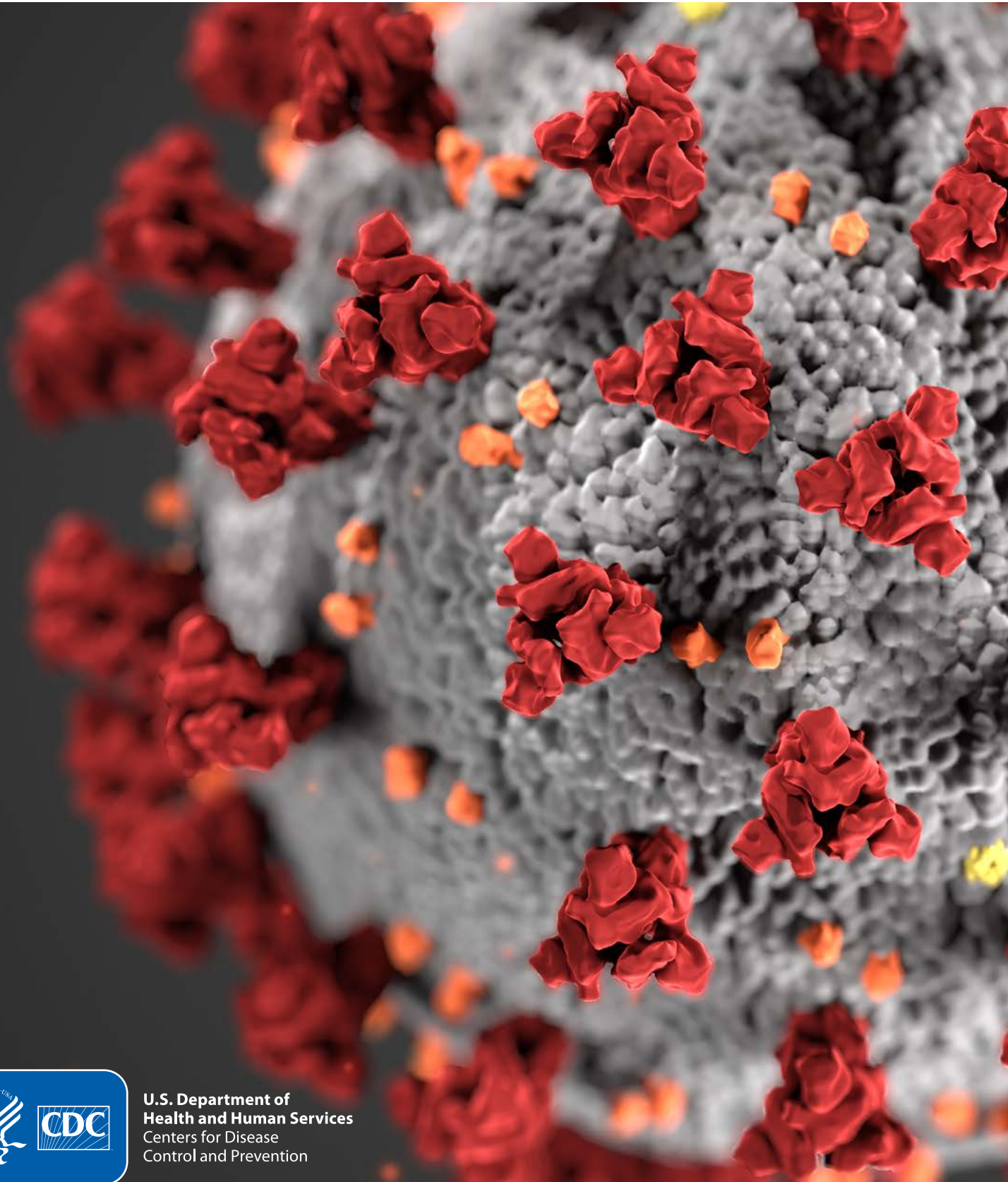


# Resuming Business TOOLKIT

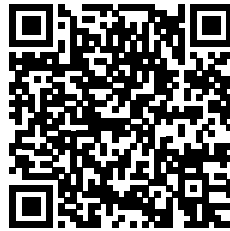
Coronavirus Disease 2019 (COVID-19)



U.S. Department of  
Health and Human Services  
Centers for Disease  
Control and Prevention



SCAN HERE FOR MORE  
INFORMATION



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The **Resuming Business Toolkit** is designed to assist employers in slowing the spread of COVID-19 [1] and lowering the impact in their workplace when reintegrating employees into non-healthcare business settings. Not sure whether you're ready to resume business? Use CDC's decision tools [2-3] as a start.

