



# COVID-19 GUIDANCE For Employers

(Updated 5/6/20)

This checklist will help retail businesses and agencies reduce the spread of COVID-19 in our community. For more detailed information on the items included, please refer to NCDHHS' Phase 1 Interim Guidance for Owners, Staff, and Patrons of Retail Businesses.

## REQUIRED

### Signage

Post the following signs:

- Wearing a cloth face covering is recommended
- Reminding people to stay 6 feet apart
- Do not enter if you are sick, symptomatic
- Reduced Emergency Maximum Occupancy. Occupancy is limited to no more than 50% of stated fire capacity. Provide maximum occupancy #.

### Cleaning and Disinfection

- Perform frequent and routine environmental cleaning and disinfection of high-touch areas with an EPA-approved disinfectant for SARS-CoV-2 (the virus that causes COVID-19).
- Make hand sanitizer (at least 60% alcohol) available and have a plan to systematically and frequently check availability. Make soap and hand drying materials available at sinks.
- Make disinfecting wipes and/or sprays that are EPA approved against SARS-CoV-2 available for shared items (such as shopping carts or credit card equipment).

### Employees

- Have a plan for immediately isolating employees from work if symptoms develop.
- Screen employees daily for symptoms before entering workplace and immediately send symptomatic workers home to isolate.
- Educate employees and patrons on preventing the spread of COVID-19.



# RECOMMENDED

## Water and Air Systems

- Check that building water and air systems are safe to use and minimize the risk of Legionnaires' disease and other diseases associated with water.
- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods.

## Social Distancing Plans

- Designate times for seniors and other high-risk populations to access services.
- Place markings on the floor and designate entrance and exit points to promote social distancing.
- Clearly mark 6 feet of spacing in lines and other areas where people congregate and enforce those limitations.
- Clearly mark 6 feet of spacing in a designated area outside the establishment where people congregate due to limits on indoor capacity.
- Develop a plan to limit occupancy of all operating establishments to no more than 50% of the stated fire capacity, post the Emergency Maximum Occupancy and enforce it.

## Employees

- Have employees wear cloth face coverings.
- Provide employees with information on proper use, removal and washing of cloth face coverings.
- Promote telework, limit non-essential travel and limit meetings to no more than 10 people.
- Make accommodations for high-risk workers.
- Encourage sick employees to stay home and support with sick leave policy.
- Share information about available help lines (2-1-1 and Hope4NC Helpline, 1-855-587-3463).
- Exclude employees who have been diagnosed with COVID-19 per CDC guidance, until they say YES to ALL three questions:
  1. Has it been at least 10 days since you first had symptoms?
  2. Has it been at least 3 days since you've had a fever without using fever reducing medicine?
  3. Has it been at least 3 days since your symptoms have improved?

## FURTHER RESOURCES

- <https://files.nc.gov/ncdhhs/documents/files/covid-19/NCDHHS-Interim-Guidance-for-Businesses.pdf>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>

For more information, visit

<https://www.haywoodcountync.gov/684/Coronavirus-Covid-19-Information> or Call Haywood

County Public Health at 828-452-6675 or 828-356-2019

Haywood Chamber of Commerce can be reached at 828-456-3021