CITY OF BLOOMFIELD

Staff Summary

** ACTION ITEM **

Council Meeting of: July 16, 2020

Prepared By: Andrew Morris, City Administrator

Department: Administration

Department Head: Andrew Morris

City Administrator Approval: Andrew Morris

AGENDA TITLE: Discuss and make decision as to opening city hall

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**Public hearing required if this line is checked.**

DISCUSSION: City Hall has been closed to the general public since March 17, 2020 due to COVID-19. As more cities are opening up their city halls, and the need of the general public to ask questions and seek information from city staff, serious consideration should be given to at least a partial opening of city hall. The attached documents from the Centers for Disease Control provide guidance and actions undertaken to stem the tide of this pandemic.

RECOMMENDATION: Consider options.

Source of Funds: NA       Budgeted Item: NA       Budget Amendment Needed: NA
City Hall was closed by proclamation on March 17, 2020

Payments and Bids (unless otherwise stated) are currently accepted thru the drop box, online and ACH

ClerkNet Poll: Current City Halls in Iowa that are Open vs. Closed

![Pie chart showing percentages of City Halls in Iowa that are open vs. closed]

County Offices:

Clerk of Court and Treasurer’s office were closed until 5/18 completely. 6/15 they took scheduled appointments only. They are both open to the public as of 6/30/2020.

Recorder and Assessor’s Office were open the whole time.

Slow Open Recommendation:

- 2 days a week to start – open to the public on Tues and Thurs 7:00-4:00 once the barrier has been installed
  - Employee concerns of underlying health issues and being exposed then taking it home to family
  - City Admin spoke with DPW about building a temporary plastic shield for the front counter until the permanent fixture is installed - Should the Council decide to open to the public before the glass is installed by Ottumwa Glass
- On Mon, Wed, Fri we will continue to be open by scheduled appointment - as we have been since March-1 person at a time in the office to ensure social distancing is practiced
- The City Council, City Admin and Mayor will reevaluate the opening of M-W-F lobby hours depending on the increase in the number of positive cases within Davis County
Routinely disinfect and clean both work spaces and frequently touched spaces by customers

- All areas including but not limited to offices, bathrooms (closed to public), common areas (City Hall Lobby, Counter tops, door handles, outdoor handle, railing and glass barrier) and shared electronic equipment
- Hand sanitizer will be available for the customers
- No shared writing utensils -- sanitize the pen if borrowed

Social Distancing:

- Maximum of 2 customers in the Lobby Area at all times to ensure social distancing guidelines are practiced.
- Enter up the steps (if able) and exit down the ramp to avoid customers being closer than 6 feet.
- Mark the outside with X's to ensure the customers are aware of the guidelines and where to stand while they wait.
- Mark the outside with → for the direction and flow of traffic.

Management will follow the Centers for Disease Control (CDC) Guidelines to help protect the customers as well as the employees of the City. Attached are a few articles centered around Guiding Businesses and Employers on how to respond to Covid-19, in addition to a helpful Business Toolkit Checklist on what action steps the City should take to assist in the prevention of Covid-19.
Coronavirus Disease 2019 (COVID-19)

Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020

Plan, Prepare and Respond to Coronavirus Disease 2019

Updated May 6, 2020

Summary of Changes to the Guidance:

Below are changes as of May 6, 2020

- Updated strategies and recommendations for employers responding to COVID-19, including those seeking to resume normal or phased business operations:
  - Conducting daily health checks
  - Conducting a hazard assessment of the workplace
  - Encouraging employees to wear cloth face coverings in the workplace, if appropriate
  - Implementing policies and practices for social distancing in the workplace
  - Improving the building ventilation system
- A table outlining the engineering controls, administrative controls, and personal protective equipment (PPE) that employers may use to help prevent the spread of COVID-19 in the workplace

More Changes

CDC Industry Guidance

- Resources for Airlines
- Resources for the Ship Industry
- Employers with Workers at High Risk

OSHA/HHS Guidance

- Guidance on Preparing Workplaces for COVID-19

Resuming Business Toolkit

Purpose

This interim guidance is based on what is currently known about the coronavirus disease 2019 (COVID-19). COVID-19 is a respiratory illness that can spread from person to person. The outbreak first started in China, but the virus continues to spread internationally and in the United States. There is much more to learn about the transmissibility, severity, and other characteristics of COVID-19 and investigations are ongoing. Updates are available on CDC’s web page at https://www.cdc.gov/coronavirus/2019-ncov. CDC will update this interim guidance as additional information becomes available.

This interim guidance may help prevent workplace exposures to COVID-19 in non-healthcare settings (separate guidance is available for healthcare settings). CDC has also provided guidance for critical infrastructure workers who may have had exposure to a person known or suspected to have COVID-19. Unless otherwise specified, this interim guidance for businesses and employers applies to critical infrastructure workplaces as well.

