



SUGGESTED RE-OPENING PROCEDURES

The health and safety of the public should be at the forefront of all decisions made. COVID-19 is a contagious virus that is transmitted primarily from person to person via respiratory droplets. Sneezing, coughing and breathing all cause small droplets of moisture to be expelled from the respiratory tract (lungs and throat) and transmitted through the air. These droplets can travel from person to person directly and can also be deposited on surfaces where they can remain active for 24 hours to 5 days with the ability to infect another person.

THE GOAL OF EACH RECOMMENDATION LISTED BELOW IS TO LIMIT THE SPREAD OF THE VIRUS AS MUCH AS POSSIBLE.

1. If you, or someone you have close physical contact with, has a fever of 100.4 or higher, you should not report to work. Further evaluation of the cause of the fever is warranted and it is recommended you contact your doctor.
2. If you have tested positive for COVID-19 you will be required to self-quarantine for at least 7 days, or 3 days after symptom resolution (feeling better), whichever is longer.
3. All employees will be provided with mask, gloves (when necessary) and easy access to hand sanitizer.
4. Masks should be worn at all times when sufficient distance between you and another individual cannot or may not be maintained.

THE FOLLOWING HIERARCHY OF CONTROLS SHOULD BE CONSIDERED IN ORDER

(See picture on the following page for reference).

1. **Elimination**- Not an option at this time.
2. **Substitution**- Not an option at this time.
3. **Engineering Controls**- Isolate those who have the coronavirus to keep it from spreading to other people:
 - a. **Physical Distancing** - Keeping 6 feet apart
 - b. Creating physical barriers where possible at entrances and high traffic locations. Sneeze guards at cashier locations are an example of this.
 - c. **Practicing Source Control** - Wearing a mask (disposable ear loop is preferable, but a cloth mask is an acceptable alternative) in all indoor spaces unless you are alone or at home. Cough or sneeze into a facial tissue or your sleeve and immediately wash your hands after.
4. **Administrative Controls** - Adapt the way you conduct business. How to limit the amount of people in small spaces.
 - a. Adjust the flow of people through the business to maintain social (physical) distancing as much as possible.
 - b. Adjust the workspace design so that workstations are 6 feet apart.
 - c. Stagger working hours, breaks and meal periods for employees to reduce gathering sizes
 - d. Allow for work from home and virtual meetings when possible.

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5. **PPE** - Personal Protection Equipment is the last line of defense. Time should be spent on all other areas prior to PPE. (Notice disposable and cloth masks are listed as Source Control)
 - a. Masks provide limited personal protection from breathing the virus in. Only an N95 mask that has been properly fit tested to each specific person provides this level of personal protection. A mask used as source control (not breathing the virus out) is recommended anytime social distancing cannot be maintained.
 - b. In order to protect the wearer, hands should be cleaned (with proper hand hygiene) prior to putting on gloves and hands should be cleaned again after removing the gloves. It is important to understand that gloves only protect the person wearing them, everything that is touched while wearing gloves is transferred from the object touched to anything else that is touched until the gloves are removed.
 - c. Disinfecting cleaners need to be checked for effectiveness against COVID-19 by using the EPA Registration # (from the product) to the EPA "N" List found here

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

High touch, hard surfaces (glass, metal or plastic) such as handrails, doorknobs and anything non-porous should have a routine cleaning and disinfecting schedule.

HIERARCHY OF CONTROLS