## This toolkit includes the following materials:



**Employer Sheet** to introduce employers to the contents of the toolkit and how to use the materials in non-healthcare workplaces



**Restart Readiness Checklist** to help make returning to work and resuming business operations as safe and healthy as possible for employers, employees, and the public



**Worker Protection Tool** for employers to identify protective measures for workers when interacting with each other and the public



**Returning to Work Infographic** to remind employees how to protect themselves and others from COVID-19 and address their potential concerns about returning to the workplace



**Resources** to easily access additional information using hyperlinks, URLs, and QR codes



## Employer Sheet

### Resuming Business Toolkit for Coronavirus Disease

The information in this toolkit is based on [CDC's Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 \(COVID-19\)](#) [4]. Be sure to thoroughly review this guidance for complete information.

Before resuming your non-healthcare business operations, it is important to consider how much the disease is spreading in your community and the readiness of workplace management to protect the safety and health of employees and the public. CDC's decision tools [2-3] can help with determine if it is time.

For information about conditions in your community, contact your local health department [5].

This toolkit provides a **checklist** to prepare the workplace for operations and a **tool** to navigate protective options for workers. Revisit materials regularly as the COVID-19 situation can change in your community.

- 1. Get started with the Restart Readiness Checklist**, working with others in management to identify which checklist items apply to your business. Revisit the list as you make progress on items and as conditions in your area change.
- 2. Select protective measures in the Worker Protection Tool**, based on the nature of your employees' interactions with other workers and/or the public. Consider whether multiple categories apply to your business, then work through those items.
- 3. Share the Returning to Work Infographic with employees.** Depending on your business, consider the following ways of incorporating the infographic into the workplace:
  - ✓ Print and post in common areas such as break rooms, hallways, elevators, or bathrooms.
  - ✓ Email to employees, encouraging them to print a copy and place it where they will see it often in their office or workspace.
  - ✓ Read content during team meetings, reminding employees to reach out with any questions.



# Restart Readiness Checklist

## For Coronavirus Disease 2019 (COVID-19)

Use this checklist (for non-healthcare employers) as a guide to resuming business operations as safely and healthy as possible for you, your employees, and the public. Some items may need to be ongoing, so regularly revisit the checklist while COVID-19 cases exist. Only complete those items that apply to your business. See the Resources section for links and QR codes to web resources.

### 1. Prevent and reduce transmission among employees

#### Monitor federal, state, and local public health communications about COVID-19.

Item	Completed	Ongoing	Not Started	Not Applicable
Ensure workers have access to current information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check local public health information [5] and the CDC COVID-19 website [1] daily, or as needed depending on local conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### Reinforce how employees can protect themselves and others from COVID-19 by communicating the following:

Item	Completed	Ongoing	Not Started	Not Applicable
If you have symptoms [6], notify your supervisor and stay home.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you are sick, follow CDC-recommended steps [7], and do not return to work until you meet criteria to discontinue home isolation [8].	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you are well, but have someone in your household who has COVID-19, notify your supervisor and follow CDC recommended precautions [9].	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wash hands [10] often with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol if soap and water are not available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Avoid touching eyes, nose, and mouth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cover mouth and nose with a tissue or inside of the elbow when coughing or sneezing, immediately throw tissue in trash, then wash hands.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Item	Completed	Ongoing	Not Started	Not Applicable
Develop a cleaning and disinfecting plan [11]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean and disinfect [12] frequently touched objects and surfaces at the beginning and end of each shift.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Avoid using other employees' phones, desks, offices, or other work tools and equipment. Clean and disinfect between employees if sharing occurs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Avoid large gatherings, [13] and stay at least 6 feet from others when possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use cloth face coverings (if appropriate) [14] when social distancing is not possible, and especially in areas of with high levels of cases.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

***Plan for conducting daily in-person or virtual health checks [15] (e.g., symptom and/or temperature screening) before employees enter the facility:***