Role of Businesses and Employers in Responding to COVID-19

Businesses and employers can prevent and slow the spread of COVID-19 within the workplace. Employers should respond in a way that takes into account the level of disease transmission in their communities and revise their business response plans as needed. Employers should follow the White House Guidelines for Opening Up America Again, a phased approach based on current levels of transmission and healthcare capacity at the state or local level, as part of resuming business operations. Business operation decisions should be based on both the level of disease transmission in the community and your readiness to protect the safety and health of your employees and customers.
Businesses and employers are encouraged to coordinate with state and local health officials to obtain timely and accurate information to inform appropriate responses. Local conditions will influence the decisions that public health officials make regarding community-level strategies. CDC has guidance for mitigation strategies according to the level of community transmission or impact of COVID-19.

As an employer, if your business operations were interrupted, resuming normal or phased activities presents an opportunity to update your COVID-19 preparedness, response, and control plans. All employers should implement and update as necessary a plan that:

- Is specific to your workplace,
- Identifies all areas and job tasks with potential exposures to COVID-19, and
- Includes control measures to eliminate or reduce such exposures.

Talk with your employees about planned changes and seek their input. Additionally, collaborate with employees and unions to effectively communicate important COVID-19 information.

See the OSHA COVID-19 guidance for more information on how to protect workers from potential exposures, according to their exposure risk. Plans should consider that employees may be able to spread COVID-19 even if they do not show symptoms.

All employers need to consider how best to decrease the spread of COVID-19 and lower the impact in your workplace. This should include activities to:

- Prevent and reduce transmission among employees,
- Maintain healthy business operations.

**Prevent and Reduce Transmission Among Employees**

Monitor federal, state, and local public health communications about COVID-19 regulations, guidance, and recommendations and ensure that workers have access to that information. Frequently check the CDC COVID-19 website.

**Actively encourage sick employees to stay home:**

- Employees who have symptoms should notify their supervisor and stay home.
- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.

Consider conducting daily in-person or virtual health checks (e.g., symptom and/or temperature screening) of employees before they enter the facility, in accordance with state and local public health authorities and, if available, your occupational health services:

- If implementing in-person health checks, conduct them safely and respectfully. Employers may use social distancing, barrier or partition controls, or personal protective equipment (PPE) to protect the screener. However, reliance on PPE alone is a less effective control and is more difficult to implement, given PPE shortages and training requirements.
  - See the "Should we be screening employees for COVID-19 symptoms?" section of General Business Frequently Asked Questions as a guide.
- Complete the health checks in a way that helps maintain social distancing guidelines, such as providing multiple screening entries into the building.
- Follow guidance from the Equal Employment Opportunity Commission regarding confidentiality of medical records from health checks.
- To prevent stigma and discrimination in the workplace, make employee health screenings as private as possible. Do not make determinations of risk based on race or country of origin and be sure to maintain confidentiality of each individual’s medical status and history.

**Identify where and how workers might be exposed to COVID-19 at work.** Employers are responsible for providing a safe and healthy workplace. Conduct a thorough hazard assessment of the workplace to identify potential workplace hazards related to COVID-19. Use appropriate combinations of controls from the hierarchy of controls to limit the spread of COVID-19, including engineering controls, workplace administrative policies, and personal protective equipment (PPE) to protect workers from the identified hazards (see table below):

- Conduct a thorough hazard assessment to determine if workplace hazards are present, or are likely to be present, and determine what type of controls or PPE are needed for specific job duties.
• When engineering and administrative controls cannot be implemented or are not fully protective, employers are required by OSHA standards to:
  ○ Determine what PPE is needed for their workers’ specific job duties,
  ○ Select and provide appropriate PPE to the workers at no cost, and
  ○ Train their workers on its correct use.

• Encourage workers to wear a cloth face covering at work if the hazard assessment has determined that they do not require PPE, such as a respirator or medical facemask for protection.
  ○ CDC recommends wearing a cloth face covering as a measure to contain the wearer’s respiratory droplets and help protect their co-workers and members of the general public.
  ○ Cloth face coverings are not considered PPE. They may prevent workers, including those who don’t know they have the virus, from spreading it to others but may not protect the wearers from exposure to the virus that causes COVID-19.

• Remind employees and customers that CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community-based transmission. Wearing a cloth face covering, however, does not replace the need to practice social distancing.

• See the OSHA COVID-19 [1] webpage for more information on how to protect workers from potential COVID-19 exposures and guidance for employers [2] [3], including steps to take for jobs according to exposure risk.

Separate sick employees:

• Employees who appear to have symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors, and sent home.

• Have a procedure in place for the safe transport of an employee who becomes sick while at work. The employee may need to be transported home or to a healthcare provider.

Take action if an employee is suspected or confirmed to have COVID-19 infection:

In most cases, you do not need to shut down your facility. If it has been less than 7 days since the sick employee has been in the facility, close off any areas used for prolonged periods of time by the sick person:

• Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
• During this waiting period, open outside doors and windows to increase air circulation in these areas.

