



Passaic County COVID-19 Best Practices for Businesses Guide

Department of Planning and
Economic Development

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CDC Guidelines: Role of Businesses and Employers*

*Information was provided by the Centers for Disease Control and Prevention. For more, [please click here](#).

- “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.”
- 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.
- 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, and
 - maintain a healthy work environment



OSHA: COVID-19 Guidance Purpose*

*Information was provided by the Occupational Safety and Health Administration. For more, please [click here](#).

- The Occupational Safety and Health Administration created a COVID-19 planning guide for employers and workers to help identify risk levels in workplace settings and to determine any appropriate control measures to implement.
- Please Note: This guidance is advisory in nature and informational in content. It is not a standard or a regulation, and it neither creates new legal obligations nor alters existing obligations created by OSHA standards or the Occupational Safety and Health Act (OSH Act).



OSHA: Steps All Employers Can Take To Reduce Workers' Risk of Exposure to SARS-CoV-2

- Develop an Infectious Disease Preparedness and Response Plan
 - Plans should consider and address the level(s) of risk associated with various worksites and job tasks workers perform at those sites. Such considerations may include:
 - Where, how, and to what sources of SARS-CoV-2 might workers be exposed, including:
 - The general public, customers, and coworkers; and
 - Sick individuals or those at particularly high risk of infection (e.g., international travelers who have visited locations with widespread sustained (ongoing) COVID-19 transmission, healthcare workers who have had unprotected exposures to people known to have, or suspected of having, COVID-19).
 - Non-occupational risk factors at home and in community settings.
 - Workers' individual risk factors (e.g., older age; presence of chronic medical conditions, including immunocompromising conditions; pregnancy).
 - Controls necessary to address those risks.



OSHA: Steps All Employers Can Take To Reduce Workers' Risk of Exposure to SARS-CoV-2

- Follow federal and state, local, tribal, and/or territorial (SLTT) recommendations regarding development of contingency plans for situations that may arise as a result of outbreaks, such as:
 - Increased rates of worker absenteeism.
 - The need for social distancing, staggered work shifts, downsizing operations, delivering services remotely, and other exposure-reducing measures.
 - Options for conducting essential operations with a reduced workforce, including cross-training workers across different jobs in order to continue operations or deliver surge services.
 - Interrupted supply chains or delayed deliveries.

OSHA: Prepare to Implement Basic Infection Prevention Measures

- For most employers, protecting workers will depend on emphasizing basic infection prevention measures. As appropriate, all employers should implement good hygiene and infection control practices, including:
 - Promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% alcohol.
 - Encourage workers to stay home if they are sick.
 - Encourage respiratory etiquette, including covering coughs and sneezes.
 - Provide customers and the public with tissues and trash receptacles.
 - Employers should explore whether they can establish policies and practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others if state and local health authorities recommend the use of social distancing strategies.
 - Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
 - Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment. When choosing cleaning chemicals, employers should consult information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. Follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, PPE).

OSHA: Develop Policies and Procedures for Prompt Identification and Isolation of Sick People, if Appropriate

- Prompt identification and isolation of potentially infectious individuals is a critical step in protecting workers, customers, visitors, and others at a worksite.
- Employers should inform and encourage employees to self-monitor for signs and symptoms of COVID-19 if they suspect possible exposure.
- Employers should develop policies and procedures for employees to report when they are sick or experiencing symptoms of COVID-19.
- Where appropriate, employers should develop policies and procedures for immediately isolating people who have signs and/or symptoms of COVID-19, and train workers to implement them. Move potentially infectious people to a location away from workers, customers, and other visitors. Although most worksites do not have specific isolation rooms, designated areas with closable doors may serve as isolation rooms until potentially sick people can be removed from the worksite.
- Take steps to limit spread of the respiratory secretions of a person who may have COVID-19. Provide a face mask, if feasible and available, and ask the person to wear it, if tolerated. Note: A face mask (also called a surgical mask, procedure mask, or other similar terms) on a patient or other sick person should not be confused with PPE for a worker; the mask acts to contain potentially infectious respiratory secretions at the source (i.e., the person's nose and mouth).
- If possible, isolate people suspected of having COVID-19 separately from those with confirmed cases of the virus to prevent further transmission—particularly in worksites where medical screening, triage, or healthcare activities occur, using either permanent (e.g., wall/different room) or temporary barrier (e.g., plastic sheeting).
- Restrict the number of personnel entering isolation areas.
- Protect workers in close contact with (i.e., within 6 feet of) a sick person or who have prolonged/repeated contact with such persons by using additional engineering and administrative controls, safe work practices, and PPE. Workers whose activities involve close or prolonged/ repeated contact with sick people are addressed further in later sections covering workplaces classified at medium and very high or high exposure risk.

