

Guidelines for employers and individuals during phases of economic opening

The White House has issued guidelines for opening up America again

Phase One

For States and Regions that satisfy the gating criteria

Phase Two

For States and Regions with no evidence of a rebound and that satisfy the gating criteria a second time

Phase Three

For States and Regions with no evidence of a rebound and that satisfy the gating criteria a third time

www.whitehouse.gov/openingamerica/#guidelines

Its guidelines are for employers

All phases

- Develop and implement appropriate **policies**, in accordance with Federal, State, and local regulations and guidance, and informed by industry best practices, regarding social distancing and protective equipment, temperature checks, sanitation, use and disinfection of common and high-traffic areas, business travel
- **Monitor workforce** for indicative symptoms. Do not allow symptomatic people to physically return to work until cleared by a medical provider.
- Develop and implement policies and procedures for workforce contact **tracing** following employee COVID+ test

Phase 1

- Continue to encourage telework
- Return to work in phases.
- Close common areas
- Minimize non-essential travel
- Strongly consider special accommodations for vulnerable personnel
- **Schools** and organized youth activities should remain closed
- Visits to **senior living facilities and hospitals** should be prohibited
- **Large venues** (e.g., sit-down dining, movie theaters, sporting venues, places of worship) can operate under strict physical distancing protocols
- Elective **surgeries** can resume
- **Gyms** can open if they adhere to strict physical distancing and sanitation protocols
- **Bars** should remain closed

Its guidelines are for employers

Phase 2

- Continue to encourage telework
- Close common areas
- Strongly consider special accommodations for vulnerable personnel
- **Schools** and organized youth activities can reopen
- Visits to **senior care facilities and hospitals** should be prohibited
- **Large venues** (e.g., sit-down dining, movie theaters, sporting venues, places of worship) can operate under moderate physical distancing protocols
- Elective **surgeries** can resume
- **Gyms** can remain open if they adhere to strict physical distancing and sanitation protocols
- **Bars** may operate with diminished occupancy

Phase 3

- Resume unrestricted staffing of worksites.
- Visits to **senior care facilities and hospitals** can resume
- **Large venues** (e.g., sit-down dining, movie theaters, sporting venues, places of worship) can operate under limited physical distancing protocols
- **Gyms** can remain open if they adhere to standard sanitation protocols
- **Bars** may operate with increased standing room occupancy

And for individuals

All phases

- Continue to practice good hygiene
- People who feel sick should stay at home

Phase 1

- All vulnerable individuals should continue to shelter in place
- All individuals, when in public, should maximize physical distance from others
- Avoid socializing in groups of more than 10
- Minimize non-essential travel

And for individuals

Phase 2

- All vulnerable individuals should continue to shelter in place
- All individuals, when in public, should maximize physical distance from others
- Non-essential travel can resume.

Phase 3

- Vulnerable individuals can resume public interactions, but should practice physical distancing
- Low-risk populations should consider minimizing time spent in crowded environments

Guidelines may change during different phases of reopening



Restaurants cannot open their premises

E.g. Restaurants can sell prepared food and non-alcoholic beverages by contactless delivery and collection

Restaurants may open their premises with restrictions

E.g. Restaurants can open, subject to the public health measures required at phase 2, for example distancing between tables

Restaurants may reopen their premises with fewer restrictions

E.g. Restaurants can open, subject to the public health measures required at phase 3, for example cleaning and disinfection

Restaurants may reopen their premises with fewer (or no) restrictions

It is not possible to issue guidelines for every sector and every business type

Therefore, it will be important to issue general public health measures re:

- Social distancing/ high traffic areas
- Cleaning and disinfection
- Ventilation
- PPE
- Hand hygiene
- Temperature checks/employees who have symptoms
- Sick employees/ sick leave
- Vulnerable employees
- Meetings and gatherings
- Business travel
- Etc.