Item	Completed	Ongoing	Not Started	Not Applicable
Use social distancing (about 6 feet distance), barriers or partitions, and/or personal protective equipment (PPE) to protect screeners.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If taking temperatures, use touchless thermometers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider providing multiple screening entries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider designating doorways as "entry only" or "exit only."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Make employee health screenings as private as possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do not determine risk based on race or country of origin; be sure to maintain confidentiality of each individual's medical status and history [16].	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



### Conduct a hazard assessment of the workplace.

Item	Completed	Ongoing	Not Started	Not Applicable
Identify potential hazards that might expose workers to COVID-19.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use the Worker Protection Tool to identify appropriate engineering, administrative, and personal protective equipment (PPE) options for your workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Plan for what to do if an employee is sick at work.

Item	Completed	Ongoing	Not Started	Not Applicable
Immediately separate employees who appear to have symptoms [6] from others in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have a procedure for safe transport of a sick employee to home or a healthcare facility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Develop an action plan for suspected/confirmed cases.

Item	Completed	Ongoing	Not Started	Not Applicable
<b>If it has been fewer than 7 days</b> since the sick employee has been in the facility:				
Close off areas that have been used by the sick person for long periods of time (e.g., their desk or workstation).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wait 24 hours (or as long as possible), then clean and disinfect [12] the area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open outside doors and windows to increase air circulation during the waiting period.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>If it has been 7 days or more</b> since the sick employee used the facility, additional cleaning and disinfection beyond routine efforts is not necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Continued



Item	Completed	Ongoing	Not Started	Not Applicable
Determine which employees may have been exposed to the virus and may need to take additional precautions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inform employees of their possible exposure to COVID-19 in the workplace, but maintain confidentiality [17].	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Most workplaces can follow the Public Health Recommendations for Community-Related Exposure [18].	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Critical infrastructure [19] workplaces can follow appropriate safety practices [20].	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 2. Maintain healthy business operations

### *Establish a COVID-19 coordinator.*

Item	Completed	Ongoing	Not Started	Not Applicable
Identify a coordinator who will be responsible for COVID-19 issues and their impact at the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inform employees who this person is and how to communicate with that person.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### *Implement sick leave policies and practices that are flexible and supportive.*

Item	Completed	Ongoing	Not Started	Not Applicable
Ensure sick leave policies and practices are consistent with public health guidance, follow state and federal workplace laws and policies, and are shared with employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allow employees to stay home, without penalty, to care for a sick family member or take care of children due to closures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you do not offer sick leave, consider implementing non-punishing "emergency sick leave" policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do not require a COVID-19 test result or a healthcare provider's note for employees who are sick to validate their illness, qualify for sick leave, or to return to work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Protect higher risk employees [21].**

Item	Completed	Ongoing	Not Started	Not Applicable
Support and encourage telework, if available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider offering vulnerable workers [22] duties that minimize their contact with customers and other employees (e.g., restocking shelves).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Communicate supportive workplace policies.** *You may need to communicate with non-English speakers in their preferred languages.*

Item	Completed	Ongoing	Not Started	Not Applicable
Train workers on how new policies to reduce the spread of COVID-19 may affect existing health and safety practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicate to contractors or on-site visitors about changes to help control the spread of COVID-19.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create and test communication systems that employees can use to self-report if they are sick that you can also use to notify employees of exposures and closures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Assess essential functions and the reliance that others have on your services or products.**

Item	Completed	Ongoing	Not Started	Not Applicable
Prepare to change your business practices, if needed, to maintain critical operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify alternate supply chains for critical goods/services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When resuming onsite business operations, prioritize job functions for continuous operations. Resume business operations in phases.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Plan for employee absenteeism spikes.*

Item	Completed	Ongoing	Not Started	Not Applicable
Monitor absenteeism at work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implement plans to continue essential business functions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cross-train employees to perform essential functions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Establish social distancing [23] policies and practices.*

Item	Completed	Ongoing	Not Started	Not Applicable
Implement flexible worksites, work hours, and meeting and travel options.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Modify the workplace to increase physical space between employees, and between employees and customers, to 6 feet or more, where feasible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use signs, tape marks, or other visual cues to indicate where to stand when physical barriers are not possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have employees and customers wear cloth face coverings (if appropriate) [14] when physical barriers or social distancing is not possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discourage handshaking or other close contact.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deliver services remotely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Move the electronic payment terminal/credit card reader farther away from the cashier, if possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shift primary stocking activities to off-peak or after hours, when possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### *Delegate authority to local managers of your business locations.*