OSHA: Develop, Implement, and Communicate about Workplace Flexibilities and Protections

- Actively encourage sick employees to stay home.
 - Ensure that sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.
 - Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
 - Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
- Maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.
- Recognize that workers with ill family members may need to stay home to care for them. See CDC's Interim Guidance for Preventing the Spread of COVID-19 in Homes and Residential Communities: www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html.
- Be aware of workers' concerns about pay, leave, safety, health, and other issues that may arise during infectious disease outbreaks. Provide adequate, usable, and appropriate training, education, and informational material about business-essential job functions and worker health and safety, including proper hygiene practices and the use of any workplace controls (including PPE). Informed workers who feel safe at work are less likely to be unnecessarily absent.
- Work with insurance companies (e.g., those providing employee health benefits) and state and local health agencies to provide information to workers and customers about medical care in the event of a COVID-19 outbreak.

OSHA: Implement Workplace Controls

- Occupational safety and health professionals use a framework called the “hierarchy of controls” to select ways of controlling workplace hazards. In other words, the best way to control a hazard is to systematically remove it from the workplace, rather than relying on workers to reduce their exposure.
- During a COVID-19 outbreak, when it may not be possible to eliminate the hazard, the most effective protection measures are (listed from most effective to least effective): engineering controls, administrative controls, safe work practices (a type of administrative control), and PPE.

OSHA Workplace Controls: Engineering

- Engineering controls involve isolating employees from work-related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement. Engineering controls for SARS-CoV-2 include:
 - Installing high-efficiency air filters.
 - Increasing ventilation rates in the work environment.
 - Installing physical barriers, such as clear plastic sneeze guards.
 - Installing a drive-through window for customer service.
 - Specialized negative pressure ventilation in some settings, such as for aerosol generating procedures (e.g., airborne infection isolation rooms in healthcare settings and specialized autopsy suites in mortuary settings).

OSHA Workplace Controls: Administrative

- Administrative controls require action by the worker or employer. Typically, administrative controls are changes in work policy or procedures to reduce or minimize exposure to a hazard. Examples of administrative controls for SARS-CoV-2 include:
 - Encouraging sick workers to stay at home.
 - Minimizing contact among workers, clients, and customers by replacing face-to-face meetings with virtual communications and implementing telework if feasible.
 - Establishing alternating days or extra shifts that reduce the total number of employees in a facility at a given time, allowing them to maintain distance from one another while maintaining a full onsite work week.
 - Discontinuing nonessential travel to locations with ongoing COVID-19 outbreaks. Regularly check CDC travel warning levels at: www.cdc.gov/coronavirus/2019-ncov/travelers.
 - Developing emergency communications plans, including a forum for answering workers' concerns and internet-based communications, if feasible.
 - Providing workers with up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g., cough etiquette and care of PPE).
 - Training workers who need to use protecting clothing and equipment how to put it on, use/wear it, and take it off correctly, including in the context of their current and potential duties. Training material should be easy to understand and available in the appropriate language and literacy level for all workers.

OSHA Workplace Controls: Safe Work Practices

- Safe work practices are types of administrative controls that include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard. Examples of safe work practices for SARS-CoV-2 include:
 - Providing resources and a work environment that promotes personal hygiene. For example, provide tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for workers to clean their work surfaces.
 - Requiring regular hand washing or using of alcohol-based hand rubs. Workers should always wash hands when they are visibly soiled and after removing any PPE.
 - Post handwashing signs in restrooms.