These measures should be sourced from CDC/ public health officials

The guidelines for all businesses cover a range of topics

Technical measures for all businesses

- Overarching business guidance ([USA](#) CDC)
- Creating a business safety plan ([NZ](#))
- Creating a safe office/ workplace ([CO](#), [DE](#), [HK](#), [OH](#), and [OK](#))
 - High traffic areas ([DE](#) and [IT](#))
 - Bathrooms and canteens ([DE](#) and [IT](#))
 - Work equipment and tools ([DE](#))
 - Ventilation ([DE](#))
 - Cleaning protocols ([USA](#) CDC, [USA](#) CDC, [USA](#) CDC, [CZ](#) and [IT](#))
 - Work hours and breaks ([DE](#))
 - Storing work clothing and PPE ([DE](#))
 - Access by non company personnel to the workplace ([DE](#))
- Business trips and meetings ([DE](#) and [IT](#))
- Home offices ([DE](#))
- Outdoor businesses ([DE](#) and [UK](#))
- Provision of services in households ([HK](#) and [UK](#))
- Collective accommodation ([USA](#) CDC, [DE](#))
- Outdoor seating ([SC](#))
- Instructions for suspected cases ([USA](#) CDC, [DE](#), [IT](#) and [NZ](#))
- Minimizing mental stress ([DE](#) and [NZ](#))
- FAQs ([AT](#) and [DK](#))
- Business checklist ([USA](#), [USA](#) (2017), [USA](#) (2015) and [ME](#))
- Workplace posters ([SG](#) and [SG](#))

Acronym Guide

- AU Australia
- AT Austria
- CO Colorado
- CZ Czech
- DE Germany
- DK Denmark
- GA Georgia
- HK Hong Kong
- IA Iowa
- ID Idaho
- IT Italy
- ME Maine
- MT Montana
- ND North Dakota
- NZ New Zealand
- OH Ohio
- OK Oklahoma
- SC South Carolina
- SG Singapore
- TN Tennessee
- UK United Kingdom
- USA United States
- UT Utah

Examples

virksomhedsguiden.dk

Questions and answers

- + What requirements do I have to meet if I have :
- + Can I keep my business open if I can't make a l
- + Does cash pose a risk of infection?
- + How can we keep our canteen open?
- + Should we do something special about dishwas
- + What should I do if I have an employee in the ri
- + May I reopen my shop?

Written by the Ministry of Business, the Ministry of Employm

ERHVERVS MINISTERIET Beskæftigelsesministeriet SUNDHEDSSTYRELSEN

BUSINESS PANDEMIC INFLUENZA PLANNING CHECKLIST



In the event of pandemic influenza, businesses will play a key role in protecting employees' health and safety as well as limiting the negative impact to the economy and society. Planning for pandemic influenza is critical. To assist you in your efforts, the Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) have developed the following checklist for large businesses. It identifies important specific activities large businesses can do now to prepare, many of which will also help you in other emergencies. Further information can be found at www.pandemicflu.gov and www.cdc.gov/business.

1.1 Plan for the impact of a pandemic on your business:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify a pandemic coordinator and/or team with defined roles and response planning. The planning process should include input from labor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify essential employees and other critical inputs (e.g. raw materials, supplies, products, and logistics) required to maintain business operations by location and
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Train and prepare ancillary workforce (e.g. contractors, employees in other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop and plan for scenarios likely to result in an increase or decrease in demand for and/or services during a pandemic (e.g. effect of restriction on mass gatherings and supplies).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Determine potential impact of a pandemic on company business financial scenarios that affect different product lines and/or production sites.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Determine potential impact of a pandemic on business-related domestic and international activities (e.g. quarantines, border closures).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Find up-to-date, reliable pandemic information from community public health and other sources and make sustainable links.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish an emergency communications plan and revise periodically. This plan should include key contacts (with back-ups), chain of communications (including suppliers and other key contacts), and employee status.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implement an exercise/drill to test your plan, and revise periodically.

1.2 Plan for the impact of a pandemic on your employees and customers:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Forecast and allow for employee absences during a pandemic due to factors such as family member illness, community containment measures and quarantine measures, and public transportation closures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implement guidelines to modify the frequency and type of face-to-face contact (e.g. seating in meetings, office layout, shared workstations) among employees and customers (refer to CDC recommendations).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Encourage and track annual influenza vaccination for employees.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evaluate employee access to and availability of healthcare services during a pandemic as needed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Evaluate employee access to and availability of mental health and social support services including corporate, community, and faith-based resources, and improve access as needed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify employees and key customers with special needs, and incorporate their needs into your preparedness plan.

December 6, 2005
Version 3.6

Notes 16:40 Mon May 4 worksafe.govt.nz LTE 32%

WORKSAFE

Mahi Haumarua Aotearoa

COVID-19 safety plan

Use this form to document your thinking about how you and your workers will keep safe at work during the COVID-19 pandemic. Provide as much information in response to each question as possible. This information will help your workers and other people to know exactly what to do and what to expect.

