

# IMMEDIATE ACTION ITEMS REQUIRED TO COMPLY WITH THE COVID-19 ORDER

## Evaluate whether you are an essential or non-essential business

### Essential Businesses

Essential businesses may continue to operate subject to the following requirements:

- Must allow as many employees as possible to work remotely
- Must comply with Social Distancing Requirements and follow the Business Checklist

### Non-Essential Businesses

All non-essential business must limit on-site operations to "Minimum Basic Operations," defined as:

- Minimum necessary activities to maintain the value of the business's inventory, reserve the condition of the physical plant and equipment, ensure security, process payroll and employee benefits, or related functions
- Minimum necessary activities to facilitate employees of the business being able to continue to work remotely from home

All other employees must transition to remote work, or cease operations.

## Social Distancing Requirements

- 6-foot social distancing from other individuals,
- Wash hands with soap and water for 20 seconds as frequently as possible (or use hand sanitizer)
- Cover cough/sneeze
- Regular cleaning of high-touch surfaces
- NO handshakes

- Designate 6-foot spacing with signage or tape for customers and/or employees
- Provide hand sanitizer and sanitizing products for employees and customers
- Implement separate hours for vulnerable populations
- Post online whether facility is open and how to reach the facility and continue services by phone or remotely

## Business Checklist

- Must encourage sick employees to stay home until they are free of fever (w/out medication) for 72 hours) AND symptom free for 72 hours AND at least 7 days since symptoms began
- Update sick leave policies, to allow sick employees to stay home to care for themselves, children, and family members
- Encourage a daily self-assessment of COVID-19 symptoms
- Separate employees who appear sick and send them home immediately
- Reinforce key messages (stay home/cover cough/wash hands) to all employees and post placards
- Provide adequate sanitation supplies
- Frequent environmental cleaning of high-touch areas and provide disposable wipes so that highly used surfaces can be cleaned after each use