OSHA Workplace Controls: Personal Protective Equipment (PPE)

- PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies.
- Examples of PPE include: gloves, goggles, face shields, face masks, and respiratory protection, when appropriate.
- All types of PPE must be:
 - Selected based upon the hazard to the worker.
 - Properly fitted and periodically refitted, as applicable (e.g., respirators).
 - Consistently and properly worn when required.
 - Regularly inspected, maintained, and replaced, as necessary.
 - Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

OSHA Workplace Controls: Personal Protective Equipment (PPE)

- Employers are obligated to provide their workers with PPE needed to keep them safe while performing their jobs. The types of PPE required during a COVID-19 outbreak will be based on the risk of being infected with SARS-CoV-2 while working and job tasks that may lead to exposure.
- Here are links for different PPE respirators strategies and optimization:
 - <https://www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy/index.html>
 - <https://www.osha.gov/SLTC/etools/respiratory/index.html>
 - <https://www.cdc.gov/niosh/topics/respirators/>

OSHA Classifying Worker Exposure to SARS-CoV-2



- To help employers determine appropriate precautions, OSHA has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk.
- The Occupational Risk Pyramid shows the four exposure risk levels in the shape of a pyramid to represent probable distribution of risk.
- Most American workers will likely fall in the lower exposure risk (caution) or medium exposure risk levels.

OSHA Very High Exposure Risk

- Workers in this category include:
 - Healthcare workers (e.g., doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures (e.g., intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on known or suspected COVID-19 patients.
 - Healthcare or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients (e.g., manipulating cultures from known or suspected COVID-19 patients).
 - Morgue workers performing autopsies, which generally involve aerosol-generating procedures, on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

OSHA High Exposure Risk

- Workers in this category include:
 - Healthcare delivery and support staff (e.g., doctors, nurses, and other hospital staff who must enter patients' rooms) exposed to known or suspected COVID-19 patients. (Note: when such workers perform aerosol-generating procedures, their exposure risk level becomes very high.)
 - Medical transport workers (e.g., ambulance vehicle operators) moving known or suspected COVID-19 patients in enclosed vehicles.
 - Mortuary workers involved in preparing (e.g., for burial or cremation) the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death.

OSHA Medium Exposure Risk

- These jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients.
- In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from international locations with widespread COVID-19 transmission.
- In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, some high-volume retail settings).

OSHA Lower Exposure Risk (Caution)

- These jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent close contact with (i.e., within 6 feet of) the general public.
- Workers in this category have minimal occupational contact with the public and other coworkers.

Jobs Classified at Lower Exposure Risk (Caution): What to Do to Protect Workers

- Engineering Controls
 - Additional engineering controls are not recommended for workers in the lower exposure risk group. Employers should ensure that engineering controls, if any, used to protect workers from other job hazards continue to function as intended.
- Administrative Controls
 - Monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information. Frequently check the CDC COVID-19 website: www.cdc.gov/coronavirus/2019-ncov.
 - Collaborate with workers to designate effective means of communicating important COVID-19 information.
- Personal Protective Equipment
 - Additional PPE is not recommended for workers in the lower exposure risk group. Workers should continue to use the PPE, if any, that they would ordinarily use for other job tasks.

Jobs Classified at Medium Exposure Risk: What to Do to Protect Workers

- Engineering Controls
 - Install physical barriers, such as clear plastic sneeze guards, where feasible.
- Administrative Controls
 - Consider offering face masks to ill employees and customers to contain respiratory secretions until they are able leave the workplace (i.e., for medical evaluation/care or to return home). In the event of a shortage of masks, a reusable face shield that can be decontaminated may be an acceptable method of protecting against droplet transmission. See CDC/ NIOSH guidance for optimizing respirator supplies, which discusses the use of surgical masks, at: www.cdc.gov/coronavirus/2019-ncov/hcp/respirators-strategy.
 - Keep customers informed about symptoms of COVID-19 and ask sick customers to minimize contact with workers until healthy again, such as by posting signs about COVID-19 in stores where sick customers may visit (e.g., pharmacies) or including COVID-19 information in automated messages sent when prescriptions are ready for pick up.
 - Where appropriate, limit customers' and the public's access to the worksite, or restrict access to only certain workplace areas.
 - Consider strategies to minimize face-to-face contact (e.g., drive through windows, phone-based communication, telework).
 - Communicate the availability of medical screening or other worker health resources (e.g., on-site nurse; telemedicine services).
- Personal Protective Equipment (PPE)
 - When selecting PPE, consider factors such as function, fit, decontamination ability, disposal, and cost. Sometimes, when PPE will have to be used repeatedly for a long period of time, a more expensive and durable type of PPE may be less expensive overall than disposable PPE. Each employer should select the combination of PPE that protects workers specific to their workplace.
 - Workers with medium exposure risk may need to wear some combination of gloves, a gown, a face mask, and/or a face shield or goggles. PPE ensembles for workers in the medium exposure risk category will vary by work task, the results of the employer's hazard assessment, and the types of exposures workers have on the job.

