

RE-OPENING SAFETY PLAN WORKSHEET

As a business owner/operator, you should consider developing a written Safety Plan outlining how your workplace will prevent the spread of COVID-19. To help you in the process, we are providing a form to help you think about different areas of your businesses and organize your efforts. This plan might help you as a working document to help you reopen and/or keep on the business premises as a training guide and communication tool with your staff.

Business owners should refer to the State's industry-specific guidance for more information on how to safely operate. For a up to date list of guidance and more industry specific information please visit: www.wedc.org/reopen-guidelines/

Name of Business: _____

Owner/Manager of Business: _____

I. PEOPLE

A Physical Distancing. To ensure employees comply with physical distancing for safety consider doing the following:

- Ensure 6 ft. distance between employees while they are working, unless safety or core function of the work activity requires a shorter distance. Any time employees must be less than 6 ft. apart from one another, they should wear acceptable face masks.
- Tightly confined spaces should be occupied by only one individual at a time, unless all occupants are wearing face coverings. If need to be occupied by more than one person, keep occupancy under 50% of maximum capacity.
- Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations, lunch areas)
- Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants and face masks.
- Establish designated areas for pick-ups and deliveries from the outside, limiting contact to the extent possible
- List common situations that may not allow for 6 ft. of distance between individuals; such as order or payment stations, restrooms.

What measures will you implement to ensure the safety of your employees in such situations? Consider partitions, touchless systems, barriers, etc.... How you will manage engagement with customers and visitors on these requirements (as applicable)? Can you facilitate calling or ordering ahead? Can you do curbside pickups? Online payments? Managing the volume of customers in your business to maintain social distancing?

II. PLACES

A. Protective Equipment. To ensure employees comply with protective equipment guidelines, you should consider the following:

- Provide employees with an acceptable face mask at no-cost to the employee and have an adequate supply of coverings in case of needed replacement.

What quantity of face coverings – and any other PPE – will you need to get to ensure that you always have a sufficient supply on hand for employees and visitors? How will you obtain these supplies?

- Face coverings should be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

What policy will you implement to ensure that face masks and any other PPE is appropriately cleaned, stored, and/or discarded?

- Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, consider wearing; or, sanitize the surface and/or wash hands before and after contact.
- List common objects that are likely to be shared between employees. Think about phones, desks, chairs, buttons, door handles, work tools, etc....

What measures will you implement to ensure the safety of your employees when using these objects?

B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning guidelines, you should consider the following:

- Adhere to hygiene and sanitation recommendations from the Centers for Disease Control and Prevention (CDC) and ensure that you maintain cleaning records that document date, time, and scope of cleaning.

Who will be responsible for ongoing cleaning and maintaining a cleaning record?

- Provide and maintain hand hygiene stations for employees, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible. Consider providing tissues and a no-touch trash receptacle.

Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?

- Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery, common areas or registers) and surfaces, as well as high transit areas, such as restrooms and common areas. Have a process to disinfect contaminated equipment.

What processes will you implement to ensure regular ongoing cleaning and disinfection of your worksite and any shared objects or materials, using products identified as effective against COVID-19? Who will disinfect contaminated equipment? What chemicals and PPE do you need to accomplish this?

C. Communication. To ensure the business and its employees communicate well, you should consider the following:

- Post signage throughout the site to remind employees to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
- Maintain a log of visitors, who may have close contact with other individuals at the work site or area; This does not include customers unless you are comfortable doing so in your business.

How will you implement a log of visitors and vendors that have been in close contact with employees? Where will you place signs in the workplace and how else will you regularly communicate with employees?

- If a worker tests positive for COVID-19, employer should disinfect the work area and cooperate with contact tracing efforts; You can also reach out to the health department for guidance on other employees who may have been exposed. You can share with the other employees that they have been exposed but maintain confidentiality regarding the person's identity. If a worker appears to have symptoms, do not allow them to work. If you have multiple employees who are ill and they have worked closely together, notify the health department for guidance.

How will you know how your employees are feeling? How will you communicate to them that they should tell you if they do have a positive test or are feeling ill. What are your sick leave policies, and have you shared that with your employees?

- An employee may return to work if they are suspected or confirmed to have COVID-19 after they have gone through the isolation guidelines of the CDC and has consulted with a healthcare provider and the health department.

D. Screening. To help business and its employees keep safe with effective protective equipment recommendations, you will consider the following:

- Conduct health screening though a questionnaire, or temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days.

What type(s) of daily health and screening practices could you implement? If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?

IV. OTHER

Considerations for Construction Industry

- Keep job site as much open as possible to allow for air flow
- Supply face masks for all employees
- Plastic sheeting can be used to create a barrier if it does not cause a hazard
- Try to stagger workforce to not stack crews on the job site
- Do not allow personal contact such as handshakes, hugs or fist bumps
- Limit the number of people allowed in the trailer at one time
- Establish a policy to stagger/social distance at the time clock

Consideration for Retail Stores

- Increase the cleaning of restrooms
- Establish a policy to not share registers or to disinfect them
- Supply face masks for all employees
- Post a sign on the front door to let customers know about your changes and policies such as limiting people, requiring face masks, not touching merchandise, etc.
- Consider making facemasks available for customers
- Mark areas where people may line up or gather so they can see 6 feet of distance
- Close changing areas, lounge areas, locker rooms or child play areas
- Offer curbside pick-up or delivery wherever possible
- Consider clear plastic barriers to keep employees safe who need to continuously interact with customers such as at the register

Considerations for Restaurants and Food Service

- Have employees all wear facemasks
- Ensure you are following local health department guidelines
- Sanitize high touch, high traffic areas ongoing after each use
- Consider disposable menus and other single use items such as sanitizing wipes
- Avoid direct hand contact with any ready to eat food or unwrapped single use items like stir sticks
- Do not preset silverware. Use rolled silverware, rolled in disinfected areas and stored in plastic bags
- Do not move or reuse rolled silverware
- Close smoking patios or limit to one person at a time
- Post a sign at your door so people know your rules and changes
- Continue to minimize contact and proximity by considering touch less delivery of food and/or continued to go and curbside pick up
- Close self-serve food and drink stations like salad bars and buffets
- Limit the number of clients in the restaurant at one time

Considerations for Hair and Nail salons

- Post a sign outside your door to share with customers your new rules and guidelines
- All equipment, chairs and work tools should be sanitized between each use
- Employees should wear face masks
- Consider making facemasks available for customers
- Use a clean cape for each client or ensure they are laundered between each use
- Increase the frequency of cleaning the restrooms
- Limit the number of clients in the shop at one time
- Establish a process that doesn't allow clients to wait in the shop for their appointment
- Close common areas such as lounge, food and beverage bars
- Consider touchless payment options