Item	Completed	Ongoing	Not Started	Not Applicable
Take appropriate actions outlined in their COVID-19 response plans based on their local conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## **3. Maintain a healthy work environment**

### *Implement controls according to the hierarchy of controls [24] to protect employees and the public.*

Item	Completed	Ongoing	Not Started	Not Applicable
Use the Worker Protection Tool to identify appropriate engineering, administrative, and personal protective equipment (PPE) options for your workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### *Modify ventilation systems [25]*

Item	Completed	Ongoing	Not Started	Not Applicable
Work with building maintenance staff to determine if the ventilation system can be modified to increase ventilation rates or the percentage of outdoor air that circulates into the system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure ventilation systems operate properly and provide acceptable indoor air quality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disable demand-controlled ventilation (DCV).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Further open minimum outdoor air dampers (as high as 100%) to reduce or eliminate recirculation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Improve central air filtration to MERV-13, or the highest compatible with the filter rack, and seal edges of the filter to limit bypass.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### *Ensure the safety of the water system of your building after a prolonged shutdown.*

Item	Completed	Ongoing	Not Started	Not Applicable
Follow the CDC Guidance for Building Water Systems [26].	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Supply employees, customers, and visitors with what they need to clean hands and cover coughs and sneezes.**

Item	Completed	Ongoing	Not Started	Not Applicable
Provide tissues, no-touch trash cans, and touchless hand sanitizer stations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide soap and water. If soap and water are not readily available, provide alcohol-based hand sanitizer that is at least 60% alcohol.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Direct employees to visit CDC’s coughing and sneezing etiquette [27] and clean hands webpage [28].	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place posters that encourage cough/sneeze etiquette and hand hygiene [29-30] at the entrance to and throughout your workplace (e.g., bathrooms and kitchens). Include signs for non-English speakers, as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Perform routine cleaning and disinfecting.**

Item	Completed	Ongoing	Not Started	Not Applicable
Follow CDC’s Guidance for Cleaning and Disinfecting [11] to develop, implement, and maintain a plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean all frequently touched surfaces at the beginning and end of each shift, at minimum.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean dirty surfaces using a detergent or soap and water before you disinfect them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disinfect using EPA-registered disinfectant that is effective against SARS-CoV-2 [31].	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide disposable disinfecting wipes so employees can wipe down commonly used surfaces before each use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Store and use disinfectants in a responsible and appropriate manner according to the label.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do not mix cleaning and disinfection products together.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advise employees to always wear gloves and other PPE appropriate for the chemicals being used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Limit travel and advise employees who must travel to take additional precautions and preparations.**

Item	Completed	Ongoing	Not Started	Not Applicable
Minimize non-essential travel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check the CDC’s Traveler’s Health Notices [32].	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advise employees to check for symptoms of COVID-19 [6] before travel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure employees who become sick while traveling or on temporary assignment know what to do.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Call a healthcare provider for advice, if needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notify their supervisor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follow company policy for obtaining medical care when traveling outside the United States	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Plan meetings and gatherings [13] to lower risk.**

Item	Completed	Ongoing	Not Started	Not Applicable
Use videoconferencing or teleconferencing, when possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cancel, adjust, or postpone large work-related meetings or gatherings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If videoconferencing or teleconferencing is not possible:				
Hold meetings in open, well-ventilated spaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Continue to maintain 6 feet between people.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wear cloth face coverings (if appropriate) [14].	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



# Worker Protection Tool

## For Coronavirus Disease 2019 (COVID-19)

Consider the exposure that your workers will have to potential sources of COVID-19 when you resume business operations. Use this tool to identify protective measures for interactions between workers and/or the public; revisit the tool on an ongoing basis while COVID-19 cases exist. Only complete items that apply to your business. See appendix for web resources.

