



Guidance for the General Businesses during Utah's 'Moderate Risk' Phase*

Updated April 30, 2020

Effective May 1, 2020

Employers should exercise extreme caution, with employees working remotely, evaluating workforce concerns, and enacting strategies to minimize economic impact. Businesses that necessitate on-site work should monitor the workforce for symptoms and well-being.

- High-contact businesses can operate under strict protocols
- Design spaces to maintain 6-foot distance between individuals
- Provide accommodations to high-risk employees.
- Employees and volunteers operate remotely when possible.
- Screen employees for symptoms of COVID-19 daily (fever, cough, shortness of breath, sore throat, muscle aches or pains, loss of sense of smell or taste). Symptomatic employees must be sent home.
- Face coverings should be worn in settings where other social distancing measures are difficult to maintain; ensure that face coverings are available to your employees.
- Make every possible effort to enable working from home as a first option; where not possible, workplaces should comply with distancing and hygiene guidelines.
- Minimize face-to-face interactions, including with customers (e.g. utilize drive-thru, install partitions).
- Where distancing and hygiene guidelines cannot be followed in full, businesses should consider whether that activity needs to continue for the business to operate.
- Eliminate unnecessary travel and cancel or postpone in-person meetings, conferences, workshops, and training sessions.
- Require employees to self-quarantine when returning from high-risk areas.
- Employers should evaluate workforce strategy and concerns and enact strategies to minimize economic impact.
- Employers must not allow any individuals under isolation or quarantine to come to work at any time unless authorized by the Local Health Department

Best Practices for Employers

- Those who are, or work with, high-risk populations should undergo daily screening/symptom monitoring, and be tested if they begin to experience COVID-19 symptoms. High-risk populations should take extra precautions to avoid close contact with multiple people.

- Use online conferencing, email, or telephone in place of in-person meetings, even when people are in the same building.
- Employees and customers should not congregate in groups; if your business involves a waiting area, customers should wait outside or in their cars.
- Encourage contactless pay options if possible; otherwise immediately disinfect transaction equipment.
- Make regular announcements to remind employees and customers to follow distancing guidelines. Use floor markings to mark appropriate physical distance where appropriate.
- Encourage digital files rather than paper formats (e.g. documentation, invoices, inspections, forms, agendas).
- Consider what reserve supplies may be necessary to obtain (e.g., cleaning supplies, gloves or other protective equipment).
- Establish and maintain open dialogue with local communities, including key vendors and suppliers, exploring contingencies and sharing appropriate decisions about foodservice, transportation, and other services.
- Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact in the workplace.
- Ensure every employee's contact information and emergency contact details are up to date; ensure a plan is in place to reach employees quickly.
- Educate the workforce about the threat of the COVID-19 pandemic, what the business is doing, and what they should do to protect themselves and their families.
- Prepare for absenteeism—not only sick employees will stay home; others may need to care for the sick; those employees should notify their supervisors.
- Provide signage at each public entrance to inform all employees and customers that they should:
 - Avoid entering if they have fever, cough, muscle aches and pains, sudden changes in smell or taste, sore throat, shortness of breath, or feel generally unwell.
 - Maintain a minimum 6-foot distance
 - Sneeze/cough into cloth, tissue, elbow or sleeve (not hands)
 - Avoid hand shaking or unnecessary physical contact
 - Wash hands often, and for at least 20 seconds
 - Wear face coverings

Cleaning & Hygiene Guidelines for Employers

- Promote etiquette for coughing, sneezing, and handwashing; avoid touching face, especially eyes, nose, and mouth; place posters that encourage hand and respiratory hygiene.
- Face coverings should be worn by employees and patrons, especially when difficult or impossible to maintain 6-foot distance.
- Ensure adequate air circulation and post tips on how to stop the spread of germs.
- When possible, discourage sharing of work tools and equipment.

- Make a list of high-touch surfaces requiring routine disinfecting and perform routine environmental cleaning (e.g., elevator buttons, workstations, countertops, handrails, doorknobs, breakrooms, bathrooms, common areas), either twice a day or after each use. Keep a logbook of cleaning regimen. Those cleaning should:
 - Wear gloves
 - Prior to disinfecting, clean surfaces with soap and water if soiled
 - Use EPA-approved disinfectant, industrial cleaner, diluted bleach, or alcohol solutions
- Provide disposable disinfecting wipes for employee use on high-touch surfaces; provide no-touch trash bins.
- Laundry: wear gloves, use the warmest appropriate water setting, dry items completely, do not shake dirty laundry, launder items that have come in contact with COVID-19 separately.
- Make hand sanitizer, soap and water, or effective disinfectant readily available. Provide pop-up handwashing stations or facilities where necessary (e.g. open houses, construction sites).
- Personal Protection Equipment (PPE) should not be shared and should be disposed of properly.
- After using gloves, employees should wash their hands.

Employers Monitoring Symptoms

- Employees who are sick or who appear to have COVID-19 symptoms should be separated from other employees/customers immediately and sent home; immediately clean and disinfect areas the sick employee visited.
- Train managers/leadership to spot symptoms of COVID-19 and to be clear on relevant protocols.
- Monitor employee symptoms, especially fever. If employees take simple medications such as acetaminophen, ibuprofen, or aspirin, they should take temperature beforehand.
- Do not allow employees to come to work if they feel sick; create or maintain non-punitive leave policies so employees do not feel pressured to come to work if they are sick. Remind employees to report any illness to a manager, especially if sick with fever, cough, muscle aches and pains, sudden changes in smell or taste, sore throat, and/or shortness of breath.
- If an employee is confirmed COVID-19 positive, employers should inform fellow employees while maintaining confidentiality; fellow employees should self-monitor for symptoms for 14 days.

Adapted from Utah's *Phased Guidelines for the General Public and Businesses to Maximize Public Health and Economic Reactivation

<https://coronavirus-download.utah.gov/Health/Phased%20Health%20Guidelines%20V4.0.pdf>