If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.

Follow the CDC cleaning and disinfection recommendations:

• Clean dirty surfaces with soap and water before disinfecting them.
• To disinfect surfaces, use products that meet EPA criteria for use against SARS-Cov-2 [4], the virus that causes COVID-19, and are appropriate for the surface.
• Always wear gloves and gowns appropriate for the chemicals being used when you are cleaning and disinfecting.
• You may need to wear additional PPE depending on the setting and disinfectant product you are using. For each product you use, consult and follow the manufacturer’s instructions for use.

Determine which employees may have been exposed to the virus and may need to take additional precautions:

• Inform employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA) [5].
• Most workplaces should follow the Public Health Recommendations for Community-Related Exposure and instruct potentially exposed employees to stay home for 14 days, telework if possible, and self-monitor for symptoms.
• Critical infrastructure [6] workplaces should follow the guidance on Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19. Employers in critical infrastructure also have an obligation to manage potentially exposed workers’ return to work in ways that best protect the health of those workers, their co-workers, and the general public.

Educate employees about steps they can take to protect themselves at work and at home:

• Encourage employees to follow any new policies or procedures related to illness, cleaning and disinfecting, and work meetings and travel.
• Advise employees to:
• Stay home if they are sick, except to get medical care, and to learn what to do if they are sick.
• Inform their supervisor if they have a sick family member at home with COVID-19 and to learn what to do if someone in their home is sick.
• Wash their hands often with soap and water for at least 20 seconds or to use hand sanitizer with at least 60% alcohol if soap and water are not available. Inform employees that if their hands are visibly dirty, they should use soap and water over hand sanitizer. Key times for employees to clean their hands include:
  ◦ Before and after work shifts
  ◦ Before and after work breaks
  ◦ After blowing their nose, coughing, or sneezing
  ◦ After using the restroom
  ◦ Before eating or preparing food
  ◦ After putting on, touching, or removing cloth face coverings
• Avoid touching their eyes, nose, and mouth with unwashed hands.
• Cover their mouth and nose with a tissue when you cough or sneeze, or use the inside of their elbow. Throw used tissues into no-touch trash cans and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol. Learn more about coughing and sneezing etiquette on the CDC website.
• Practice routine cleaning and disinfection of frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA’s criteria for use against SARS-CoV-2 [1], the cause of COVID-19, and are appropriate for the surface.
• Avoid using other employees’ phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use.
• Practice social distancing by avoiding large gatherings and maintaining distance (at least 6 feet) from others when possible.

For employees who commute to work using public transportation or ride sharing, consider offering the following support:
• If feasible, offer employees incentives to use forms of transportation that minimize close contact with others (e.g., biking, walking, driving or riding by car either alone or with household members).
• Ask employees to follow the CDC guidance on how to protect yourself when using transportation.
• Allow employees to shift their hours so they can commute during less busy times.
• Ask employees to clean their hands as soon as possible after their trip.

Maintain Healthy Business Operations
Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact at the workplace.

Implement flexible sick leave and supportive policies and practices:
• Ensure that sick leave policies are flexible and consistent with public health guidance and that employees are aware of and understand these policies.
• Maintain flexible policies that permit employees to stay home to care for a sick family member or take care of children due to school and childcare closures. Additional flexibilities might include giving advances on future sick leave and allowing employees to donate sick leave to each other.
• The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers [2] to provide their employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19.
• Employers with fewer than 500 employees are eligible for 100% tax credits [3] for Families First Coronavirus Response Act COVID-19 paid leave provided through December 31, 2020, up to certain limits.
• Employers that do not currently offer sick leave to some or all of their employees should consider drafting non-punitive "emergency sick leave" policies.
• Employers should not require a 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.
  ◦ Under the American’s with Disabilities Act, employers are permitted to require a doctor’s note from your employees [4] to verify that they are healthy and able to return to work. However, as a practical matter, be aware that healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner. Most people with COVID-19 have mild illness and can recover at home without medical care and can follow CDC recommendations to determine when to discontinue home isolation and return to work.
  ◦ The U.S. Equal Employment Opportunity Commission (EEOC) has established guidance regarding Pandemic Preparedness in the Workplace and the Americans with Disabilities Act [5]. The guidance enables employers to take steps to protect workers.

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consistent with CDC guidance, including requiring workers to stay home when necessary to address the direct threat of spreading COVID-19 to others.

- Review human resources policies to make sure that your policies and practices are consistent with public health recommendations and with existing state and federal workplace laws (for more information on employer responsibilities, visit the Department of Labor's [website] and the Equal Employment Opportunity Commission's [website].

- Connect employees to employee assistance program (EAP) resources, if available, and community resources as needed. Employees may need additional social, behavioral, and other services, for example, to help them manage stress and cope.

