

# COVID-19 Business Manual

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CORONAVIRUS  
UTAH.GOV

# Responding to COVID-19 in your business

As we loosen restrictions and help the economy, we also increase the risk of COVID-19 spread. We must open things up in a measured and strategic way, to protect both the health of Utahns and our economy.

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## Our goal is to keep your business open during the pandemic.

The goal of the Utah Department of Health (UDOH) is to help you keep your employees healthy and your business open during the pandemic. We want to help you keep your worksite safe for employees and customers.

COVID-19 spreads very easily and quickly. Even if you and your employees are doing everything right, your business may see cases of COVID-19. We want to help you plan ahead and make sure you know what to do if that happens, without having to shut down your business.

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### The two most important things you need to know are:

1. What to do if an employee is exposed to COVID-19 or tests positive.
  2. How to protect your operations, worksite, and employees as you return to work.
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COVID-19 is a new disease. We learn more every day about the disease and the best ways to stop it from spreading. We know this makes it very hard for business owners to know what to do.

This guidance is a step-by-step plan to protect your business and prevent the spread of COVID-19. It is important to look at how your business operates and make a plan to make your worksite healthier.

These guidelines are specific to COVID-19, but many are good ideas for you to consider making a permanent part of your business plan. When you are updating your plan, keep in mind the Utah Department of Health has many other resources for your business to help you keep employees healthy and prevent illness in the future. If you are interested in other ways we can help, such as bringing health screenings right to your worksite at no cost to you, you can contact our Worksite Team for more information.

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## Our goal is to keep every business open during the pandemic.

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## Stay Safe to Stay Open

# Keeping your business open if an employee is exposed to or tests positive for COVID-19

If you follow public health guidance, you are more likely to keep your employees safe and your business open. If one of your employees tests positive for COVID-19, it does not mean he or she did anything wrong. It also does not mean your business did anything wrong. The most important thing is to keep the virus from spreading in your business.

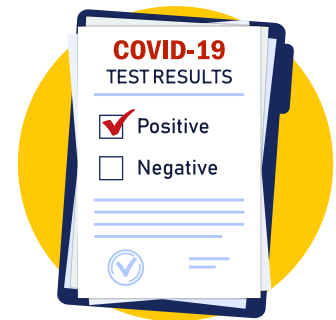


If you have questions about what to do after an employee is exposed to COVID-19 or tests positive, email the Utah Department of Health Worksite Team at [covidresponse@utah.gov](mailto:covidresponse@utah.gov) or call your local health department. You can find your local health department at <https://ualhd.org/>.

## If an employee tests positive for COVID-19, do I need to shut down my business?

No. In most cases, you do not need to shut down your business.

Employees who came into close contact up to 2 days before the employee tested positive, or first got sick, should quarantine for 14 days. Close contact means an employee was closer than 6 feet or 2 meters (about 2 arm lengths) for 15 minutes or longer to the person who tested positive. Tell these employees they may have been exposed to COVID-19 and should quarantine. You need to be very careful to protect the privacy and confidentiality of the employee who tested positive.



## What should I do if an employee tests positive?

If an employee tests positive for COVID-19, he or she should [isolate](#) right away. This means the employee needs to stay at home and away from other people as much as possible. The employee should not come to work.



The health department will call the employee to find out who he or she was in close contact with up to 2 days before getting sick or testing positive. This is called [contact tracing](#). Contact tracing is an important part of how public health responds and stops disease outbreaks. People who have been in close contact with someone who tests positive for COVID-19 are at a higher risk of getting infected and infecting others. Contact tracing is how public health workers find the close contacts of someone who has COVID-19.

**Only employees who came into close contact with the employee who tested positive will be asked by public health to quarantine for 14 days.** Close contact means someone was closer than 6 feet or 2 meters (about 2 arm lengths) to a person who has COVID-19 for 15 minutes or longer. The health department will call and tell employees if they were a close contact to the person who tested positive.

## Scenario example

### An employee is exposed to a coworker who tests positive for COVID-19.



#### **Dave, Tom, and Nate work together.**

- Dave and Tom work very close together during their shift.
- Tom tested positive for COVID-19.



#### **The health department called Tom to find out who he had been in close contact with.**

- They wanted to know all of the people he had been in close contact with (6 feet or 2 meters) for 15 minutes or more.
- Anyone in close contact with Tom up to 2 days before he got sick or tested positive should quarantine for 14 days. The health department will tell anyone who was in close contact with Tom when to get tested.



**Tom must isolate at home. He can't go to work until his symptoms start to get better and he has been fever-free for 24 hours without medicine AND it has been at least 10 days since he first had symptoms or tested positive.**

#### **Tom's family has to quarantine for 14 days.**

- The health department will tell Tom's family when to get tested.



