

The most important thing businesses can do to help decrease the spread of COVID-19 is to adhere to social distancing and disinfecting guidelines.

Social Distancing & Work Practices

- Maintain six (6') feet or more between employee workstations, unless separated by a wall or partition.
- The number of employees in a common area (break or lunchroom) should be limited to ensure a minimum of six (6') feet between employees.
- Offer work from home options, as much as possible.
- Stagger shifts, breaks, and lunch schedules.
- Conduct phone/email/virtual meetings instead of in person meetings, even when at office. If meeting in person, ensure six (6') feet of distance between employees.
- Discourage nonessential vendors and deliveries from entering facility.
- Discourage nonessential travel of employees.
- Post internal signage that can be used to alert or remind employees about guidance and expectations.

Cleanliness

- Pre-screen employees before their shift.
- Offer plenty of hand sanitizer in various locations and encourage usage.
- Keep restrooms stocked with soap and/or hand sanitizer.
- Routinely clean and disinfect restrooms daily or more if possible. You may want to increase cleaning of high-touched surfaces such as faucets, toilets, doorknobs, and light switches.
- Provide wipes, sanitizer, and cleaning products throughout workplaces to allow for frequent sanitation of frequently touched surfaces.

The most important thing businesses can do to help decrease the spread of COVID-19 is to adhere to social distancing and disinfecting guidelines.

Social Distancing

- Maintain six (6') feet or more between customers and other employees to the greatest extent possible.
- If customers need to show their ID to pickup items, have them show it through a window or hold it out for the employees to see without touching the ID.
- Businesses should use contactless forms of payment such as online, over the phone, or mobile ordering, if possible.
 - All orders should be packaged, processed, and paid for ahead of time.
- Place items in an unoccupied area of the vehicle such as the trunk, back seat, passenger seat, etc.
 - Avoid handing items directly to customers, if able.

Hygiene and Safety

- Encourage employees to wear cloth face coverings in settings where social distancing measures are difficult to maintain.
- Wash hands with soap and water for 20 seconds in between each customer.
- When handwashing is not immediately available, use a hand sanitizer with at least 60% alcohol in between each customer.
- When bringing an order to a vehicle, minimize contact with touched surfaces;
 - Ask customers to open the trunk or door from inside their car, if possible.
 - Do not lean into the car when setting the items inside.
 - Close the trunk or door with your elbow instead of your hands.
- Disinfect frequently touched items and shared equipment with an EPA-approved disinfectant.
 - Doorknobs, door handles, pens, scanners, bins, etc.

Please refer to the All Other Businesses Recommended Guidance for General Protective Measures that every business shall follow. Specific measures for your business are below:

Protective Measures

- Follow the recommended Guidelines for All Other Businesses.
- Continue with online sales and financing meetings to the greatest extent possible.
- Adopt an alternative greeting, no handshaking with customers.
- Ask a customer who would like to touch or test drive a vehicle to wash their hands first.
- Offer only pre-packaged beverages and snacks to customers.
- Follow guidance below for disinfecting a vehicle after a test drive or sitting in a vehicle.

CDC Guidance for Disinfecting a Vehicle

Ensure that cleaning and disinfection procedures are followed consistently and correctly, including the provision of adequate ventilation when chemicals are in use. Doors and windows should remain open when cleaning the vehicle.

- For hard non-porous surfaces within the interior of the vehicle such as hard seats, arm rests, door handles, seat belt buckles, light and air controls, door and windows, and grab handles, clean with detergent or soap and water if the surfaces are visibly dirty, prior to disinfectant application. For disinfection of hard, non-porous surfaces, appropriate disinfectants include:
 - EPA's Registered Antimicrobial Products for Use Against Novel Coronavirus SARS-CoV-2. Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.
 - Diluted household bleach solutions prepared according to the manufacturer's label for disinfection, if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
- For soft or porous surfaces such as fabric seats, remove any visible contamination, if present, and clean with appropriate cleaners indicated for use on these surfaces. After cleaning, use products that are EPA-approved for use against the virus that causes COVID-19 and that are suitable for porous surfaces.
- For frequently touched electronic surfaces, such as tablets or touch screens used in the vehicle, remove visible dirt, then disinfect following the manufacturer's instructions for all cleaning and disinfection products. If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect.
- Gloves and any other disposable PPE used for cleaning and disinfecting the vehicle should be removed and disposed of after cleaning; wash hands immediately after removal of gloves and PPE with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer with at least 60% alcohol if soap and water are not available.
- Bike shops should follow car dealership guidance.

