



## STOP THE SPREAD OF GERMS

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### Help Prevent Exposure to Respiratory Illnesses (including COVID-19)

*Businesses should develop and implement a plan to address contact with symptomatic or positive COVID 19 cases, applicable to employees and clients, including quarantine/isolation and disinfection.*

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### Recommendations for Essential Businesses

**You can do the following:**

- Instruct employees to stay home when they are sick and maximize flexibility in sick leave benefits.
- Maintain flexible sick leave policies. (Do not require a doctor's note for employees who are sick.)
- Perform routine environmental cleaning.
- Suspend nonessential employee travel.
- Promote good hygiene. Provide hand washing capabilities, hand sanitizers, and tissues.
- Provide soap, water and paper towels at all hand sinks and alcohol-based hand sanitizers throughout the facility.
- Minimize the number of employees working within 6 feet of one another, including minimizing or canceling large in-person meetings and conferences.
- In a business with frequently touched surfaces, such as electric scooters, ATMs, key pads gas pumps, water fountains, etc., clean and disinfect equipment regularly.

# Retail Establishments and Grocery Stores

**Essential businesses and establishments are ordered to establish controls that require a minimum of six feet of distance between employees and between patrons in lines queuing in front of and inside stores.**

**Retail establishments are also encouraged to:**

- Increase the use and capability of drive-thru, curbside, or delivery services.
- Limit or restrict the number of people permitted in a store at one time. (Ex: 40% of allowable capacity, including customers and staff and vendors)
- Minimize the number of employees working within 6 feet of another.
- Provide hand washing capabilities, hand sanitizers, and tissues.
- Frequently clean and disinfect high-touch surface areas like countertops, doorknobs, and handrails, baskets, shopping carts, electric scooters and touch keypads.
- Mark areas for appropriate customer separation at checkout lanes.
- Designate each aisle as one-way to lessen cross-traffic and enable social distancing.
- Provide hand sanitizer and/or wipes to all patrons.
- Encourage customers to visit individually, instead of groups or as families.

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## Recommendations for Employees

**Refrain from reporting to work when falling within any of the following criteria and follow the initial self-quarantine recommendations**

- If you have signs or symptoms of a respiratory infection, such as a cough, shortness of breath, or sore throat;
- Have a fever greater than 100°F;
- In the previous 14 days, has had contact with someone with a confirmed diagnosis of COVID-19 and did not have the appropriate personal protective equipment designated by the Centers for Disease Control and Prevention (CDC); is under investigation for COVID-19; or is ill with a respiratory illness;
- Traveled to an area the World Health Organization or CDC considers a “Hotspot.”