Jobs Classified at High or Very High Exposure Risk: What to Do to Protect Workers

- Engineering Controls
 - Ensure appropriate air-handling systems are installed and maintained in healthcare facilities. See “Guidelines for Environmental Infection Control in Healthcare Facilities” for more recommendations on air handling systems at: www.cdc.gov/mmwr/preview/mmwrhtml/rr5210a1.htm.
 - CDC recommends that patients with known or suspected COVID-19 (i.e., person under investigation) should be placed in an airborne infection isolation room (AIIR), if available.
 - Use isolation rooms when available for performing aerosol-generating procedures on patients with known or suspected COVID-19. For postmortem activities, use autopsy suites or other similar isolation facilities when performing aerosol-generating procedures on the bodies of people who are known to have, or suspected of having, COVID-19 at the time of their death. See the CDC postmortem guidance at: www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-postmortem-specimens.html. OSHA also provides guidance for postmortem activities on its COVID-19 webpage: www.osha.gov/covid-19.
 - Use special precautions associated with Biosafety Level 3 when handling specimens from known or suspected COVID-19 patients. For more information about biosafety levels, consult the U.S. Department of Health and Human Services (HHS) “Biosafety in Microbiological and Biomedical Laboratories” at www.cdc.gov/biosafety/publications/bmbL5.
- Administrative Controls
 - If working in a healthcare facility, follow existing guidelines and facility standards of practice for identifying and isolating infected individuals and for protecting workers.
 - Develop and implement policies that reduce exposure, such as cohorting (i.e., grouping) COVID-19 patients when single rooms are not available.
 - Post signs requesting patients and family members to immediately report symptoms of respiratory illness on arrival at the healthcare facility and use disposable face masks.
 - Consider offering enhanced medical monitoring of workers during COVID-19 outbreaks.
 - Provide all workers with job-specific education and training on preventing transmission of COVID-19, including initial and routine/refresher training.
 - Ensure that psychological and behavioral support is available to address employee stress. Safe Work Practices

Jobs Classified at High or Very High Exposure Risk: What to Do to Protect Workers

- Safe Work Practices
 - Provide emergency responders and other essential personnel who may be exposed while working away from fixed facilities with alcohol-based hand rubs containing at least 60% alcohol for decontamination in the field.
- Personal Protective Equipment (PPE)
 - Most workers at high or very high exposure risk likely need to wear gloves, a gown, a face shield or goggles, and either a face mask or a respirator, depending on their job tasks and exposure risks.
 - Those who work closely with (either in contact with or within 6 feet of) patients known to be, or suspected of being, infected with SARS-CoV-2, the virus that causes COVID-19, should wear respirators. In these instances, see the PPE section beginning on page 14 of this booklet, which provides more details about respirators. For the most up-to-date information, also visit OSHA's COVID-19 webpage: www.osha.gov/covid-19.
 - PPE ensembles may vary, especially for workers in laboratories or morgue/mortuary facilities who may need additional protection against blood, body fluids, chemicals, and other materials to which they may be exposed. Additional PPE may include medical/surgical gowns, fluid-resistant coveralls, aprons, or other disposable or reusable protective clothing. Gowns should be large enough to cover the areas requiring protection. OSHA may also provide updated guidance for PPE use on its website: www.osha.gov/covid-19.
 - NOTE: Workers who dispose of PPE and other infectious waste must also be trained and provided with appropriate PPE. The CDC webpage "Healthcare-associated Infections" (www.cdc.gov/hai) provides additional information on infection control in healthcare facilities.