The COVID-19 pandemic is an evolving situation - review your plan regularly and make changes as required. There is guidance on what to think about when you're planning a safe return to work here: worksafe.govt.nz. You don't need to send this plan to WorkSafe for review or comment.

Company details

Business name:	Manager approval:	Worker representative consultation:
Division/group:		
Date completed: / /	Name of manager:	Name of worker representative:
Date distributed: / /		
Revision date: / /		

Refer to the WorkSafe guidance for constructing a COVID-19 safe work plan for full details.

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
What will be done to manage risks from restarting business after lock-down?	Consider: Changed workforce, changed rosters, hygiene requirements (surfaces, separation, toilet), maintenance, ventilation systems. <i>Example: Restart the line - carry out restart procedure and sterilise all touch surfaces.</i>	Engineering supervisor
How will you ensure all your workers know how to keep themselves safe from exposure to COVID-19?	Consider: Providing guidance, meetings to discuss distancing and hygiene, regular review. <i>Example: Ensure our procedures are up to date by a daily review of Ministry of Health guidance.</i>	Administrator

WORKSAFE_344_489_20
New Zealand Government worksafe.govt.nz 0800 030 040 1/3

TEMPLATE

Examples

Notes 16:37 Mon May 4 enterprisesg.gov.sg

MIND THE GAP

Safe Distancing Measures at Food & Beverage Establishments

- All staff and deliverymen must wear masks.
- Accept takeaways and delivery orders only. No dining-in.
- Utilise mobile pre-order and payment to minimise clustering.
- Implement contact tracing for customers using SafeEntry.
- Separate queues for customers and deliverymen. Clearly mark out queueing areas and space them out by at least 1m.
- Customers and deliverymen to leave after picking up orders. No lingering.
- Allow customers to use their own reusable containers.
- Train staff to explain the tighter safe distancing measures.

For more information, visit enterprisesg.gov.sg/covid-19/safe-distance

Please email safedistancing@enterprisesg.gov.sg for any feedback.

Updated: 2 May 2020

Enterprise Singapore

Notes 16:39 Mon May 4 www.gov.sg

SAFE DISTANCING AT WORKPLACES

- Sit at least 1 metre apart
- Tele-commute, video and tele-conference
- Stagger work and lunch hours
- Cancel non-critical work events
- Limit size of meetings

✓ Singapore has enough supplies of food and essentials. Stay calm and only buy what you need.

If you are sick

Notes 16:39 Mon May 4 www.gov.sg

COVID-19 (Coronavirus Disease 2019)

WHAT HAPPENS TO SUSPECT CASES?

- All suspect cases are reported to the Ministry of Health promptly and transferred to hospitals via ambulances to reduce their exposure to the general public.
- Suspect cases are isolated in hospitals. Many suspect cases turn out to have other mild diseases such as the common flu.
- Ambulance crews who ferry suspect cases to hospitals, wear personal protective equipment, for they come into close contact with patients and are at higher risk of infection.
- The risk of infection from transient contact is low. There is no need to avoid places where suspected and confirmed cases have been.

IF YOU HAVE TRAVELLED OVERSEAS AND FEEL UNWELL,

- Wear a surgical mask and see a doctor promptly.
- Call ahead to the clinic to inform the doctor of your symptoms and travel history.
- Take private transport to the clinic.

SYMPTOMS OF COVID-19 INFECTION INCLUDE

- Fever
- Cough

Most guidelines for all businesses cover the following topics:

- Recommend businesses follow the [CDC's Business Guidance](#) and [Cleaning Standards](#)
- Require/ recommend **face masks** for all employees and visitors/ customers
- Develop a protocol to **screen** employees and customers upon entrance
- Post signage to promote **personal hygiene**/ protocol communications
- Train employees on importance of **hygiene and sanitation**; provide regular updates about personal COVID-19 mitigation and store safeguards
- Require **symptomatic employees** to stay home and recommend they be tested
- Encourage **teleworking** as much as possible. If teleworking is not possible, group employees by **rotating shifts** to reduce exposure to others and stagger arrival times
- Place **workstations six feet apart**. If this is not possible, have employees face away from each other or towards a wall
- Clean and disinfect all **restroom surfaces** frequently including floors, sinks and toilet bowls
- Regularly schedule **deep cleanings**

You will need guidelines for some industry sectors (*)