**Protect employees at higher risk for severe illness through supportive policies and practices.** Older adults and people of any age who have serious underlying medical conditions are at higher risk for severe illness from COVID-19.

- Support and encourage options to telework, if available.
- Consider offering vulnerable workers duties that minimize their contact with customers and other employees (e.g., restocking shelves rather than working as a cashier), if the worker agrees to this.
- Offer flexible options such as telework to employees. This will eliminate the need for employees living in higher transmission areas to travel to workplaces in lower transmission areas and vice versa.
- Ensure that any other businesses and employers sharing the same workspace also follow this guidance.

**Communicate supportive workplace policies clearly, frequently, and via multiple methods.** Employers may need to communicate with non-English speakers in their preferred languages.

- Train workers on how implementing any new policies to reduce the spread of COVID-19 may affect existing health and safety practices.
- Communicate to any contractors or on-site visitors about changes that have been made to help control the spread of COVID-19. Ensure that they have the information and capability to comply with those policies.
- Create and test communication systems that employees can use to self-report if they are sick and that you can use to notify employees of exposures and closures.
- Consider using a hotline or another method for employees to voice concerns anonymously.

**Assess your essential functions** and the reliance that others and the community have on your services or products.

- Be prepared to change your business practices, if needed, to maintain critical operations (e.g., identify alternative suppliers, prioritize existing customers, or temporarily suspend some of your operations).
- Identify alternate supply chains for critical goods and services. Some goods and services may be in higher demand or unavailable.
- If other companies provide your business with contract or temporary employees, talk with them about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
- Talk with business partners about your response efforts. Share best practices with other businesses in your communities (especially those in your supply chain), chambers of commerce, and associations to improve community response efforts.
- When resuming onsite business operations, identify and prioritize job functions for continuous operations. Minimize the number of workers present at worksites by resuming business operations in phases, balancing the need to protect workers with support for continuing operations.

**Determine how you will operate if absenteeism spikes** from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children until childcare programs and K-12 schools resume.

- Plan to monitor and respond to absenteeism at the workplace.
- Implement plans to continue your essential business functions in case you experience higher-than-usual absenteeism.
- Prepare to institute flexible workplace and leave policies.
- Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.

**Establish policies and practices for social distancing.** Alter your workspace to help workers and customers maintain social distancing and physically separate employees from each other and from customers, when possible. Here are some strategies that businesses can use:

- Implement flexible worksites (e.g., telework).
- Implement flexible work hours (e.g., rotate or stagger shifts to limit the number of employees in the workplace at the same time).
- Increase physical space between employees at the worksite by modifying the workspace.
- Increase physical space between employees and customers (e.g., drive-through service, physical barriers such as partitions).
- Use signs, tape marks, or other visual cues such as decals or colored tape on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.
• Implement flexible meeting and travel options (e.g., postpone non-essential meetings or events in accordance with state and local regulations and guidance).
• Close or limit access to common areas where employees are likely to congregate and interact.
• Prohibit handshaking.
• Deliver services remotely (e.g., phone, video, or web).
• Adjust your business practices to reduce close contact with customers — for example, by providing drive-through service, click-and-collect online shopping, shop-by-phone, curbside pickup, and delivery options, where feasible.
• Move the electronic payment terminal/credit card reader farther away from the cashier, if possible, to increase the distance between the customer and the cashier.
• Shift primary stocking activities to off-peak or after hours, when possible, to reduce contact with customers.

If you have more than one business location, consider giving local managers the authority to take appropriate actions outlined in their COVID-19 response plans based on their local conditions.

Maintain a healthy work environment
Since COVID-19 may be spread by those with no symptoms, businesses and employers should evaluate and institute controls according to the hierarchy of controls to protect their employees and members of the general public.

Consider improving the engineering controls using the building ventilation system. This may include some or all of the following activities:

• Increase ventilation rates.
• Ensure ventilation systems operate properly and provide acceptable indoor air quality for the current occupancy level for each space.
• Increase outdoor air ventilation, using caution in highly polluted areas. With a lower occupancy level in the building, this increases the effective dilution ventilation per person.
• Disable demand-controlled ventilation (DCV).
• Further open minimum outdoor air dampers (as high as 100%) to reduce or eliminate recirculation. In mild weather, this will not affect thermal comfort or humidity. However, this may be difficult to do in cold or hot weather.
• Improve central air filtration to the MERV-13 or the highest compatible with the filter rack, and seal edges of the filter to limit bypass.
• Check filters to ensure they are within service life and appropriately installed.
• Keep systems running longer hours, 24/7 if possible, to enhance air exchanges in the building space.

Note: Some of the above recommendations are based on the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Guidance for Building Operations During the COVID-19 Pandemic. Review these ASHRAE guidelines for further information on ventilation recommendations.

Ensure the safety of your building water system and devices after a prolonged shutdown:

• Follow the CDC Guidance for Building Water Systems, which describes 8 steps to take before you reopen your business or building.

