



COVID-19 PREVENTION FOR EMPLOYEES

This guidance is not intended to replace or supersede federal, state, or local guidance or authority. It highlights key recommendations from the Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA).

Implement Basic Infection Prevention Measures

For most employers, protecting workers will depend on emphasizing basic infection prevention measures. As appropriate, all employers should implement good hygiene and infection control practices, including:

Avoid Close Contact Whenever Possible

Close contact with another individual is defined as being within 6 feet for a prolonged period of time or having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on). Walking past someone is unlikely to constitute “close contact.”

- Allow flexible work schedules (e.g. staggered shifts) to increase physical distancing.
- Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.

Entrances, Hallways, and Common Spaces and Personnel Movement in the Facility

- Allow, if possible, 6 feet distance between employees in hallways, stock rooms etc.
- Remove the door closure where possible and keep doors open to allow employees to move between doorways without touching knobs where it does not impact food safety zoning.
- Use auto open doors or encourage bumping doors open with hip or using foot on kick plate
- Minimize hallway conversations and interactions.

Maintain regular housekeeping practices, including routine cleaning and disinfecting of frequently touched surfaces. Use Environmental Protection Agency (EPA) approved cleaning products.

- Wipe down ALL frequently touched hard surfaces/
- Have employees wipe down time clock and time cards after use.

Promoting frequent and thorough hand washing.

- Provide a place for hand washing
- Provide alcohol based (at least 60%) hand sanitizer

Additional Precautions

- Encourage workers to wear a facemask.
- Encourage workers to stay home if they are sick.
- Encourage coughing and sneezing in your elbow or into a Kleenex.
- Consider implementing employee screening.
- Provide customers and the public with tissues and trash receptacles.
- Have sanitizing wipes and soap easily available in lunch and breakrooms and/or clean facilities after each break.