- Aircraft, airlines and airports ([USA](#) CDC and [HK](#))
- Auto dealerships ([ME](#))
- Barbershops, hairdressers and personal grooming ([GA](#), [HK](#), [ME](#), [MT](#), [ND](#), [OK](#), [TN](#), and [UT](#))
- Car washes ([ME](#))
- Cargo shipping ([UK](#))
- Churches and places of worship ([USA](#) CDC, [OK](#) and [TX](#))
- Construction sites ([DK](#), [OH](#), [UK](#), and [UT](#))
- Daycare ([CO](#), [OH](#), [UT](#))
- Dentists ([DK](#))
- Dog groomers ([ME](#) and [OK](#))
- Drive in theaters ([ME](#))
- Farmers' markets ([IA](#), [MO](#))
- General retailers ([CO](#), [CZ](#), [OH](#), [TN](#), [UK](#), and [UT](#))
- Golf courses ([ME](#))
- Gyms ([ND](#), [OK](#), [TN](#) and [UT](#))
- Healthcare ([USA](#) CDC, [USA](#) CDC and [CO](#))
- Home repair ([UT](#))
- Hotels and hospitality ([HK](#), [MO](#), and [UT](#))
- Laboratories ([USA](#) CDC)
- Large event organizers ([USA](#) CDC, [HK](#), and [UT](#))
- Logistics ([UK](#))
- Manufacturers ([CO](#), [USA](#) OSHA, and [UK](#))

You will need guidelines for some industry sectors (*)

- **Marinas** ([ME](#))
- **Meat and poultry packing** ([USA](#) CDC)
- **Movie theaters and sporting venues** ([ND](#), [OK](#), and [TX](#))
- **Museums** ([OK](#))
- **Nursing/ retirement homes** ([USA](#) CDC and [CO](#))
- **Online food/ retail delivery services** ([USA](#) CDC, [SG](#) and [UK](#))
- **Outdoor recreation/ guided fishing and hunting** ([USA](#) CDC, [ME](#), [MT](#), and [OK](#))
- **Parcel delivery** ([USA](#) CDC)
- **Prisons** ([USA](#) CDC)
- **Property managers** ([HK](#))
- **Public transit/ buses** ([USA](#) CDC, [USA](#) CDC, [USA](#) CDC, [USA](#) CDC, [USA](#) NACTO, [OH](#), [HK](#), [UK](#))
- **Restaurants/ bars** ([USA](#), [ID](#), [IA](#), [ND](#), [NZ](#), [MT](#), [OK](#) and [OK](#), [SC](#), [SG](#), [TN](#), and [UT](#))
- **Rideshare/ taxis** ([USA](#) CDC)
- **Schools** ([USA](#) CDC, [CO](#) and [MT](#))
- **Shopping malls** ([HK](#) and [SG](#))
- **Spas and tanning shops** ([OK](#))
- **Supermarkets/ liquor stores** ([USA](#) CDC, [USA](#) FDA, [CZ](#), and [SG](#))
- **Tattoo and body piercing shops** ([OK](#))
- **Tour guides** ([HK](#))
- **Universities** ([USA](#) CDC)
- **Vets** ([USA](#) CDC and [USA](#) AVMA)
- **Waste management companies** ([UK](#))

(*) Guidelines linked to this deck do not necessarily confirm to the Whitehouse-recommended phased approach. Created: 4/5/20 5:20 PM

Examples



Safer at Home Public Health Orders and Guidance

PUBLIC HEALTH ORDER 20-28: SAFER AT HOME

GUIDANCE FOLLOWS ON: CHILD CARE | EDUCATION P-12 | EDUCATION - HIGHER ED | FIELD SERVICES & REAL ESTATE | LIMITED HEALTH CARE SETTINGS
LOCAL AND PERSONAL RECREATION | NON-CRITICAL MANUFACTURING | NURSING HOMES & CONGREGATE CARE FACILITIES | OFFICE-BASED BUSINESSES | RETAIL