Give employees, customers, and visitors what they need to clean their hands and cover their coughs and sneezes:

• Provide tissues and no-touch trash cans.
• Provide soap and water in the workplace. If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol. Ensure that adequate supplies are maintained.
• Ideally, place touchless hand sanitizer stations in multiple locations to encourage hand hygiene.
• Place posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen. This should include signs for non-English speakers, as needed.
• Discourage handshaking. Encourage employees to use other noncontact methods of greeting.
• Direct employees to visit CDC’s coughing and sneezing etiquette and clean hands webpage for more information.

Perform routine cleaning:

• Follow the Guidance for Cleaning and Disinfecting to develop, implement, and maintain a plan to perform regular cleanings to reduce the risk of exposure to COVID-19.
• Routinely clean all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
  • If surfaces are dirty, clean them using a detergent or soap and water before you disinfect them.
For disinfection, most common, EPA-registered, household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available on the EPA website. Follow the manufacturer’s instructions for all cleaning and disinfection products (e.g., concentration, application method, and contact time).

- Discourage workers from using each other’s phones, desks, offices, or other work tools and equipment, when possible.
- Provide disposable disinfecting wipes so that employees can wipe down commonly used surfaces (e.g., doorknobs, keyboards, remote controls, desks, other work tools and equipment) before each use.
- Store and use disinfectants in a responsible and appropriate manner according to the label.
- Do not mix bleach or other cleaning and disinfection products together. This can cause fumes that could be very dangerous to breathe in.
- Advise employees to always wear gloves appropriate for the chemicals being used when they are cleaning and disinfecting and that they may need additional PPE based on the setting and product.

Perform enhanced cleaning and disinfection after persons suspected/confirmed to have COVID-19 have been in the facility:

- If a sick employee is suspected or confirmed to have COVID-19, follow the CDC cleaning and disinfection recommendations.

Limit travel and advise employees if they must travel to take additional precautions and preparations:

- Minimize non-essential travel and consider resuming non-essential travel in accordance with state and local regulations and guidance.
- Check the CDC’s Traveler’s Health Notices for the latest guidance and recommendations for each country where you will travel. Specific travel information for travelers going to and returning from countries with travel advisories, and information for aircrew, can be found on the CDC website.
- Advise employees to check themselves for symptoms of COVID-19 before starting travel and to notify their supervisor and stay home if they are sick.
- Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and promptly call a healthcare provider for advice if needed.
- If they are outside the United States, sick employees should follow company policy for obtaining medical care or contact a healthcare provider or overseas medical assistance company to help them find an appropriate healthcare provider in that country. A U.S. consular officer can help locate healthcare services. However, U.S. embassies, consulates, and military facilities do not have the legal authority, capability, or resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.

Minimize risk to employees when planning meetings and gatherings:

- Use videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
- Cancel, adjust, or postpone large work-related meetings or gatherings that can only occur in-person in accordance with state and local regulations and guidance.
- When videoconferencing or teleconferencing is not possible, hold meetings in open, well-ventilated spaces continuing to maintain a distance of 6 feet apart and wear cloth face coverings.

The table below presents examples of controls to implement in your workplace. The most effective controls are those that rely on engineering solutions, followed by administrative controls, then PPE. PPE is the least effective control method and the most difficult to implement. Worksites may have to implement multiple complementary controls from these columns to effectively control the hazard.

**Employers: Use the table below to implement the most appropriate controls for your workplace**

| TABLE: Example Controls to Prevent the Spread of COVID-19 in Work Environments |
|---|---|---|
| Engineering | Administrative | Personal Protective Equipment (PPE) |
Facilities and Equipment
- Assess job hazards for feasibility of engineering controls
- Ensure ventilation and water systems operate properly
- Alter workspaces to maintain social distancing. Examples include:
  - Configure partitions as a barrier shield
  - Move electronic payment reader away from cashier
  - Use verbal announcements, signage, and visual cues to promote social distancing
  - Remove/rearrange furniture
  - Provide remote shopping alternatives (e.g., delivery, pick-up)

Management and Communications
- Monitor state and local public health communications about COVID-19
- Encourage sick workers to report symptoms, stay home, and follow CDC guidance
- Develop strategies to:
  - manage worker concerns
  - communicate with workers
- Remind workers of available support services
- Communicate to partners, suppliers, other contractors on policies and practices
- Encourage social distancing and the use of cloth face coverings (if appropriate) in the workplace
- Use technology to promote social distancing (e.g., telework and virtual meetings)
- Cancel group events
- Close/limit use of shared spaces
- Ask customers who are ill to stay home
- Consider policies that encourage flexible sick leave and alternative work schedules.
- Schedule stocking during off-peak hours

Cleaning and Disinfection
- Clean and disinfect frequently touched surfaces, (e.g., counters, shelving, displays)
- Provide employees with disposable disinfectant wipes, cleaner, or sprays that are effective against the virus that causes COVID-19

Training
Provide employees with training on:
- Policies to reduce the spread of COVID-19
- General hygiene
- Symptoms, what to do if sick
- Cleaning and disinfection
- Cloth face covers
- Social distancing
- Use of PPE
- Safe work practices
- Stress management

PPE
- Conduct workplace hazard assessment
- Determine what PPE is needed for their workers' specific job duties based on hazards and other controls present
- Select and provide appropriate PPE to the workers at no cost.

