



Office of the Governor

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COVID-Safe practices for all employers

1. Limit operations to remote work to the greatest extent possible
2. Arrange workplace to provide for 6 feet of distance between individuals wherever possible
3. Close common areas where personnel are likely to congregate wherever possible, or modify them to minimize contact
4. Provide for all meetings to take place remotely whenever possible
5. Provide all employees with face coverings and require their use in the workplace
6. Train all employees on daily cleaning and disinfecting protocol, hygiene, and respiratory etiquette (e.g., covering coughs)
7. Make handwashing, sanitizer, and other hygiene support available to employees
8. Screen employees before they enter the workplace each day (verbally or with a written form or text/app). Send employees home who are experiencing the following COVID-19 symptoms related to COVID-19 and direct them to obtain free testing through DOH
 - fever, cough, shortness of breath, chills, repeated shaking with chills, muscle pain, headache, sore throat and/or loss of taste or smell
9. Prohibit employees with known close contact to a person who is lab-confirmed to have COVID-19 to return to work until the end of the 14-day self-isolation period
10. Minimize non-essential travel. Adhere to CDC guidelines and state orders regarding isolation following out-of-state travel
11. Adhere to all CDC and OSHA guidelines

Additional CSPs for retailers

Required

1. Adhere to COVID-Safe Practices for All Employers
2. Adhere to maximum occupancy limits per the State's Public Health Order
3. Utilize signs, stanchions and/or floor decals to support 6-foot social distancing, including one-way aisle traffic and separate entry/exit wherever possible
4. Utilize signage to communicate occupancy limits and encourage customers to wear face coverings
5. Maintain a schedule of stringent daily cleaning and sanitizing
6. Once every two hours (or more frequently), clean and disinfect high-touch items such as doors, fitting rooms and credit card terminals
7. Establish safety protocols to allow for contactless curbside pickup and home delivery wherever possible

Best practices

1. Install large plexiglass sneeze guards at cash registers wherever possible
2. Arrange for contactless payment and receipt options to the greatest extent possible
3. Screen employees and customers with a no-contact thermometer; individuals with a temperature reading above 100.4°F should be denied entry
4. Offer face coverings, handwashing, and hand sanitation to customers