Best practices for all businesses, essential and non-essential

WORKSITES	EMPLOYEES	TO PROTECT CUSTOMERS
<ul style="list-style-type: none"> Deputize workplace coordinator(s) charged with addressing COVID-19 issues Maintain 6-foot distancing when possible; discourage shared spaces Frequently disinfect all high-touch areas (Additional Guidance) Post signage for employees and customers on good hygiene Ensure proper ventilation (OSHA guidance) Avoid gatherings (meetings, waiting rooms, etc) of more than 10 people Implement symptom monitoring protocols (including workplace temperature monitoring and symptom screening questions) where possible (Additional Guidance) <ul style="list-style-type: none"> Best practice is to implement a temperature check station at the entrance to the business. If this is not feasible, employee will check for symptoms at home and report symptoms either electronically or on paper per the system created by the business Eliminate or regularly disinfect any items in common spaces (i.e., break rooms) that are shared between individuals, e.g., condiments, coffee makers, vending machines) (Additional Guidance) Provide appropriate protective gear like gloves, masks, and face coverings and encourage appropriate use (Additional Guidance) 	<ul style="list-style-type: none"> Require employees showing any symptoms or signs of sickness, or who has been in contact with known positive cases to stay home. Connect employees to company or state benefits providers Provide flexible or remote scheduling for employees who need to continue to observe Stay-at-Home, who may have child or elder care obligations, or who live with a person who still needs to observe Stay-at-Home due to underlying condition, age, or other factors Encourage and enable remote work whenever possible Minimize all in-person meetings Provide hand washing facilities/stations and hand sanitizer Encourage breaks to wash hands or use hand sanitizer Phase shifts and breaks to reduce employee density Wear appropriate protective gear like gloves, masks, and face coverings and encourage appropriate use (Additional Guidance) (Guidance to keep employees & customers safe) 	<ul style="list-style-type: none"> Create special hours for people at higher risk of severe illness from COVID-19 Encourage and facilitate 6-foot distancing inside of the business for all patrons Encourage use of protection like gloves, masks, and face coverings Provide hand sanitizer at entrance Install shields or barriers where possible between customers and employees Use contactless payment solutions, no touch trash cans, etc. whenever possible (Guidance to keep employees and customers safe)

OFFICE-BASED BUSINESSES

Open with restrictions: May 4

50% in-office occupancy, with strict precautions and telecommuting maximized

WORKSPACES	PRACTICES AND EMPLOYEES	TO PROTECT CUSTOMERS (IF APPLICABLE)
<ul style="list-style-type: none"> Ensure a minimum of 6 feet of space between all desks/workspaces Modify flow of people traffic to minimize contacts (e.g. doors for entry or exit only) Conduct office cleaning with increased frequency and supplement with high-frequency sanitization of high-touch areas (e.g. doors, stairwell handles, books, light switches, elevator switches and buttons, etc.) (Additional Guidance) Ensure proper ventilation Provide employees with sanitization products and encourage appropriate use (Additional Guidance) 	<ul style="list-style-type: none"> Maintain in-office occupancy at no more than 50% of total at one time by maximizing use of telecommuting and developing in-office rotation Allow for flexible work schedules, where possible, to lessen the need to be in the office during normal business hours. This could include allowing employees to work evenings or weekends when the office is traditionally less crowded or closed schedules. Conduct daily temperature checks and monitor symptoms in employees. Refer symptomatic employees to the CDPHE Symptom Tracker. (Additional Guidance) 	<ul style="list-style-type: none"> Implement 6-foot distancing measures (e.g., marked space in checkout lines) Strongly encourage or require use of face coverings or masks. Provide hand sanitizer at entrances and other high-traffic locations Implement hours where service is only provided to people at higher risk of severe illness from COVID-19, if possible. Enhance precautions during these hours.

General Business Reopening Guidelines

PHASE ONE: ALL SETTINGS

- Health assessments must be conducted for all employees at the beginning of each shift.
- In establishments where customers wait in a line, non-household customers should remain physically distanced.
- Waiting areas where adequate physical distancing cannot be maintained must be closed.
 - Customers should be encouraged to call for a reservation or an appointment, or establishments should use an online wait listing application.
- Physical distancing of 6 feet must be maintained between non-congregate customers, this may require:
 - A reduction in capacity;
 - A reduction of seating in service and waiting areas;
 - Management of waiting areas and waiting lines; or
 - Systems that reduce the amount of contact time between customers and staff.