### Worker Protections

#### Engineering

Facilities and Equipment	Completed	N/A
Assess job hazards for potential benefit of engineering protections.	<input type="checkbox"/>	<input type="checkbox"/>
Ensure ventilation and water systems operate properly.	<input type="checkbox"/>	<input type="checkbox"/>
Alter the workspace to maintain social distancing [23]. Examples include:	<input type="checkbox"/>	<input type="checkbox"/>
Arrange partitions as a barrier shield.	<input type="checkbox"/>	<input type="checkbox"/>
Move electronic payment reader away from cashier.	<input type="checkbox"/>	<input type="checkbox"/>
Use verbal announcements, signs, and visual cues to promote social distancing.	<input type="checkbox"/>	<input type="checkbox"/>
Remove/rearrange furniture.	<input type="checkbox"/>	<input type="checkbox"/>
Provide remote shopping alternatives (e.g., delivery, pick-up).	<input type="checkbox"/>	<input type="checkbox"/>

#### Administrative—three categories

Management and Communications	Completed	N/A
Monitor state and local public health communications about COVID-19.	<input type="checkbox"/>	<input type="checkbox"/>
Encourage sick workers to report symptoms, stay home, and follow CDC guidance.	<input type="checkbox"/>	<input type="checkbox"/>
Consider conducting daily in-person or virtual health checks [15] (e.g., symptom and/or temperature screening) before employees enter the facility:	<input type="checkbox"/>	<input type="checkbox"/>
Develop strategies to communicate with workers and manage concerns.	<input type="checkbox"/>	<input type="checkbox"/>
Remind workers of available support services.	<input type="checkbox"/>	<input type="checkbox"/>
Communicate to partners, suppliers, and contractors on policies and practices.	<input type="checkbox"/>	<input type="checkbox"/>
Encourage social distancing and use of cloth face coverings (if appropriate) [14] for both employees and customers.	<input type="checkbox"/>	<input type="checkbox"/>
Use technology to promote social distancing (e.g., telework, virtual meetings).	<input type="checkbox"/>	<input type="checkbox"/>
Cancel group events.	<input type="checkbox"/>	<input type="checkbox"/>

*Continued*



<b>Management and Communications</b>	<b>Completed</b>	<b>N/A</b>
Close/limit use of shared spaces.	<input type="checkbox"/>	<input type="checkbox"/>
Ask sick customers to stay home; post signs asking them not to enter if they are sick.	<input type="checkbox"/>	<input type="checkbox"/>
Consider policies that encourage flexible sick leave and alternative work schedules.	<input type="checkbox"/>	<input type="checkbox"/>
Schedule stocking during off-peak hours.	<input type="checkbox"/>	<input type="checkbox"/>

<b>Cleaning and Disinfection</b>	<b>Completed</b>	<b>N/A</b>
Develop a plan for cleaning and disinfecting [11].	<input type="checkbox"/>	<input type="checkbox"/>
Clean and disinfect frequently touched surfaces (e.g., counters, shelving, displays).	<input type="checkbox"/>	<input type="checkbox"/>
Provide employees with disposable disinfectant wipes, cleaner, or sprays that are effective against the virus that causes COVID-19.	<input type="checkbox"/>	<input type="checkbox"/>

<b>Training</b>	<b>Completed</b>	<b>N/A</b>
Provide training on:	<input type="checkbox"/>	<input type="checkbox"/>
Policies to reduce the spread of COVID-19	<input type="checkbox"/>	<input type="checkbox"/>
General hygiene	<input type="checkbox"/>	<input type="checkbox"/>
Symptoms, what to do if sick	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning and disinfection	<input type="checkbox"/>	<input type="checkbox"/>
Cloth face covers	<input type="checkbox"/>	<input type="checkbox"/>
Social distancing	<input type="checkbox"/>	<input type="checkbox"/>
Use of PPE	<input type="checkbox"/>	<input type="checkbox"/>
Safe work practices	<input type="checkbox"/>	<input type="checkbox"/>
Stress management	<input type="checkbox"/>	<input type="checkbox"/>

### ***Personal Protective Equipment (PPE)***

<b>PPE</b>	<b>Completed</b>	<b>N/A</b>
Conduct a workplace hazard assessment.	<input type="checkbox"/>	<input type="checkbox"/>
Determine needed PPE for workers' job duties based on hazards and existing protections.	<input type="checkbox"/>	<input type="checkbox"/>
Select and provide appropriate PPE to workers at no cost.	<input type="checkbox"/>	<input type="checkbox"/>



# Keep yourself and others safe from COVID-19 when returning to work

## Clean your hands often



- ✓ **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, after blowing your nose, coughing, or sneezing, and after using others' or shared equipment.
- ✓ If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.**
- ✓ **Avoid touching your eyes, nose, and mouth** with unwashed hands.

