

RE-OPENING: MEETING YOUR OBLIGATIONS

✓ Checklist

AZ Department of Health Services Recommendations



- Maintain physical distancing
- Operate with reduced occupancy and capacity
- Limit areas where employees & customers can congregate
- Institute comprehensive sanitation/disinfecting protocols
- Continue curbside pickup and delivery options
- Close fitting rooms, meeting rooms, small spaces
- Implement symptom screening before employee shifts start
- Offer cloth face masks for staff and customers
- Avoid touching eyes, nose, mouth with unwashed hands
- Avoid close contact with anyone who is sick
- Stay home if you are sick
- Cover your cough or sneeze with a tissue, then throw tissue in trash
- Wash hands often for 20 seconds with soap and water
- Have available at least 60% alcohol sanitizers for staff & customers
- Sanitize & disinfect pens, cash machines after each use
- Wipe doorknobs before/after each customer
- Clean & disinfect all surfaces before/after each customer

Ensure You Have a Flexible Response Plan. Refine for:

- Varying levels of severity of disease (i.e., number of sick individuals, hospitalization, death) in the area where the business is located.
- Impact of disease on employees that are more vulnerable and may be at higher risk for adverse health complications (e.g., older adults, chronic illness, etc.).
- Share plans with employees and explain what human resources policies, workplace and leave flexibilities, and pay/benefits will be available to them.

- ❑ Share best practices with other businesses in your communities (especially those in your supply chain), chambers of commerce, and associations to improve community response efforts.
- ❑ Prepare for increased employee absence due to illness, their family member illness, or early dismissal of early childhood programs and K-12 schools.
 - Monitor and respond to absenteeism at the workplace.
 - Implement plans to continue essential business functions
- ❑ Assess essential functions of business operations and be prepared to
 - change suppliers,
 - prioritize tasks for ongoing operations, or
 - temporarily suspend business operations
- ❑ Employers with multiple business locations are encouraged to provide local managers with the authority to take appropriate actions outlined in their business infectious disease outbreak response plan, based on the condition in each locality.
- ❑ Businesses that require their employees to travel should check the [CDC's Traveler's Health Notices](#) for the latest guidance and recommendations

For Employees Exposed to COVID-19:

- ❑ Contact your [local health department](#) for questions in regards to:
 - Sick employees with recent travel.
 - Potential exposure of COVID-19 in the workplace.
- ❑ If staff have tested positive for COVID-19, they should remain under home isolation precautions for 7 days from specimen collection OR until 72 hours after fever is gone and symptoms of acute infection resolve, whichever is longer.
- ❑ If staff have tested negative for COVID-19 and have compatible symptoms (fever, cough, shortness of breath), they should stay home from others until 72 hours after all symptoms of acute infection resolve.
- ❑ If staff have fever with cough or shortness of breath and have not been tested for COVID-19, they should stay home, away from others until 72 hours after fever is gone and symptoms for acute infection resolve.

- ❑ If staff have other non-compatible symptoms and have not been tested for COVID-19, they should stay home until 24 hours after all symptoms are gone without the use of medicine.
- ❑ At this time, a healthcare provider's note for employees who are sick with acute respiratory illness should not be required to validate their illness or to return to work.

Resource links:

Please check individual Websites for detailed information on your particular industry:

- Center for Disease Control: <https://www.cdc.gov>
- Occupational Safety and Health: <https://www.OSHA.gov>
- Yavapai County Community Health: <https://www.yavapai.us/chs>
- National Restaurant Assoc: <https://www.restaurant.org/home>
- National Retail Federation: <https://www.nrf.com>
- Dept of Labor: <https://www.DOL.gov>
- Arizona Dept of Health: <https://www.azdhs.gov>

Check out the Yavapai County Community Health website for industry-specific guidelines, posters, and other resource materials. Also check the websites that are specific to your industry.