General Business Reopening Guidelines Continued

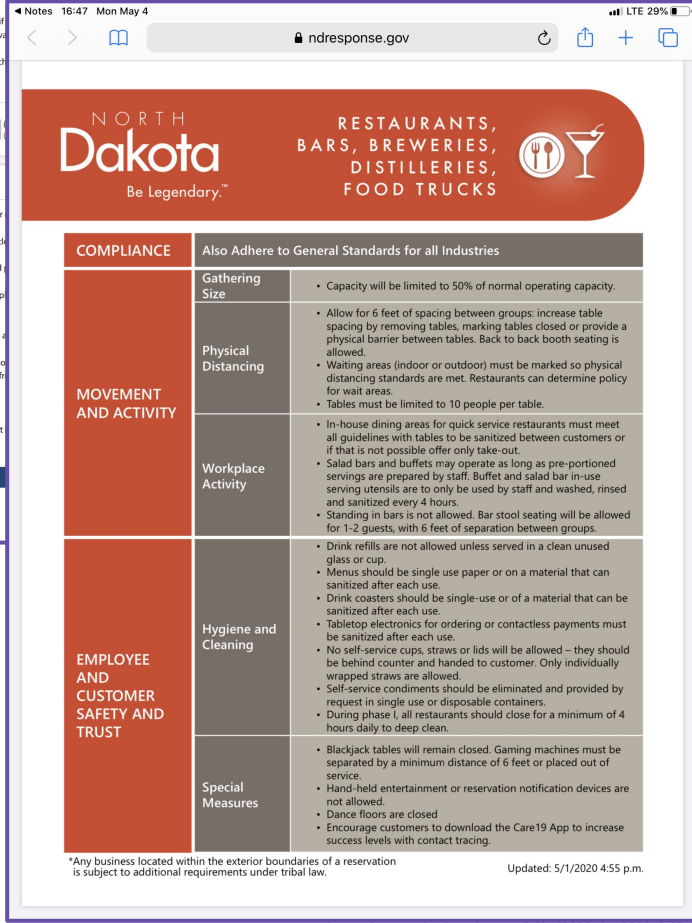
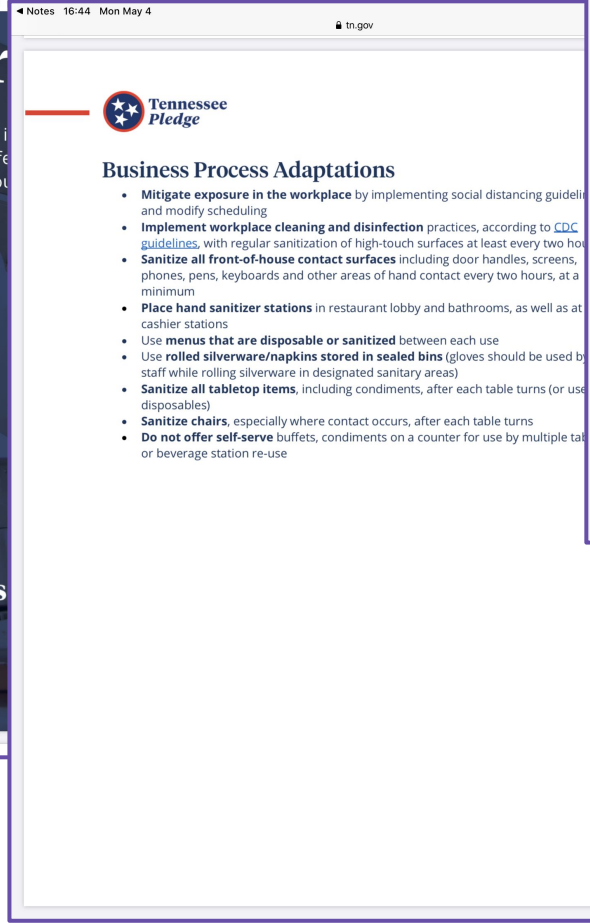
PHASE TWO: ALL SETTINGS

- Non-congregate group size has increased from 10 people to 50 people.
- All other provisions remain the same as Phase One for general business operations.

PHASE THREE: ALL SETTINGS



Examples



The most common industry guidelines are the following: (*)

- **Food services** (restaurants, cafes, cafeterias, grocery stores)
- **General retail**
- **Personal services** (hair salons, barber shops, nail salons, fitness centers, gyms)
- **Entertainment** (movie theaters, museums, large event venues, sporting events, bowling alleys)
- **Operations** (construction, public/ private transportation, manufacturing)
- **In-home services** (caregivers, repairmen)