## Avoid close contact



- ✓ Put **distance (at least 6 feet)** between yourself and other people.
- ✓ Wear **cloth face coverings** (if appropriate) when social distancing is difficult to maintain.
- ✓ Avoid using other employees' phones, desks, offices, or other **work tools and equipment**, when possible. **Clean and disinfect** between employees if sharing occurs.
- ✓ Remember that some **people without symptoms** may be able to spread virus.

## If you are at increased risk for severe illness...



- ✓ Contact management to **request special accommodations** that will allow you to perform your job duties safely.



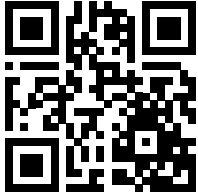
Protect yourself and others from COVID-19 by taking everyday preventive actions.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)



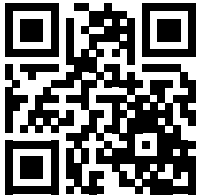
## Resources referred to throughout the Toolkit



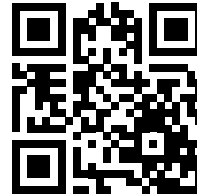
1. [Coronavirus \(COVID-19\)](https://www.go.usa.gov/xvHEE)  
go.usa.gov/xvHEE



6. [Symptoms of Coronavirus](https://www.go.usa.gov/xvHmR)  
go.usa.gov/xvHmR



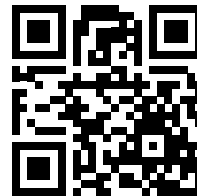
2. [Workplaces During the COVID-19 Pandemic](https://www.go.usa.gov/xvucp)  
go.usa.gov/xvucp



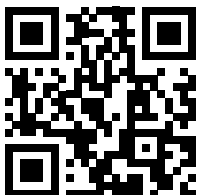
7. [What to Do If You Are Sick](https://www.go.usa.gov/xvHsF)  
go.usa.gov/xvHsF



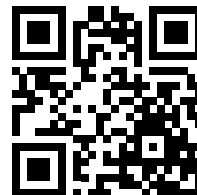
3. [Restaurants and Bars During the COVID-19 Pandemic](https://www.go.usa.gov/xvuc7)  
go.usa.gov/xvuc7



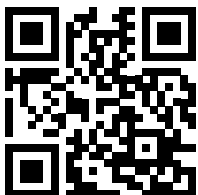
8. [Discontinuation of Isolation for Persons with COVID -19 Not in Healthcare Settings](https://www.go.usa.gov/xvHem)  
go.usa.gov/xvHem



4. [Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 \(COVID-19\)](https://www.go.usa.gov/xvHma)  
go.usa.gov/xvHma



9. [Caring for Someone Sick at Home](https://www.go.usa.gov/xvHew)  
go.usa.gov/xvHew



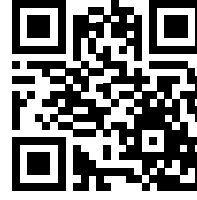
5. [Directory of local health departments](https://bit.ly/LHDDirectory)  
bit.ly/LHDDirectory



10. [When and How to Wash Your Hands](https://www.go.usa.gov/xvz7T)  
go.usa.gov/xvz7T



11. [Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](https://www.eeoc.gov/washington/press/recordings/2020/04/20200421-reopening-guidance)  
[go.usa.gov/xvz7R](https://www.eeoc.gov/washington/press/recordings/2020/04/20200421-reopening-guidance)



17. [Americans with Disabilities Act](https://www.eeoc.gov/washington/press/recordings/2020/04/20200421-americans-with-disabilities-act)  
[go.usa.gov/xvHtF](https://www.eeoc.gov/washington/press/recordings/2020/04/20200421-americans-with-disabilities-act)



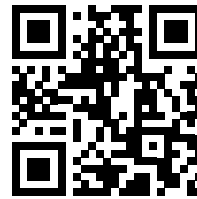
12. [Cleaning and Disinfecting Your Facility](https://www.eeoc.gov/washington/press/recordings/2020/04/20200421-cleaning-and-disinfecting-your-facility)  
[go.usa.gov/xvzH2](https://www.eeoc.gov/washington/press/recordings/2020/04/20200421-cleaning-and-disinfecting-your-facility)