Resources for more information:
CDC Guidance
- COVID-19 Website
- Business and Workplaces webpage
- General Business Frequently Asked Questions
• Small Business
• Transportation and Delivery
• What You Need to Know About COVID-19
• What to Do If You Are Sick With COVID-19
• What Workers and Employers Can Do to Manage Workplace Fatigue during COVID-19
• People at Higher Risk of Severe Illness
• Public Health Recommendations for Community-Related Exposures
• Public Health Recommendations after Travel-Associated COVID-19 Exposure
• Health Alert Network
• Travelers’ Health Website
• National Institute for Occupational Safety and Health's Small Business International Travel Resource Travel Planner
• Managing Workplace Fatigue

Other Federal Agencies and Partners
• OSHA COVID-19 Website

• OSHA Guidance for Preparing Workplaces for COVID-19

Below are changes as of March 21, 2020

• Updated cleaning and disinfection guidance
• Updated best practices for conducting social distancing
• Updated strategies and recommendations that can be implemented now to respond to COVID-19

COVID-2019 Menu

- Coronavirus Home
- Your Health
- Community, Work & School
- Healthcare Workers
- Laboratories
- Health Departments
- Cases, Data & Surveillance
- More Resources
Coronavirus Disease 2019 (COVID-19)

Resuming Business Toolkit

Updated May 21, 2020

The Resuming Business Toolkit is designed to assist employers in slowing the spread of COVID-19 [1] and lowering the impact in their workplace when reintegrating employees into non-healthcare business settings. Not sure whether you're ready to resume business? Use CDC's decision tools [2-3] as a start.

This toolkit includes the following materials:

**Employer Sheet** to introduce employers to the contents of the toolkit and how to use the materials in non-healthcare workplaces

**Restart Readiness Checklist** to help make returning to work and resuming business operations as safe and healthy as possible for employers, employees, and the public

**Worker Protection Tool** for employers to identify protective measures for workers when interacting with each other and the public

**Returning to Work Infographic** to remind employees how to protect themselves and others from COVID-19 and address their potential concerns about returning to the workplace

**Resources** to easily access additional information using hyperlinks, URLs, and QR codes

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**Employer Sheet**

**Resuming Business Toolkit for Coronavirus Disease 2019 (COVID-19)**

The information in this toolkit is based on CDC's Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19) [4]. Be sure to thoroughly review this guidance for complete information.

Before resuming your non-healthcare business operations, it is important to consider how much the disease is spreading in your community and the readiness of workplace management to protect the safety and health of employees and the public. CDC's decision tools [2-3] can help with determine if it is time.

For information about conditions in your community, contact your local health department [5].

This toolkit provides a checklist to prepare the workplace for operations and a tool to navigate protective options for workers. Revisit materials regularly as the COVID-19 situation can change in your community.

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Get started with the Restart Readiness Checklist, working with others in management to identify which checklist items apply.
1. Prevent and reduce transmission among employees

<table>
<thead>
<tr>
<th>Item</th>
<th>Completed</th>
<th>Ongoing</th>
<th>Not Started</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monitor federal, state, and local public health communications about COVID-19.</td>
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<tr>
<td>• Ensure workers have access to current information.</td>
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<tr>
<td>• Check local public health information [5] and the CDC COVID-19 website [1] daily, or as needed depending on local conditions.</td>
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<tr>
<td>Reinforce how employees can protect themselves and others from COVID-19 by communicating the following:</td>
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<tr>
<td>• If you have symptoms [6], notify your supervisor and stay home.</td>
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<tr>
<td>• If you are sick, follow CDC-recommended steps [7], and do not return to work until you meet criteria to discontinue home isolation [8].</td>
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<tr>
<td>• If you are well, but have someone in your household who has COVID-19, notify your supervisor and follow CDC recommended precautions [9].</td>
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<tr>
<td>• Wash hands [10] often with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol if soap and water are not available.</td>
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<tr>
<td>• Avoid touching eyes, nose, and mouth.</td>
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<tr>
<td>• Cover mouth and nose with a tissue or inside of the elbow when coughing or sneezing, immediately throw tissue in trash, then wash hands.</td>
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<tr>
<td>• Develop a cleaning and disinfecting plan [11].</td>
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<tr>
<td>• Clean and disinfect [12] frequently touched objects and surfaces at the beginning and end of each shift.</td>
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<tr>
<td>• Avoid using other employees' phones, desks, offices, or other work tools and equipment. Clean and disinfect between employees if sharing occurs.</td>
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<tr>
<td>• Avoid large gatherings, [13] and stay at least 6 feet from others when possible.</td>
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<tr>
<td>• Use cloth face coverings (if appropriate) [14] when social distancing is not possible, and especially in areas of with high levels of cases.</td>
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</tbody>
</table>