*See appendix for details

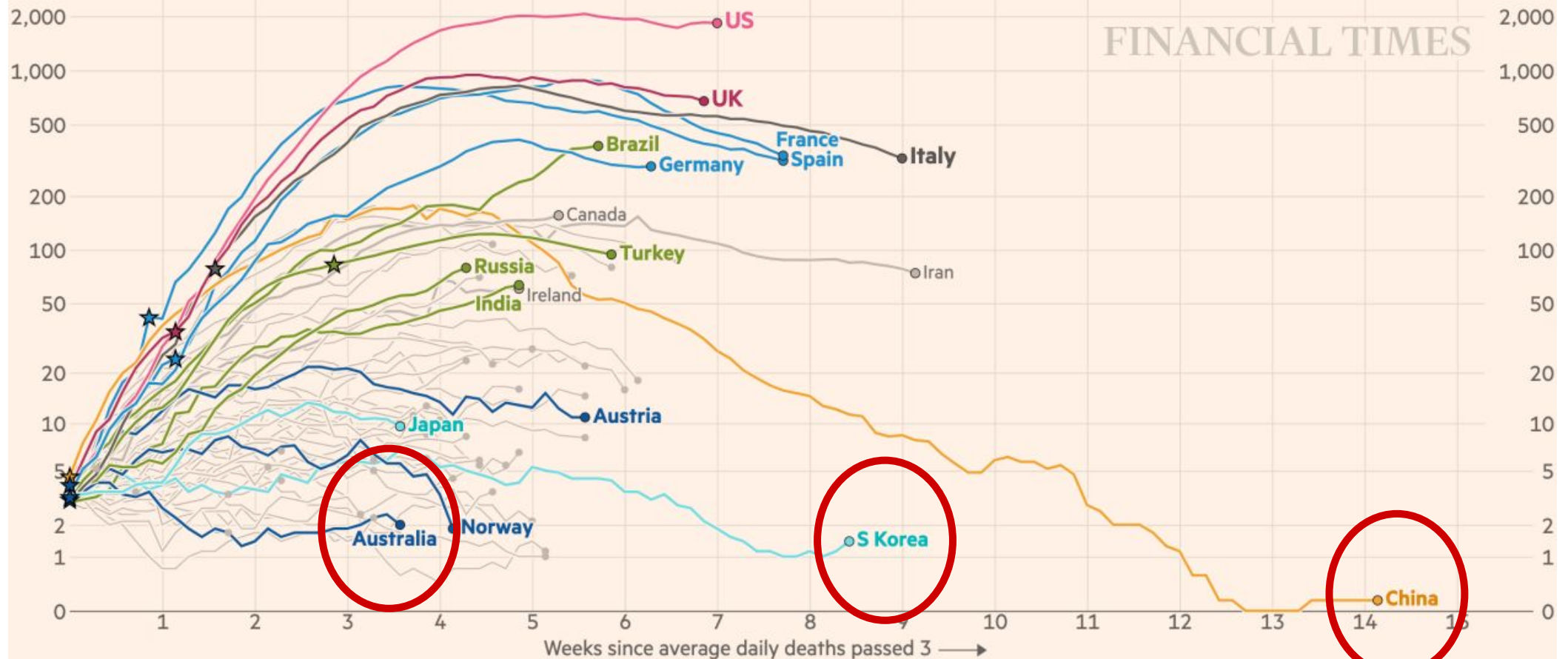
We have created a Google sheet where you will find business opening guidelines resources

Location	Description	Requirements for Changing Phases
US - Oklahoma	<p>Phase 1 Employer guidance:</p> <ul style="list-style-type: none"> • Create plans to allow employees to return to work in phases • Close common areas or enforce social distancing protocols • Minimize non-essential travel and adhere to CDC guidelines and Executive Orders regarding isolation following travel • Honor requests of personnel who are members of a vulnerable population for special accommodations <p>Phase 2 Employer guidance:</p> <ul style="list-style-type: none"> • Close common areas or enforce social distancing and sanitation protocols • Honor requests of personnel who are members of a vulnerable population for special accommodations • Employers are recommended to implement social distancing protocols, which include proper sanitation and use of protective equipment when interacting with the public <p>Phase 3: Employer guidance:</p> <ul style="list-style-type: none"> • Can resume unrestricted staffing of worksites 	<p>Before proceeding to a new phase, the Secretary of confirm:</p> <ul style="list-style-type: none"> • That Oklahoma COVID-19 hospitalizations and inc • that hospitals are treating all patients without alter • that there is sufficient testing material in the state a and • that the state can quickly and independently suppl <p>Equipment (PPE) and critical medical equipment, in surge</p>
US - Texas	<p>PHASE I – Completed by April 27, 2020</p> <ul style="list-style-type: none"> -Assemble a team, including all necessary disciplines -Create work plans and identify project leads -Create training for workforce -Recruit, train, and mobilize 1,157 state and local contact tracers -Procure contact tracing IT application: -Self-checker <input type="checkbox"/> Ability for public to self-report <input type="checkbox"/> Testing location information <input type="checkbox"/> Data collection and management <input type="checkbox"/> Reporting and visualization - Stand-up COVID-19 contact tracing call center 	<p>Key Considerations</p> <ul style="list-style-type: none"> -Expanded testing -Isolation – wrap-around support -Protect vulnerable populations -Engage communities -Strengthen partnership with local health entities

