

GENERAL BUSINESS GUIDANCE

(Applicable across all industries)

Utah Leads Together 2.0: Moderate Risk

For more information, visit: coronavirus.utah.gov/utah-leads-together/

As the community begins the next phase of sustainable social distancing, and businesses begin to re-open doors to patrons, we encourage you to continue to implement protective measures to slow the spread of COVID-19 in our community. We understand that each facility is unique and operates under different circumstances. The guidance does not address every situation. Adaptation may be needed for your setting. Please work with your employees and patrons to implement the following:

PREPAREDNESS

- Prepare for absenteeism
- Update emergency communication plan and employee contact information
- Evaluate workforce strategy and concerns and enact strategies to minimize economic impact
- Make contingency plans for potentially disrupted supplies and services

SOCIAL DISTANCING

- Limit employee to employee contact in the workplace
- Follow social distancing rules by avoiding gathering in groups and maintaining at least a 6-foot distance from others
- Use online conferencing, email, or telephone in place of in-person meetings, even when people are in the same building
- Minimize customer interactions and time spent in your facility (e.g., appointments only, closed lobbies, etc.)
- Monitor for groups gathering and intervene quickly to disperse groups
- Log customer interactions of close contact (within 6 feet for more than 10 minutes)
 - Include customer name, contact information, date, and time

CLEANING & HYGIENE

- Encourage employees to engage in regular and frequent hand washing
- Make hand sanitizer, soap and water, or effective disinfectant readily available at or near the entrance, at checkout counters, or anywhere else where people have direct interactions
- Discourage shared use of office supplies and other common tools
- Regularly clean and sanitize facilities, with special attention to high-touch surfaces; keep a logbook of cleaning regimen

STAFF & PATRON PROTECTION

- Face coverings should be worn by employees and patrons, especially when difficult or impossible to maintain 6-foot distance from others; ensure that face coverings are available
- Avoid hand shaking or unnecessary physical contact
- Exclude all employees and patrons who are sick (e.g., cough, fever, shortness of breath) from the workplace
- Check employees for symptoms before every shift (checklist or verbal symptom checking)
- Employees who develop COVID-19 symptoms or get sick while at work should be separated from other employees/customers immediately and sent home; immediately clean and disinfect areas the sick employee visited
- Prohibit employees who have been instructed to isolate or quarantine from working until given health department clearance
- Enable working from home or remote working, as a first option, if possible
- Consider other practices that protect employees (e.g., contactless pay options, partitions, non-punitive leave policies, doors propped open, etc.)
- Provide accommodations to high-risk employees
- Eliminate unnecessary travel, follow CDC travel health information guidelines found here: [CDC Travelers' Health](https://www.cdc.gov/travel/)
 - Quarantine 14 days upon return from high-risk areas

SIGNAGE

- Provide signage at each public entrance to inform all employees and customers that they should:
 - Avoid entering if they have a fever, cough, muscle aches and pains, sudden changes in smell or taste, sore throat, shortness of breath, or feel generally unwell
 - Maintain a minimum of 6-foot distance between others (10-foot distance in gyms & fitness centers due to increased exertion, heavier breathing)
 - Sneeze/cough into a tissue, inside of elbow or sleeve (not hands)
 - Avoid hand shaking or unnecessary physical contact
 - Wear face coverings

Thank you for your patience and cooperation during this COVID-19 pandemic.
Feel free to contact the Davis County Health Department with any questions at 801-525-5128.