Plan for conducting daily in-person or virtual health checks [15] (e.g., symptom and/or temperature screening) before employees enter the facility.
2. Maintain healthy business operations

<table>
<thead>
<tr>
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</table>

**Identify a coordinator who will be responsible for COVID-19 issues and their impact at the workplace.**
- Inform employees who this person is and how to communicate with that person.

**Implement sick leave policies and practices that are flexible and supportive.**
- Ensure sick leave policies and practices are consistent with public health guidance, follow state and federal workplace laws and policies, and are shared with employees.
- Allow employees to stay home, without penalty, to care for a sick family member or take care of children due to closures.
- If you do not offer sick leave, consider implementing non-punishing "emergency sick leave" policies.
- Do not require a 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.

**Protect higher risk employees [21].**
- Support and encourage telework, if available.
- Consider offering vulnerable workers [22] duties that minimize their contact with customers and other employees (e.g., restocking shelves).
Communicate supportive workplace policies. You may need to communicate with non-English speakers in their preferred languages.

- Train workers on how new policies to reduce the spread of COVID-19 may affect existing health and safety practices.
- Communicate to contractors or on-site visitors about changes to help control the spread of COVID-19.
- Create and test communication systems that employees can use to self-report if they are sick that you can also use to notify employees of exposures and closures.

Assess essential functions and the reliance that others have on your services or products.

- Prepare to change your business practices, if needed, to maintain critical operations.
- Identify alternate supply chains for critical goods/services.
- When resuming on-site business operations, prioritize job functions for continuous operations. Resume business operations in phases.

Plan for employee absenteeism spikes.

- Monitor absenteeism at work.
- Implement plans to continue essential business functions.
- Cross-train employees to perform essential functions.

Establish social distancing [23] policies and practices.

- Implement flexible worksites, work hours, and meeting and travel options.
- Modify the workplace to increase physical space between employees, and between employees and customers. to 6 feet or more, where feasible.
- Use signs, tape marks, or other visual cues to indicate where to stand when physical barriers are not possible.
- Have employees and customers wear cloth face coverings (if appropriate) [14] when physical barriers or social distancing is not possible.
- Discourage handshaking or other close contact.
- Deliver services remotely.
- Move the electronic payment terminal/credit card reader farther away from the cashier, if possible.
- Shift primary stocking activities to off-peak or after hours, when possible.

Delegate authority to local managers of your business locations to take appropriate actions outlined in their COVID-19 response plans based on their local conditions.

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### 3. Maintain a healthy work environment

<table>
<thead>
<tr>
<th>Item</th>
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<tbody>
<tr>
<td>Implement controls according to the hierarchy of controls [24] to protect employees and the public.</td>
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<td>[ ]</td>
</tr>
</tbody>
</table>

- Use the Worker Protection Tool to identify appropriate engineering, administrative, and personal protective equipment (PPE) options for your workplace.

Modify ventilation systems [25]

- Work with building maintenance staff to determine if the ventilation system can be modified to increase ventilation rates or the percentage of outdoor air that circulates into the system.
- Ensure ventilation systems operate properly and provide acceptable indoor air quality.
- Disable demand-controlled ventilation (DCV).
- Further open minimum outdoor air dampers (as high as 100%) to reduce or eliminate recirculation.
- Improve central air filtration to MERV-13, or the highest compatible with the filter rack, and seal edges of the filter to limit bypass.

Ensure the safety of the water system of your building after a prolonged shutdown.

- Follow the CDC Guidance for Building Water Systems [26].
Supply employees, customers, and visitors with what they need to clean hands and cover coughs and sneezes.
- Provide tissues, no-touch trash cans, and touchless hand sanitizer stations.
- Provide soap and water. If soap and water are not readily available, provide alcohol-based hand sanitizer that is at least 60% alcohol.
- Direct employees to visit CDC’s coughing and sneezing etiquette [27] and clean hands webpage [28].
- Place posters that encourage cough/sneeze etiquette and hand hygiene [29-30] at the entrance to and throughout your workplace (e.g., bathrooms and kitchens). Include signs for non-English speakers, as needed.

Perform routine cleaning and disinfecting.
- Clean all frequently touched surfaces at the beginning and end of each shift, at minimum.
- Clean dirty surfaces using a detergent or soap and water before you disinfect them.
- Disinfect using EPA-registered disinfectant that is effective against SARS-CoV-2 [31].
- Provide disposable disinfecting wipes so employees can wipe down commonly used surfaces before each use.
- Store and use disinfectants in a responsible and appropriate manner according to the label.
- Do not mix cleaning and disinfection products together.
- Advise employees to always wear gloves and other PPE appropriate for the chemicals being used.