Overseas countries offer a preview of what might soon be common here

Daily death tolls are now at their peak or falling in many western countries

Daily deaths with coronavirus (7-day rolling average), by number of weeks since 3 daily deaths first recorded
Stars represent national lockdowns ★



FT graphic: John Burn-Murdoch / @jburnmurdoch
Source: FT analysis of European Centre for Disease Prevention and Control; FT research. Data updated May 02, 21:53 BST
© FT

What should you do next?

1. **Engage state officials** who are drafting business guidelines
2. **Familiarize yourself** with your business guidelines, as well as emerging and best practices, and communicate them to local, particularly small, businesses
3. Provide **technical advice and supports** for small businesses that may need to adapt their premises and/ or business processes
4. Convene public health officials and business groups to **interpret principles/ measures** for particular businesses/ situations
5. **Be ready** to communicate closure in the event of a rebound

Appendix

Construction/ Manufacturing: Common Guidelines

- If tools or equipment must be shared, provide alcohol based wipes to clean tools before/ after
- Employers must provide face coverings to all employees who are not able to maintain a minimum six-foot social distance at all times
- Operate only essential lines, while shutting down non-essential lines
- Ensure that all spaces where employees may gather, including locker rooms and lunchrooms, allow for social distancing
- Provide an area for staff to change footwear, provide shoe covers, or disinfecting boot mats to sanitize footwear in and out of main buildings or trailers
- Implement policies to limit group interactions including the staggering of shift changes, breaks, lunches, etc.
- Clean and disinfect portable jobsite toilets regularly
- [Additional guidelines by OSHA](#)

Fitness Centers: Common Guidelines

- Close locker rooms, shower facilities, and water fountains
- Limit clients to 50% of stated maximum occupancy
- No group classes or limit one participant to every 100 square feet
- Relocate, remove, or deter use of machines to ensure six feet between equipment
- Any equipment used must be fully disinfected prior to the activity, between each participant's use of the equipment, and after the activity
- Develop a phased opening plan for certain sub-areas of the facility
- [Additional guidelines by the International Health, Racquet & Sportsclub Association](#)

Personal Services: Common Guidelines

- Provide PPE for employees (masks, face shields, gloves)
- Require six feet or place partitions between workstations
- Use disposable capes or change capes after each customer
- Require/ recommend by appointment services only
- Limit clients to 25%-50% of stated maximum occupancy
- Eliminate waiting areas
- Limit the number of items customers bring into the shop
- [Additional guidelines by the Professional Beauty Association](#)

Restaurants: Common Guidelines

- Limit customers to 10%-50% of stated maximum occupancy
- Require/ recommend masks for customers except when eating
- Require/ recommend reservations; encourage online or telephone ordering for delivery/ take out
- Adjust common dining areas to ensure at least six feet of separation or a partition between tables
- Allow a maximum of 4-6 people per table
- Eliminate waiting areas
- No buffets or self service
- No preset tables and provide condiments only by request
- Keep the bar area or other common areas closed
- Eliminate refilling customer beverages from common containers (i.e., pitchers).
- Ensure six feet of distance between workers and customers except at the moment of payment or exchange of goods
- If possible, provide distinct walking lanes to minimize close contact as customers are being seated or exit to conform to social distancing practices.
- Menus must be either cleaned thoroughly or disposed after single use
- [Additional guidelines by the National Restaurant Association](#)

Retail: Common Guidelines

- Require/ recommend plexiglass screens at service counters/ registers
- Place registers six feet apart
- Place spacing decals on the floor
- Limit occupancy 25%-50% of stated maximum
- Discontinue the use of reusable bags
- Suspend the use of PIN pads, PIN entry devices, electronic signature capture, and any other credit card receipt signature requirements to the extent permitted by credit card companies/ credit agencies.
- Recommend online ordering or curbside pick-up
- Designate hours for at-risk populations
- Clean high-touch items after each use (e.g. carts, baskets, door handles)
- Consider one-way aisles and traffic patterns
- If possible, clean merchandise before stocking
- [Additional guidelines by the National Retail Federation](#)