

Recommended Guidance for Businesses

Purpose

The purpose of this guidance is to keep your workplace safe and ensure health and safety of all employees and patrons.

Recommended Actions

Implementing the following guidance is recommended:

- Place **posters or signage** that are **in the appropriate language** for your workforce at the entrance to your workplace and in high visibility areas that encourages patrons to:
 - Not enter the business if they are feeling ill; and
 - Utilize cough and sneeze etiquette, and hand hygiene.

Printable sign resources in different languages are available at the CDC website: [CDC COVID-19 Print Resources](#)

- Screen everyone entering the building for their temperature and following symptoms:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

If anyone has the above-mentioned symptoms, do not allow them to enter the business and send them home and advise them to seek medical assistance. In addition, as the disease evolves, more and more symptoms will be added to the list, so check [CDC's website for the latest set of symptoms](#).
- If an employee has been in direct contact with anyone who has tested positive or is awaiting test results should follow the recommendation to self-isolate for 14 days.
- If the employee has travelled out of state or to a place with high number of COVID cases should follow the recommendation to isolate for 14 days and monitor for symptoms
- Provide soap, water, and alcohol-based hand rubs in multiple locations and routinely refill. Instruct employees to clean hands often with an alcohol-based hand sanitizer or washing with soap and water for at least 20 seconds after using the restroom and on a frequent basis throughout the day. See [CDC Handwashing Instructions](#) for more information.

- Remind employees to utilize best health practices by covering their mouth and nose with a tissue when coughing or sneezing or to use the inside of their elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds or use hand sanitizer containing at least 60% alcohol. Learn more about coughing and sneezing: [CDC Coughing and Sneezing Etiquette](#)
- Supply tissues and no-touch waste bins.
- Encourage employees to avoid touching their face, including eyes, nose, and mouth with unwashed hands, for their safety and that of others in the workplace.
- Ask employees to stay home when sick and ensure that sick leave policies are in place. (See Employee Education, below, for more details.)
- Routinely clean commonly touched surfaces, e.g. tables, counters, desks computers, door handles, etc., by following [CDC Cleaning and Disinfecting Protocols](#) and using recommended cleaning products.

Physical distancing. Increasing the physical distance between people can reduce the spread of disease. Ways your business can maintain a distance of 6 ft. for both employees and patrons include:

- Use of signs or taped markings to designate distancing in areas where customers might form a line.
- Limit the number of patrons allowed in your business to accommodate physical distancing practices.
- Utilize a “by appointment only” scheduling system to reduce foot traffic.
- Explore establishing 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.
- Consider having employees wear cloth face coverings, especially if they are unable to maintain physical distancing of 6 ft. or greater.

High Contact Processes. Businesses that have a higher contact with the public should implement the following practices:

- Utilize gloves and cloth face coverings, especially when unable to maintain physical distancing and for processing transactions.
- When handling payment transactions, consider utilizing online transactions, or having customer insert card into card reader without coming into contact.
- Consider using emailing of receipts in place of paper receipts.
- Keep all single-use items such as napkins, plastic ware, and condiments for staff to distribute.
- Explore having an employee designated to handle payment transactions only and another to handle bags/containers of food.
- If handling payment transactions in conjunction with bags/containers of food, wash hands and/or use hand sanitizer between customers.
- If using gloves, please note gloves are only useful if kept properly disinfected. In addition, wash hands between glove changes. For proper glove removal: [CDC Instructions for How to Remove Gloves](#)

Employee Education. Implement best health practices to provide consistent information and education in the workplace, including the following:

- Share information on steps employees can take to protect themselves at work and at home.
- Employees should be encouraged to avoid touching their face, including eyes, nose, and mouth with unwashed hands, for their safety and that of others in the workplace.
- Discourage workers from sharing phones, headsets, desks, offices, or other work tools and equipment.

- Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment per CDC guidelines: [CDC Cleaning and Disinfecting Protocols](#)
- Designate someone in the workplace to be responsible for addressing COVID-19 issues and questions.
- Encourage employees to do a daily self-check for symptoms of COVID-19 ([CDC’s complete list of symptoms](#)) prior to coming to work.

Plan Activation Process. When deciding how to activate and make changes to your plan consider the following:

- Which decision makers in your business should be involved?
- What event(s) should trigger action?
- What procedures should be used to activate or deactivate your plan?
- How can you efficiently and effectively transfer business knowledge to key employees?
- When you deactivate your plan, how can you most effectively reintegrate employees who have been absent?
- Prepare to work with local health officials when answering these questions.

Communication Protocol. Determine how you will relay information about your operations to employees and business partners. Decide how will you keep your workforce and partners informed about the latest public health recommendations and your response.

This guidance is subject to change as more information becomes available about limiting the transmission of COVID-19. Business-specific information is currently under development.

For more information on COVID-19, resources are available at the following:



<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://coronavirus.idaho.gov/>

If you reside in Ada, Boise, Elmore or Valley County, visit: <https://www.cdh.idaho.gov/dac-coronavirus.php>

If you reside in Canyon, Gem, Owyhee, Washington, Payette or Adams County, visit:

<https://phd3.idaho.gov/coronavirus/>

	
<p>Serving Ada, Boise, Elmore, and Valley Counties</p>	<p>Serving Adams, Canyon, Gem, Owyhee, Payette, and Washington Counties</p>
<p>https://www.cdh.idaho.gov/dac-coronavirus</p>	<p>https://phd3.idaho.gov/coronavirus/</p>
<p>Call Center: 208-321-2222 M-F 8:30 am – 4:30 pm</p>	<p>Call Center: 208-455-5411 M-F 8 am – 5 pm</p>