COVID-19 Guidance for Businesses

• Actively send sick employees home and to contact their physician.
  o Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor.
• Perform routine environmental cleaning by providing disposable wipes for carts, keyboards, desks and other commonly used surfaces.
• Avoid using other employees’ phones, desks, offices, or other work tools, when possible. Clean and disinfect them before and after use.
• All staff should often wash hands with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
• Practice social distancing by avoiding large gatherings and maintaining distance (approximately 6 feet) from others when possible, including breakrooms.
• Limit the number of staff and consumers in certain areas of the business.
  o 1 person per family.
• Determine how you will operate if absenteeism spikes from increases in sick employees.
  o Implement plans to continue your essential business functions.
  o Prepare to institute flexible workplace and leave policies.
  o Cross-train employees to perform essential functions.
• Implement curbside pick-up or delivery.
• Downsize Operations, stagger shifts.
• Provide no-touch disposal receptacles.
• Place posters/signage encouraging proper hygiene and social distancing.

Sincerely,

Renee E. Hively
Lyon County Public Health Officer