

# STAY ENGAGED WITH THE ECONOMY – CAN DO

In order to keep our economy strong in both the short term and the long term, we need to keep business of every kind operating. Businesses can and should continue to operate. This is a greater challenge in some industries than others, but health concerns can be carefully addressed and balanced in all industries. Adapt your business plans and operations to best practices based on health guidelines in order to keep your employees and your customers safe. Be creative and innovate to adapt your businesses operations to these guidelines.

## ***Telework wherever and whenever possible.***

***In addition, we offer the following guidelines for all businesses:***

### **General Guidance**

- Require employees showing any signs of illness to stay home
- Support paid time off for sick employees. This will help ensure employees who are symptomatic do not report to work.
- Provide flexible scheduling for employees who may be struggling with child care, or caring for elderly parents.
- Encourage employees to work remotely when possible and focus on core business activities. In-person, non-mandatory activities should be delayed until the resumption of normal operations.
- Organizations should implement their business continuity and pandemic plans, or put plans in place if they do not exist.
- Clean and sanitize work spaces and equipment frequently including phones, desks, remote controls, and keyboards
- Require frequent hand washing. If soap and running water are not immediately available, provide alcohol based-sanitizer containing at least 60% alcohol.
- Avoid touching common items like door handles and elevator buttons
- Discourage workers from using other worker's phones, desks, offices, or other work tools and equipment when possible
- Avoid employees or customers being in a proximity closer than 6 feet at all times

- Require respiratory etiquette, including covering coughs and sneezes into elbows or forearms, not hands
- Utilize conference call and electronic communications
- Communicate regularly and clearly with your employees
- Provide customers and employees with tissue and trash receptacles
- Avoid gatherings of 10 or more people in waiting rooms or other areas
- When employees are ready to return to work after illness, do not require a doctor's note- this puts unnecessary stress on the health care system

For more information, visit [coronavirus.utah.gov](https://www.coronavirus.utah.gov) and the OSHA Guidance on Preparing Workplaces for COVID-19 at <https://www.osha.gov/Publications/OSHA3990.pdf>

### **Retail Establishments**

- Adjust store hours
- Provide dedicated time for cleaning and restocking
- Provide rest periods for employees
- Establish hours for elderly shoppers or those in high risk categories
- Ensure customers can maintain appropriate distance in lines and throughout your store
- Use touchless payment options where possible
- Provide hand sanitizer at pay stations
- Change gloves, wash hands, use sanitizer between customer interactions
- Provide employees with gloves and other personal protection options
- Provide markers in areas with lines to keep customers 6 feet apart

### **Manufacturing**

- Increase work space and distance between employees
- Minimize auditors, customers, vendors entering your facility and encourage the use of technology
- Conduct meetings remotely or hold internal group meetings in larger conference rooms where people can maintain distance
- Alter cafeteria practices so people have more space or stagger lunch times
- Install disinfectant spray and hand sanitizer locations throughout the facilities
- Disinfect conference rooms, office, desk locations down regularly throughout the day

### **Work Sites**

- Conduct plan checks electronically or through a drop box outside the office
- Determine a time for building inspections when only the inspector is present, ensuring that builders have vacated the site
- Establish screening procedure, including temperature screenings, at facility entrances
- Restrict access to critical work areas and introduce rotating shifts for workers
- Establish onsite accommodations and protocol to manage individuals reporting flu-like symptoms while at work
- Increase the frequency of janitorial services for shared space cleaning, including, but not limited to, workstations, countertops, handles, doorknobs, gang boxes, shared tools, and equipment
- Service portable bathrooms frequently and provide hand sanitizer in/or around all portable bathrooms
- Do not permit communal food on the jobsite or use a common water cooler
- Do not permit the sharing of tools or personal protection equipment (PPE)
- Sanitize reusable PPE per manufacturer's recommendation prior to each use and ensure it is properly disposed of
- Instruct workers to wash hands after removing gloves
- Instruct workers to change work clothes prior to arriving home and to wash clothes in hot water with laundry sanitizer

### **Dining**

- Provide distance between working employees
- Adhere to careful sanitation guidelines for food preparation and packaging
- Provide for curbside, drive-through and take out options
- Change gloves, wash hands, use sanitizer between customer interactions
- Sanitize customer areas frequently, including, but not limited to items like door knobs, handrails, and seating
- Use touchless payment options where possible

### **Hotels/Accommodations**

- Apply best practices re: sanitation/exterior access/no breakfast buffets to avoid complete shutdown
- Some hotels offering to house overflow patients

\* For a list of detailed plans and best practices developed by Utah businesses and industry associations visit: [coronavirus.utah.gov](https://www.coronavirus.utah.gov)