Limit travel and advise employees who must travel to take additional precautions and preparations.
- Minimize non-essential travel.
- Check the CDC’s Traveler’s Health Notices [32].
- Ensure employees who become sick while traveling or on temporary assignment know what to do, including:
  - Call a healthcare provider for advice, if needed.
  - Notify their supervisor.
  - Follow company policy for obtaining medical care when traveling outside the United States.

Plan meetings and gatherings [13] to lower risk.
- Use videoconferencing or teleconferencing, when possible.
- Cancel, adjust, or postpone large work-related meetings or gatherings.
- When videoconferencing or teleconferencing is not possible:
  - Hold meetings in open, well-ventilated spaces.
  - Continue to maintain 6 feet between people.
- Wear cloth face coverings (if appropriate) [14].

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**Worker Protection Tool**

for Coronavirus Disease 2019 (COVID-19)

Consider the exposure that your workers will have to potential sources of COVID-19 when you resume business operations. Use this tool to identify protective measures for interactions between workers and/or the public; revisit the tool on an ongoing basis while COVID-19 cases exist. Only complete items that apply to your business. See appendix for web resources.

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**Worker Protections**

<table>
<thead>
<tr>
<th>Engineering</th>
<th>Administrative</th>
<th>Personal Protective Equipment (PPE)</th>
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</table>

5/12
Keep yourself and others safe from COVID-19 when returning to work

Clean your hands often

✓ Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, after blowing your nose, coughing, or sneezing, and after using others’ or shared equipment.

✓ If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.

✓ Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid close contact

✓ Put distance (at least 6 feet) between yourself and other people.
- Wear cloth face coverings (if appropriate) when social distancing is difficult to maintain.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect between employees if sharing occurs.
- Remember that some people without symptoms may be able to spread virus.

If you are at increased risk for severe illness...

- Contact management to request special accommodations that will allow you to perform your job duties safely.

Protect yourself and others from COVID-19 by taking everyday preventive actions.

Resources referred to throughout the Toolkit

1. Coronavirus (COVID-19)
go.usa.gov/xvHEE

2. WORKPLACES DURING THE COVID-19 PANDEMIC
  go.usa.gov/xvucp

3. RESTAURANTS AND BARS DURING THE COVID-19 PANDEMIC
  go.usa.gov/xvuc7

4. Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)
go.usa.gov/xvHma

5. Directory of local health departments
  bit.ly/LHDDirectory

6. Symptoms of Coronavirus
  go.usa.gov/xvHmR
7. What to do if you are Sick
   go.usa.gov/xvHsF

8. Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings
   usa.gov/xvHem

9. Caring for Someone Sick at Home
   go.usa.gov/xvHew

10. When and How to Wash Your Hands
    go.usa.gov/xvz7T

11. Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes
    go.usa.gov/xvz7R

12. Cleaning and Disinfecting Your Facility
    go.usa.gov/xvzH2

13. Gatherings and Community Events
    go.usa.gov/xvHej

14. Use of Cloth Face Coverings to Help Slow the Spread of COVID-19
    go.usa.gov/xvzH8

15. General Business

16. EEOC's What You Should Know About
17. Americans with Disabilities Act [🔗]
go.usa.gov/xvHtF

18. Public Health Recommendations for Community-Related Exposure
  go.usa.gov/xvHz3

19. CISA's Guidance on the Essential Critical Infrastructure Workforce [🔗]
go.usa.gov/xvHuV

20. Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19
  go.usa.gov/xvHus

21. People Who Are at Higher Risk for Severe Illness
  go.usa.gov/xvHj8

22. People Who Need to Take Extra Precautions
  go.usa.gov/xvHSR

23. Social Distancing
  go.usa.gov/xvHhV

24. HIERARCHY OF CONTROLS
  go.usa.gov/xvHhM

25. ASHRAE's Guidance for

26. Guidance for
Building Operations During the COVID-19 Pandemic bit.ly/ASHRAECOVID19

Reopening Buildings After Prolonged Shutdown or Reduced Operation go.usa.gov/xvHhh

27. Coughing and Sneezing go.usa.gov/xv6qN

28. Handwashing: Clean Hands Save Lives go.usa.gov/xv6qj

29. Print Resources go.usa.gov/xv6qa

30. Health Promotion Materials go.usa.gov/xv6q4

31. List N: Disinfectants for Use Against SARS-CoV-2 go.usa.gov/xv635

32. CDC's Travel Health Notices go.usa.gov/xv63R

Additional Resources

COVID-19 Factsheets for Businesses and Employers go.usa.gov/xv63M

Coping with Stress go.usa.gov/xv6dg