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Protective Measures

- Follow the recommended Guidelines for All Other Businesses.
- Continue as many virtual showings as possible to narrow choices.
- Take separate vehicles to the showings.
- Provide sanitizing stations in homes.
- Assure disinfecting supplies are available in the home before showing. Bring supplied to the home, if not available.
- Use gloves to touch anything in the home (light switches, doorknobs, etc.). Only real estate agents or sellers should turn lights on, open doors, cabinets, closets, etc. Disinfect everything touched.
- Only allow adult buyers in the home-no other family members. If young children are present, they should be carried or hold adults' hands to prevent touching.
- Discourage sick or recently sick people from entering a home.
- Maintain social distancing requirements during showing.
- Conduct as much business online as possible, including electronic closings on home loans, digital notary seals, and remote signings.
- Clean and disinfect the office and limit the number of people in the office at one time.

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Protective Measures

- Follow the recommended Guidelines for All Other Businesses.
- Share estimates, invoices, and other documentation electronically.
- Prior to entering a home with a current resident, ask the following:
 - Is anyone in the household currently sick? If so, do not enter the household. Wait to enter the household until everyone is well and the home has been disinfected.
 - Is anyone in the household currently in quarantine (meaning they were told by the health department to stay home because they were a close contact to someone who has tested positive for COVID-19, they recently returned from somewhere with community transmission, or they have been tested for COVID-19 and are awaiting their results)? If yes, do not enter the household. Wait to enter the household until the quarantine has been lifted and the home has been disinfected (generally 14 days).
 - Is anyone in the household in self-isolation (meaning that they have active COVID-19)? If yes, do not enter the household. Wait until self-isolation has been lifted, the household member has been told by the health department that they are no longer contagious, and the house has been disinfected (time varies, but a minimum of 10 days).

Wash hands or use an alcohol-based hand sanitizer after leaving a home.

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Protective Measures

- Follow the recommended Guidelines for All Other Businesses.
- Keep at least 6 feet distance between photographer and client(s).
- If the photographer needs to come within 6 feet of the client(s), the photographer should wear a mask or cloth face covering during shoot to prevent cross contamination during posing.
- Limit number of people in one location during a photo shoot (no large families or groups that do not live within one household).
- All props should be brought by the client and only touched by the client. Props provided by the photographer should be disinfected before and after each use.
- All sessions should be scheduled by appointment only and be spaced out at least 15 minutes in between to allow time for sanitation.
- Cameras and touched equipment should be disinfected between client sessions.
- All photos and products should be delivered digitally or shipped; in-person meeting for selecting photos is discouraged.
- If shooting inside in a studio:
 - All blankets, objects, backdrops, etc. (high touched surfaces) shall be properly disinfected or laundered in-between sessions. Use laundry machines according to the manufacturer's instructions. Use the warmest appropriate water settings and dry items completely.