OSHA: Workers Living Abroad or Travelling Internationally

- Employers with workers living abroad or traveling on international business should consult the “Business Travelers” section of the OSHA COVID-19 webpage (www.osha.gov/covid-19), which also provides links to the latest:
 - CDC travel warnings: www.cdc.gov/coronavirus/2019-ncov/travelers
 - U.S. Department of State (DOS) travel advisories: www.travel.state.gov
- Employers should communicate to workers that the DOS cannot provide Americans traveling or living abroad with medications or supplies, even in the event of a COVID-19 outbreak.
- As COVID-19 outbreak conditions change, travel into or out of a country may not be possible, safe, or medically advisable. It is also likely that governments will respond to a COVID-19 outbreak by imposing public health measures that restrict domestic and international movement, further limiting the U.S. government’s ability to assist Americans in these countries. It is important that employers and workers plan appropriately, as it is possible that these measures will be implemented very quickly in the event of worsening outbreak conditions in certain areas.
- More information on COVID-19 planning for workers living and traveling abroad can be found at: www.cdc.gov/travel.

OSHA Assistance, Services, and Programs

- Establishing a Safety and Health Program
 - Safety and health programs are systems that can substantially reduce the number and severity of workplace injuries and illnesses, while reducing costs to employers.
 - Visit www.osha.gov/safetymangement for more information.
- Compliance Assistance Specialists
 - OSHA compliance assistance specialists can provide information to employers and workers about OSHA standards, short educational programs on specific hazards or OSHA rights and responsibilities, and information on additional compliance assistance resources.
 - Visit www.osha.gov/complianceassistance/cas or call 1-800- 321-OSHA (6742) to contact your local OSHA office.

OSHA Assistance, Services, and Programs

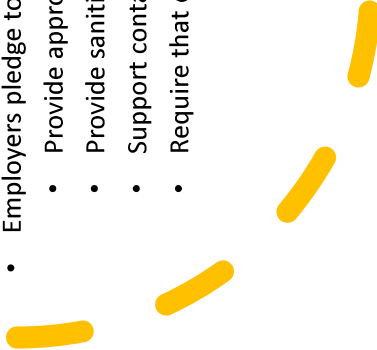
- **No-Cost On-Site Safety and Health Consultation Services for Small Business**
 - OSHA's On-Site Consultation Program offers no-cost and confidential advice to small and medium-sized businesses in all states, with priority given to high-hazard worksites. On-Site consultation services are separate from enforcement and do not result in penalties or citations.
 - For more information or to find the local On-Site Consultation office in your state, visit www.osha.gov/consultation, or call 1-800-321-OSHA (6742).
- **Cooperative Programs**
 - OSHA offers cooperative programs under which businesses, labor groups and other organizations can work cooperatively with OSHA.
 - To find out more about any of the following programs, visit www.osha.gov/cooperativeprograms.
- **Strategic Partnerships and Alliances**
 - The OSHA Strategic Partnerships (OSP) provide the opportunity for OSHA to partner with employers, workers, professional or trade associations, labor organizations, and/or other interested stakeholders. Through the Alliance Program, OSHA works with groups to develop compliance assistance tools and resources to share with workers and employers, and educate workers and employers about their rights and responsibilities.
- **Voluntary Protection Programs (VPP)**
 - The VPP recognize employers and workers in the private sector and federal agencies who have implemented effective safety and health programs and maintain injury and illness rates below the national average for their respective industries.



Governor Murphy's One Jersey Pledge*

*Information was provided by the New Jersey COVID-19 Information Hub. For more, please [click here](#).

- Businesses and organizations pledge to:
 - Wear face coverings and gloves for contact with their customers and goods
 - Ensure social distancing to the greatest extent possible
 - Follow hygiene guidelines, including regular hand-washing
 - Clean high-touch surfaces frequently
 - Train their employees on all health and sanitization protocols
 - Conduct employee health screenings
 - Support contact tracing initiatives in the interest of public health
 - Require employees with symptoms of COVID-19 to stay home
- Employers pledge to:
 - Provide appropriate PPE for employees' jobs
 - Provide sanitization materials, training, and time to practice safe hygiene as recommended by CDC
 - Support contact tracing efforts, while respecting employees' privacy
 - Require that employees with COVID-19 symptoms stay home



Additional Recommended Best Practices*

*Information was provided by New York State Department of Health. For more, please [click here](#).