18. [Public Health Recommendations for Community-Related Exposure](https://www.eeoc.gov/washington/press/recordings/2020/04/20200421-public-health-recommendations-for-community-related-exposure)  
[go.usa.gov/xvHz3](https://www.eeoc.gov/washington/press/recordings/2020/04/20200421-public-health-recommendations-for-community-related-exposure)



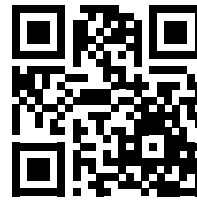
13. [Gatherings and Community Events](https://www.eeoc.gov/washington/press/recordings/2020/04/20200421-gatherings-and-community-events)  
[go.usa.gov/xvHeJ](https://www.eeoc.gov/washington/press/recordings/2020/04/20200421-gatherings-and-community-events)



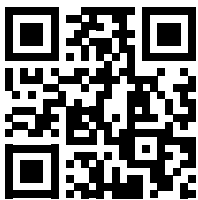
19. [CISA's Guidance on the Essential Critical Infrastructure Workforce](https://www.eeoc.gov/washington/press/recordings/2020/04/20200421-cisa-guidance-on-the-essential-critical-infrastructure-workforce)  
[go.usa.gov/xvHuV](https://www.eeoc.gov/washington/press/recordings/2020/04/20200421-cisa-guidance-on-the-essential-critical-infrastructure-workforce)



14. [Use of Cloth Face Coverings to Help Slow the Spread of COVID-19](https://www.eeoc.gov/washington/press/recordings/2020/04/20200421-use-of-cloth-face-coverings-to-help-slow-the-spread-of-covid-19)  
[go.usa.gov/xvzH8](https://www.eeoc.gov/washington/press/recordings/2020/04/20200421-use-of-cloth-face-coverings-to-help-slow-the-spread-of-covid-19)



20. [Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19](https://www.eeoc.gov/washington/press/recordings/2020/04/20200421-implementing-safety-practices-for-critical-infrastructure-workers-who-may-have-had-exposure-to-a-person-with-suspected-or-confirmed-covid-19)  
[go.usa.gov/xvHus](https://www.eeoc.gov/washington/press/recordings/2020/04/20200421-implementing-safety-practices-for-critical-infrastructure-workers-who-may-have-had-exposure-to-a-person-with-suspected-or-confirmed-covid-19)



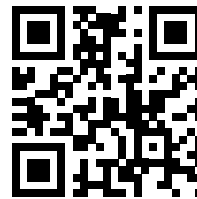
15. [General Business Frequently Asked Questions](https://www.eeoc.gov/washington/press/recordings/2020/04/20200421-general-business-frequently-asked-questions)  
[go.usa.gov/xvHtY](https://www.eeoc.gov/washington/press/recordings/2020/04/20200421-general-business-frequently-asked-questions)



21. [People Who Are at Higher Risk for Severe Illness](https://www.eeoc.gov/washington/press/recordings/2020/04/20200421-people-who-are-at-higher-risk-for-severe-illness)  
[go.usa.gov/xvHJ8](https://www.eeoc.gov/washington/press/recordings/2020/04/20200421-people-who-are-at-higher-risk-for-severe-illness)



16. [EEOC's What You Should Know About the ADA, the Rehabilitation Act and the Coronavirus](https://www.eeoc.gov/washington/press/recordings/2020/04/20200421-eeoc-what-you-should-know-about-the-ada-the-rehabilitation-act-and-the-coronavirus)  
[go.usa.gov/xvHt5](https://www.eeoc.gov/washington/press/recordings/2020/04/20200421-eeoc-what-you-should-know-about-the-ada-the-rehabilitation-act-and-the-coronavirus)



22. [People Who Need to Take Extra Precautions](https://www.eeoc.gov/washington/press/recordings/2020/04/20200421-people-who-need-to-take-extra-precautions)  
[go.usa.gov/xvHSR](https://www.eeoc.gov/washington/press/recordings/2020/04/20200421-people-who-need-to-take-extra-precautions)