**The health department called Dave to tell him he had been in close contact with someone who tested positive for COVID-19.**



**Dave must quarantine at home for 14 days. He can't go to work.**

- The health department will tell Dave when to get tested.

**Dave's family does not have to quarantine UNLESS Dave gets sick and tests positive for COVID-19.**



**Nate works in a different area. He has not been in close contact with Tom.**

- The health department did not call Nate because he did not have a close contact exposure to COVID-19. Nate can go to work.
- He does not need to quarantine. He does not need to get tested for COVID-19.

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## How long will an employee need to stay home if he or she tests positive for COVID-19?

If the employee had symptoms of COVID-19 (fever, cough, shortness of breath, muscle aches, sore throat, or a decrease in their sense of smell or taste), he or she must isolate until fever-free and the symptoms have gotten better for at least 24 hours, and it has been at least 10 days since he or she first got sick. If the employee never had symptoms of COVID-19, he or she can stop isolation 10 days after testing positive.

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## What should I do if an employee is exposed to someone with COVID-19?

If an employee came into close contact with someone who tested positive for COVID-19, he or she should quarantine for 14 days and monitor for symptoms. He or she should not go to work while quarantined, even if the employee doesn't feel sick. It can take up to 14 days for someone to get sick with COVID-19 after he or she has been exposed to it. The employee should quarantine for 14 days after the last time he or she was in close contact with the person who tested positive.

The health department may also recommend an employee get tested for COVID-19 if he or she had a known exposure to someone with the disease. Employees should wait 7 days after they were exposed to get tested. The health department will email or text the employee a referral code to use to get tested. **Even if the employee tests negative, he or she must still finish the 14-day quarantine.**

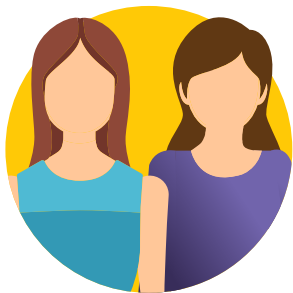
## Scenario example

**An employee is exposed to someone in her personal life who tests positive for COVID-19.**



**Jenny and Alli sit next to each other at work.**

Their desks are very close together.



**Jenny visits her sister and goes to work the next day. She sits next to Alli all day.**

- A few days later, Jenny's sister tests positive for COVID-19.



**The health department calls Jenny to tell her she had close contact with someone who tested positive for COVID-19. This means she was closer than 6 feet or 2 meters (about 2 arm lengths) for 15 minutes or more.**

- Jenny must quarantine at home for 14 days. She can't go to work.
- The health department will tell Jenny when to get tested.
- No one who lives with Jenny went to visit her sister. They do not have to quarantine UNLESS Jenny tests positive for COVID-19.



**The health department did not call Alli. Alli did not have a close contact exposure to COVID-19.**

- Alli can go to work. She does not need to quarantine UNLESS Jenny gets sick or tests positive for COVID-19.
- She does not need to get tested.



# What should I do if an employee is exposed to COVID-19 more than once<sup>1</sup>?

COVID-19 is spreading in many Utah communities. This means employees are likely to be exposed to COVID-19 more than once.

## **If employees are exposed to COVID-19 again (a new exposure) within 3 months (90 days) of testing positive for COVID-19.**

Employees who do not have symptoms of COVID-19 do not need to quarantine and may go to work. They do not need to be tested again for COVID-19. They should also follow these guidelines for 14 days from the date of their last exposure:

- Take his or her temperature before work. Check for symptoms of COVID-19 every day.
- Wear a face covering at work when physical distancing is not possible.
- If the employee gets sick or has symptoms of COVID-19, he or she should quarantine for 14 days and call a doctor or healthcare provider to determine if he or she should get tested for COVID-19 AGAIN. Even if the employee tests negative for COVID-19, he or she needs to finish the 14-day quarantine.



## **If employees are exposed to COVID-19 again (a new exposure) and it has been more than 3 months (90 days) since they tested positive for COVID-19.**

Employees should quarantine and check for symptoms for 14 days. If they get sick or have symptoms while on quarantine, they should isolate right away, call a doctor or healthcare provider, and get tested for COVID-19 again.

## **If employees who tested negative before and completed quarantine are exposed to the virus again (a new exposure), they should quarantine for 14 days AGAIN.**

Employees can return to work after they finish the 14-day quarantine. If they get sick or have symptoms while quarantined, they should isolate right away, call a doctor or healthcare provider, and get tested for COVID-19.



<sup>1</sup> <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/contact-tracing.html>

## Will the health department call my business or agency if one of my employees tests positive?

Staff from the health department may contact you to tell you what your business or agency should do. They will ask for a list of other employees who may have been in close contact with the employee who tested positive. For example, other employees who worked the same shifts as the employee who tested positive or who work in the same area or office space. This helps the health department find other people who may be at risk for COVID-19 quicker.