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Protective Measures

- Follow the recommended Guidelines for All Other Businesses.
- Post a sign at the beginning of driveway stating that individuals who have a fever, cough, or any sign of sickness should not enter the sale.
- Limit the number of individuals at the sale in accordance with large gathering limitations.
- Establish a point person who oversees the sale to ensure compliance with this guidance if more than one person is working.
- Offer customers alcohol-based hand sanitizer upon entering and exiting the sale.
- Any person conducting a sale should enforce social distancing of at least 6 feet between people.
- Do not allow other to assist with the sale who have a fever or are otherwise exhibiting COVID-19 symptoms.
- Wash hands with soap and water or use alcohol-based hand sanitizer containing at least 60% alcohol frequently throughout the duration of the sale.
- Space the point of sale table away from the merchandise and instruct customers to stand at least 6 feet apart while waiting to pay.
- Encourage customers to make non-cash payments. If that is not possible, wash and disinfect hands after every case exchange. Wait until hands are thoroughly dry from alcohol-based hand sanitizer before engaging with the next cash exchange.
- Hold the sale outside of the home, to the greatest extent possible.

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Protective Measures

- Follow the recommended Guidelines for All Other Businesses.
- Local libraries should consult the Missouri State Library Reopening Task Force guidelines.
- Hosting virtual story times/events are encouraged as the capacity in the building will be limited.
- Promote the use of e-books and other online resources to encourage remote access to library collections.
- Keep a log of patrons entering facility, date and time.
- Offer customers alcohol-based hand sanitizer upon entering and exiting the facility.
- Mark floor with tape to indicate 6-foot distance to ensure people are properly social distancing anywhere that a line would form (info desks, registers, etc.).
- Do not allow staff, volunteers, or patrons, who have a fever or are otherwise exhibiting COVID-19 symptoms to enter.
- Curbside service is encouraged, if applicable.
- Public computers including table surfaces and accessories must be disinfected between each customer. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2, the cause of COVID-19, and are appropriate for the surface.

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Protective Measures

- Follow the recommended Guidelines for All Other Businesses.
- All attendees are encouraged to maintain responsible social distancing, of at least 6 feet away.
- Seats should be placed 6 feet away from each other.
- Remove seats to help indicate proper seating locations for social distancing.
- If possible, turn tables to face the same direction (rather than facing each other), or have attendees sit on only one side of the table, spaced apart.
- Attendees feeling ill and/or exhibiting symptoms of COVID-19 should stay home. Meeting organizers should remind attendees to stay home if sick.
- No shared equipment or shared items (microphones, podiums, chairs, computers, clickers, pens, etc.). If items or equipment must be shared, they should be disinfected with an EPA-approved disinfectant in between each individual use.
- Hand sanitizer with at least 60% alcohol or soap and water should be available at each meeting. Attendees are encouraged to use hand sanitizer or wash hands with soap and water upon arriving at the meeting.
- Use non-contact methods for greeting one another. No shaking hands.
- No self-service water pitchers. Attendees should bring their own person water bottles.
- Reserve time between meetings for cleaning and disinfecting. Tables and chairs should be clean and disinfected following each meeting.
- Avoid passing around paper documents. Use digital copies of agendas, minutes, etc. when possible.
- Virtual meetings are encouraged when possible, especially for attendees who are at higher risk for severe illness of COVID-19.

COVID-19 EMPLOYEE ENTRY SCREENING QUESTIONNAIRE

In order to be allowed to work, the following questions should be asked of an employee prior to their entry into the facilities. If the employee answers that they exhibit symptoms or are at risk of exposure due to travel or proximity to an infected person, they should be denied entry. For your protection it is suggested that you retain this form, should an employee begin to show symptoms.

SYMPTOM & RISK CHECKLIST

- | YES | NO | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have or have you had a fever of over 100.4 in the last 72 hours? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have a cough that is not normal for you? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you experiencing shortness of breath or difficulty breathing? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you experiencing body aches or chills? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have a sore throat? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you experiencing a loss of smell? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you traveled outside of Central Missouri in the last two weeks? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you been exposed to someone diagnosed with COVID-19 in the last two weeks? |

EMPLOYEE NAME AND DATE

EMPLOYEE SIGNATURE

Entry will be denied to any individual who refuses to complete the questionnaire in its entirety, any individual who is positive for any three (3) screening questions, and/or with new onset of the following symptoms: 1) Fever \geq 100.4 in past 72 hours. 2) Persistent cough, that is not normal for you. 3) Shortness of breath.