23. [Social Distancing](https://www.go.usa.gov/xvHhV)  
go.usa.gov/xvHhV



29. [Print Resources](https://www.go.usa.gov/xv6qa)  
go.usa.gov/xv6qa



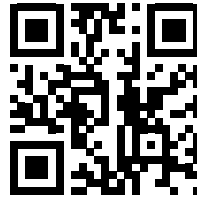
24. [Hierarchy of Controls](https://www.go.usa.gov/xvHhM)  
go.usa.gov/xvHhM



30. [Health Promotion Materials](https://www.go.usa.gov/xv6q4)  
go.usa.gov/xv6q4



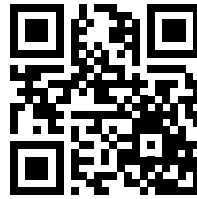
25. [ASHRAE's Guidance for Building Operations During the COVID-19 Pandemic](https://www.bit.ly/ASHRAECOVID19)  
bit.ly/ASHRAECOVID19



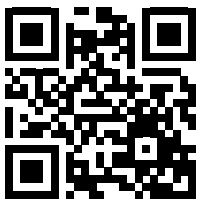
31. [List N: Disinfectants for Use Against SARS-CoV-2](https://www.go.usa.gov/xv635)  
go.usa.gov/xv635



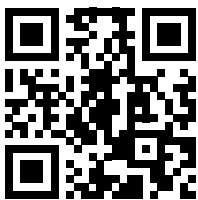
26. [Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation](https://www.go.usa.gov/xvHhh)  
go.usa.gov/xvHhh



32. [CDC's Travel Health Notices](https://www.go.usa.gov/xv63R)  
go.usa.gov/xv63R



27. [Coughing and Sneezing](https://www.go.usa.gov/xv6qN)  
go.usa.gov/xv6qN

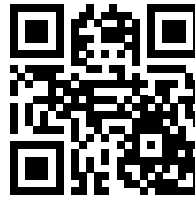


28. [Handwashing: Clean Hands Save Lives](https://www.go.usa.gov/xv6qJ)  
go.usa.gov/xv6qJ

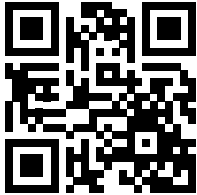
## Additional Resources



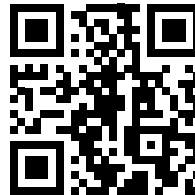
[COVID-19 Factsheets for Businesses and Employers](https://go.usa.gov/xv63M)  
go.usa.gov/xv63M



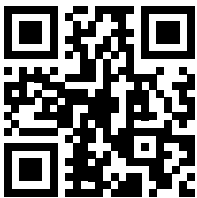
[Hazard Identification and Assessment](https://go.usa.gov/xv6dT)  
go.usa.gov/xv6dT



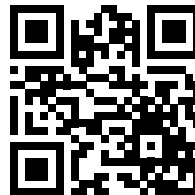
[Personal Protective Equipment](https://go.usa.gov/xv63h)  
go.usa.gov/xv63h



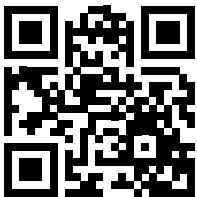
[How to Protect Yourself and Others](https://go.usa.gov/xv6dV)  
go.usa.gov/xv6dV



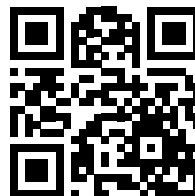
[Occupational Safety and Health Administration \(OSHA\) Standards](https://go.usa.gov/xv6ph)  
go.usa.gov/xv6ph



[OSHA Ten Steps](https://go.usa.gov/xv6dd)  
go.usa.gov/xv6dd



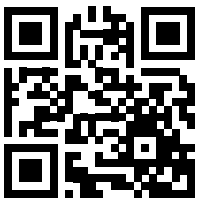
[U.S. Department of Labor](https://go.usa.gov/xv6da)  
go.usa.gov/xv6da



[State & Territorial Health Department Websites](https://go.usa.gov/xv6dG)  
go.usa.gov/xv6dG



[U.S. Equal Employment Opportunity Commission](https://go.usa.gov/xv6dY)  
go.usa.gov/xv6dY



[Coping with Stress](https://go.usa.gov/xv6dg)  
go.usa.gov/xv6dg

[cdc.gov/coronavirus](https://cdc.gov/coronavirus)



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Health and Human Services**  
Centers for Disease  
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