GENERAL GUIDANCE FOR EMPLOYERS
STOP THE SPREAD CHECKLIST

All employers, regardless of phase and industry, should ensure the below guidelines at a minimum can be adhered to before operating. Businesses should adhere to all additional Federal, State, and local standards required for their industry.

SOCIAL DISTANCING

☐ Maintain, at minimum, six feet distance between individuals at the workplace at all times.

☐ Actively encourage flexible work arrangements such as teleworking or staggered shifts wherever possible.

☐ Employers with vulnerable workers should follow CDC guidelines in efforts to reduce the vulnerable workers' risk of exposure to COVID-19, while making sure to be compliant with relevant ADA and ADEA regulations.

☐ Use tele- or video-conferencing for meetings and events whenever possible. Suspend all non-essential travel.

☐ Close off unnecessary areas in workplaces where social gatherings tend to occur, or limit numbers of employees present at a single time.

☐ Implement a no-touching policy (no handshakes, hugs, or other close contact) for staff, customers, and all visitors to the work premises.

☐ Limit the number of people in elevators at one time.

☐ Require 6-ft spacing between customers while in line for service or check out. Businesses are encouraged to physically mark required spacing limits using floor decals or other clear visual methods.

☐ Consider physical barriers (Plexiglas or otherwise) at cash registers and other areas where close interaction occurs.

☐ Include signage explaining social distancing policies to all staff, customers, and visitors.

HEALTH & HYGIENE SAFETY STANDARDS

☐ All employees interacting with the public must wear face masks per State order.

☐ For those working on site rather than telecommuting, monitor workforce for indicative symptoms daily in accordance with CDC guidance. Ideally, temperature and symptom checks should happen before the individual enters the facility. Do not allow symptomatic people to physically return to work until cleared by a medical provider. Develop policies that encourage sick employees to stay at home without fear of reprisals, and ensure employees are aware of these policies.

☐ Mandate health and hygiene protocol such as washing hands and proper etiquette for sneezing and coughing. Ensure employees follow State, local, and CDC guidance on face masks and other PPE. Provide ample supplies for employee health, including PPE as applicable, soap and water, tissues, no-touch trash cans, and hand sanitizer with at least 60% alcohol.

☐ Routinely clean and disinfect all frequently touched surfaces, such as workstations, countertops, handrails, and doorknobs. Discourage sharing of tools and equipment, if feasible. Use products that meet EPA's criteria for use against SARS-CoV-2 and that are appropriate for the surface. Prior to wiping the surface, allow the disinfectant to sit for the necessary contact time recommended by the manufacturer. Train staff on proper cleaning procedures to ensure safe and correct application of disinfectants.

☐ Use touchless payment options as much as possible, when available. Ask customers and employees to exchange cash or card payments by placing on a receipt tray or on the counter rather than by hand. Wipe any pens, counters, or hard surfaces between use or customer.

☐ Businesses should have a defined protocol for dealing with suspected and confirmed cases, and communicate this policy to all employees. Develop and implement policies and procedures for workforce contact tracing and cleaning should an employee test positive for COVID-19.

☐ Businesses will adhere to CDC guidelines on restroom occupancy and maintenance. Restrooms must be cleaned and disinfected on a daily basis at minimum, particularly high-touch surfaces such as faucets, toilets, doorknobs, and light switches. Restrooms must be regularly stocked with supplies for handwashing in accordance with CDC guidelines.

☐ Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods. Safety risks to individuals and employees using the workspace should considered before opening windows and doors.

☐ Businesses will take steps to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

JEDCO