- Physical Distancing
 - Implement strict clean-desk policies, so that non-essential items are stored in enclosed cabinets or drawers, rather than on desks.
 - Mark six feet distance circles around workstations and other common stationary work areas.
 - Reduce bi-directional foot traffic by posting signs with arrows in narrow aisles, hallways, or spaces.
 - Limit on-site interactions (e.g. designate an egress for individuals leaving their shifts and a separate ingress for individuals starting shifts) and movements (e.g. workers should remain near workstations as often as possible).
 - Add desks to spaces previously used for group gathering (e.g. meeting spaces, conference rooms).
 - Close non-essential amenities and communal areas which promote gathering or are high-touch

Additional Recommended Best Practices

- Hygiene and Cleaning
 - Avoid use of furniture that is not easily cleaned and disinfected (e.g. cloth fabric sofas).
 - Wherever possible, increase ventilation of outdoor air (e.g. opening windows and doors) while maintaining safety precautions.
- Communication
 - Develop webpages, text and email groups, and social media campaigns to provide information to workers, customers, and visitors that include instructions, training, signage, and information.
 - Work with building management to help facilitate any building-wide communications.
 - Post signage inside and outside of the building to remind individuals to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Screening
 - Prevent workers or visitors from intermingling in close contact with each other prior to completion of the screening.
 - Daily temperature checks may be conducted per Equal Employment Opportunity Commission or DOH guidelines.
 - Maintain a log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area, such that all contacts may be identified, traced and notified in the event a worker is diagnosed with COVID-19.
 - Screen individuals at or near the building entrance (if space allows) to minimize the impact of a positive individual in case of a suspected or confirmed case of COVID-19.
 - Coordinate with building managers to identify individuals who have completed a remote screening.
 - Use screening tools in building entrances, in coordination with building management where possible, to identify potentially symptomatic visitors and direct them to a secondary screening area to complete a follow-on screening.

Small Business Administration's Small Business Resiliency Guide*

*Information was provided by the Small Business Administration.
For the full guide, please [click here](#).

- Purpose:
 - The guide is to be the starting point of the planning process, and to get you, the small business owner, thinking about how to best prepare your business for any potential disaster. This guidebook is designed to help you evaluate your business's goals and to plan how the fundamentals of your operations can be protected, maintained, and recovered when problems arise.
 - It's arranged to follow a four-phase process, as displayed in the graphic below. In each section, blank tables are provided for you to fill in information your businesses unique information.

BUSINESS IMPACT ANALYSIS:

Disaster	Business Functions Impacted	Resources Impacted	Recovery Time Objective	Operational Impacts	Financial Impacts
Power Outage	Production Communication	Machinery Computer Systems and Phones	1 day 1 day	Production halted Cannot take orders or contact customers	\$1,0001 (day) - \$5,0001 (week) \$50001 (day) - \$20001 (week)

NOTES:


Being prepared now will save you time and resources in the future

1. Identify	Identify key resources, employees, business functions, goals and threats.
2. Plan	Planning for the threats and impacts to the business functions as identified in Phase 1.
3. Implement	Take the necessary steps to implement the plan set forth in Phase 2.
4. Recover	Recovering strategies to return to normal business operations. As well as resources from the Small Business Administration.

COVID-19 Reopening Safety Plan*

*Information provided by the New York Department of Health. For more, please [click here](#).

- The New York Department of Health has created a template for COVID-19 Reopening Safety Plan for businesses to assist owners in their recovery.

**NEW YORK STATE**
Department of Health

NY FORWARD SAFETY PLAN TEMPLATE

Each business or entity, including those that have been designated as essential under Empire State Development's essential business guidance, must develop a written Safety Plan outlining how its workplace will operate in the spring COVID-19. A business may file out this template to meet the requirement, or may develop its own Safety Plan. **The Safety Plan must be submitted to the State for approval but must be retained on the premises of the business, and must make available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.**

Business owners should refer to the State's industry specific guidance for more information on how to safely operate. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please visit: forward.ny.gov. If your industry is not included in the posted guidance but your business has been operating as essential, please refer to ESD's [Essential Business Guidance](#) and adhere to the guidelines within this Safety Plan. Please continue to regularly check the New York Forward site for guidance that is applicable to your business or certain parts of your business functions, and consult the state and federal resources listed below.

COVID-19 Reopening Safety Plan

Name of Business: _____

Industry: _____

Address: _____

Contact Information: _____

Owner/Manager of Business: _____

Human Resources Representative and Contact Information, if applicable: _____

I. PEOPLE

A. Physical Distancing. To ensure employees comply with physical distancing requirements, you agree that you will do the following.

Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.

Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.

STAY HOME. STOP THE SPREAD. SAVE LIVES.