

Employee Requirements Under Employee Safety Order[^]

Businesses that Serve the Public in an Enclosed Area

- Promote contactless means of public interaction, i.e. curb-side pickup and appointments
- Occupancy should be limited to 50% of number of persons listed on applicable certificate of occupation
- Employees should maintain 6 feet of social distance from customers and fellow employees to the extent practical.
- Be aware that customers maintain acceptable distance at check-outs, counters, and lines inside and outside the building. Post signage explaining these requirements to customers and employees
- Use physical barriers at checkout if distance cannot be maintained
- If using multiple lines inside or outside the building, stagger lines so distance can be maintained between both lines and customers
- Post conspicuously the requirement that customers wear face masks before entering the business.
 - Employees should monitor customers as they enter and deny entry if not wearing a face mask
 - Businesses selling medication, medical supplies, or food who encounter customers not wearing a face mask must prevent them from entering, but may not deny the customer the business's services, and the business must offer a reasonable alternative, i.e. pickup, delivery, or other means
 - Customers that clearly state a medical reason for not wearing a mask may enter, no documentation required.
- If there are multiple checkout lines, use every other. Every hour, switch to previously unused registers and clean the used registers
- Employees must wash hands every hour
- Designate an employee for wiping down carts and baskets before reuse

Other Measures*

- Stagger work start and stop times for employees to prevent large gatherings entering or exiting the premises at the same time
- Maintain social distance of 6 feet during breaks and meals, facing away from other employees
- Stagger employee breaks so social distancing may be followed
- Limit persons in common areas at any one time
- Conduct meetings and trainings virtually. If it must be in person, limit it to 10 employees at a time
- Wear a face mask at all times possible
- Prohibit non-essential visitors from entering the premises of the business

Cleaning*

- Avoid using other employees' phones, desks, offices, or other work tools and equipment.
- Regularly wash hands, especially after coming into contact with surfaces touched by others.
- Direct employees to visit the [coughing and sneezing etiquette](#) and [clean hands web page](#) for more info.
- Maintain pre-existing cleaning protocols.

It's important now, more than ever, to continue cleaning and similar protocols that employees used before the pandemic.

Potential Exposure in the Business*

- Wait a minimum of 24 hours before cleaning and disinfecting. Cleaning staff should clean all areas, including offices, bathrooms, and common areas, focusing on frequently touched areas.
- If employee remains asymptomatic, the person should adhere to the practices set out by the CDC on April 8, 2020:
 - Pre-screen: employers should measure the employees temperature prior to them starting work
 - Regular Monitoring: as long as the employee doesn't have symptoms, they should self-monitor under the supervision of their employers health program
 - Wear a Mask: the employee should wear a mask at all times for 14 days straight after last exposure
 - Social Distance: the employee should maintain 6 feet and practice social distancing as work duties permit
 - Disinfect & Clean: Disinfect all common areas, including shared electronic equipment regularly
- If the employee becomes sick during the work day, they should be sent home immediately
- Others in the workplace who have come within 6 feet of the employee would be considered exposed
- Employees who have symptoms should notify their supervisor and stay home

CDC Recommended Steps*

- Persons with COVID-19 who have symptoms and were directed to self-isolate may discontinue doing so under the following conditions:
 - At least 72 hours have passed since recovery of fever without fever-reducing medication;
 - Improvement in respiratory systems; and
 - At least 7 days have passed since symptoms first appeared
 - Employees who are well but have a family member with COVID-19 at home should notify their supervisor and follow [CDC recommended precautions](#)