### Employees & Guests

- **Ensure minimum 6 ft between people, if not possible, install barriers**
- Face coverings are required for all employees, unless not advisable by a healthcare professional, against documented industry best practices, or not permitted by federal or state laws/regulations. A face covering is not required if an employee is working alone in an enclosed office space.
- Personnel should work from home whenever possible and feasible with business operations.
- Employees must perform daily symptom assessment.*
- Require employees to stay home if symptomatic.
- Require regular handwashing.
- Reduce sharing of work materials.
- Limit travel as much as possible.
- Stagger arrival of all employees and guests.
- Post signage on health safety guidelines in common areas.

### Physical Spaces / Workstations

- Frequent disinfection of desks, workstations, and high-contact surfaces.
- Daily disinfection of common areas.
- Cancel/postpone in-person events when social distancing guidelines cannot be met.
- No buffet in cafeteria.
- Utilize disposable tableware and other materials.
- Establish maximum capacity (e.g., 50% of fire code).

### Confirmed Cases

- Immediately isolate and seek medical care for any individual who develops symptoms while at work.
- Contact the local health district about suspected cases or exposures.
- Shutdown shop/floor for deep sanitation if possible.

### Mandatory

*Daily symptom assessments should include taking your temperature with a thermometer and monitoring for fever. Also watch for coughing or trouble breathing.*

### Recommended Best Practices

- **Ensure seating distance of 6 ft or more**
- Face coverings are recommended for all customers and guests.
- Enable natural workplace ventilation.
- Health questionnaire for symptoms at entry.
- Temperature taking protocol.

- **Redesign/space workstations for 6 ft or more of distance**
- Close cafeteria and gathering spaces if possible, or conduct regular cleanings.
- Limit congregation in office spaces.
- Divide essential staff into groups and establishing rotating shift.
- Availability of at least 3 weeks of cleaning supplies.

- **Work with local health department to identify potentially infected or exposed individuals to help facilitate effective contact tracing/notifications.**
- Once testing is readily available, test all suspected infections or exposures.
- Following testing, contact local health department to initiate appropriate care and tracing.