting these symptoms in the past 14 days?
 - Are you living with anyone who is sick or quarantined?
- Consider use of a touchless infrared thermometer to check the temperature of employees each day
 - Any with a temp over 100.4° F should be sent home
- Limit access to work areas by outside visitors



2. ADMINISTRATION

- Require anyone who exhibits signs of illness from reporting to work and recommend they seek medical attention
 - Per CDC guidelines, employees who have COVID-19 must self-isolate for 7 days and be fever-free and symptom-free for 3 days before coming back to work
- Post signage that no one with symptoms of COVID-19 is permitted in the facility
- Train employees on the importance of frequent handwashings, hand sanitizer use and PPE use as well as the dangers of touching their faces in public
- Conduct motivational meetings



3. SOCIAL DISTANCING

- Prohibit gatherings of workers during business hours
- Permit workers to take breaks and lunch outside, in their office or personal workspace, or in other such areas where proper social distancing is attainable
- Continue teleworking for workers when possible
- Implement staggered shifts and breaktimes to reduce crowding amid social distancing measures
- Stagger staffer workstations where possible to avoid employees working adjacent to one another. Where 6 feet of separation is not possible, consider mitigation efforts such as screens/dividers along with increased frequency of cleaning and sanitizing surfaces
- Hold all meetings virtually when possible. Hold in-person meetings in open areas – not confined spaces
- Discourage workers from using other employees phones, desks, offices or other equipment
- Prohibit handshaking and other unnecessary person-to-person contact in the office
- Remind patrons and 3rd party delivery drivers/suppliers of your internal distancing requirements



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4. USE OF PPE (Personal Protective Equipment)

- **Provide masks and gloves for employee use**
 - Request that all employees wear face coverings at all times. Such face coverings should be cleaned or replaced daily



5. DISINFECTION

- **Thoroughly detail, clean and sanitize the entire facility before resuming services and do so regularly, focusing on high-contact areas that may be touched by employees**
- **Confirm new cleaning procedures with your cleaning service**
 - Confirm they are using effective disinfectants
 - Be sure they are cleaning **ALL** surfaces including carpets
 - Disinfect common surfaces regularly, including all vertical surfaces
 - Door knobs and handles*
 - Vending machine controls*
 - Light fixtures and buttons*
 - Clean and sanitize restrooms, all fixtures, counters, door handles
- **Review and replenish breakroom and restroom supplies based on frequency of use**
 - Ensure adequate supply of soap and paper towels at all times
 - Replace bulk packs of straws, cutlery in individual-use packs and napkins

- **Your team MUST disinfect ALL work tools:**

- This includes
 - RF guns*
 - Pallet jacks*
 - Light switches*
 - Dock equipment*
 - Material handling equipment*
 - Packing stations*
 - Tape dispensers*
 - Equipment keypad buttons*

- **Confirm your team is practicing common sense hygiene**
 - Washing hands multiple times per day
 - Disinfecting eating and work surfaces
 - Drinking lots of fluids
 - Getting appropriate rest
- **Provide hand sanitizer for use by employees, including contactless hand sanitizing stations when available**

More information on post COVID-19 business guidelines

CDC: <https://www.cdc.gov>.

U.S. Gov: <https://www.whitehouse.gov>.