You may get phone calls from staff at the Utah Department of Health or the local health department. Public health works to coordinate efforts, but you may get called more than once.



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## Will it be made public if one of my employees tests positive for COVID-19?

An employee's test result is considered private health information and is kept confidential by public health. All test results will be reported to the Utah Department of Health and to the local health department in the health district where the employee lives.

Public health only shares the names of employees who test positive for COVID-19 with an employer if it is necessary to find others who may have been exposed to the virus. An employee's name or test result is not shared publicly or with the media.

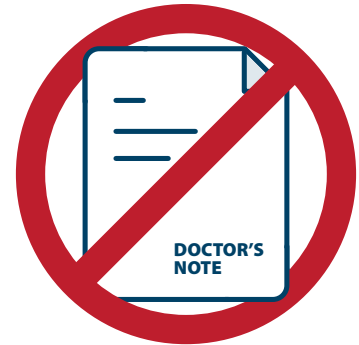
Only rarely does the health department need to issue a public statement about a potential exposure or outbreak of COVID-19. If this happens, the health department will work closely with you before issuing a public statement.



## IMPORTANT

### Should I ask employees to bring in a doctor's note or a note from the health department to return to work?

No. Employers should not require a COVID-19 test result, a doctor's note, or a note from the health department for employees who are sick to prove they are ill, qualify for sick leave, or to return to work. This places a burden on the healthcare and public health systems. You do not need a doctor's note to get the tax credits under the [Families First Coronavirus Response Act](#).



Sometimes people will test positive after they are no longer infectious. It is not necessary for employees to have a negative COVID-19 test result after public health has told them they can end quarantine or isolation.

If an employee has been told by a public health worker that he or she can end isolation and is feeling well, there is no reason to stay home from work.

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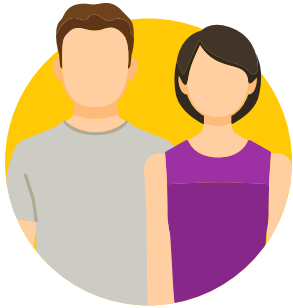
### If an employee tests positive for COVID-19, do I have to keep the employee on the payroll?

The [Families First Coronavirus Response Act](#) requires employers to give employees paid sick leave or expanded family and medical leave for reasons related to COVID-19. Private employers with fewer than 500 employees get tax credits for the cost to give employees paid leave for reasons related to COVID-19.



## Scenario example

**An employee has a family member who was exposed to COVID-19 but the employee was not exposed to the person who tested positive.**



**Heather and Erico are married.**  
Heather works at a small business.



**The health department called Erico to tell him he was exposed to a person who tested positive for COVID-19.** This means he was closer than 6 feet or 2 meters (about 2 arm lengths) for 15 minutes or more.

- Erico must quarantine at home for 14 days.
- The health department will tell Erico when to get tested.



**The health department did not call Heather.**

- Heather was not in close contact with the person who tested positive. She can go to work. She does not need to tell her employer that her husband is quarantined.
- Heather does not need to quarantine UNLESS Erico gets sick or tests positive for COVID-19. She does not need to get tested.

## Scenario example

**An employee is exposed to someone who tests positive for COVID-19 but the employee tests negative for COVID-19.**



**The health department called Joelle to tell her she had close contact with someone who tested positive for COVID-19.**



**Joelle must quarantine at home for 14 days.**

- The health department told Joelle when to get tested for COVID-19.
- Joelle tested negative for COVID-19. Even though she tested negative, Joelle **MUST** finish her 14-day quarantine. She can't go to work until her 14-day quarantine is over. It can take up to 14 days for someone to get sick with COVID-19 after he or she has been exposed to it.

# Cleaning after a positive case of COVID-19<sup>2</sup>

**You should wait 24 hours before you clean and disinfect. This reduces the chance for other employees to be exposed to respiratory droplets.**

If you can't wait 24 hours, wait as long as possible. Open outside doors and windows to increase air circulation in these areas during this waiting period.

We still have much to learn about COVID-19. From what we know right now about the virus and about similar coronaviruses, COVID-19 is most easily spread from close contact (within about 6 feet). The virus is spread by respiratory droplets. We don't know yet if, or how easily, it spreads with infectious aerosols (droplets in the air that another person inhales).



It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or their eyes. This is not thought to be the main way the virus spreads. From what we know, COVID-19 can live on surfaces for hours to days. We are still learning many things about COVID-19 and how it spreads.

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**Clean visibly dirty and high-touch surfaces. Disinfect them after you clean. This will help prevent the spread of COVID-19 and other viral respiratory illnesses.**

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We don't know how long the air inside a room could be infectious after someone with COVID-19 was there. You can shorten the time it takes respiratory droplets to be out of the air, if you increase the ventilation in the area or room. When you decide how long to close off rooms or areas used by people who were sick before you start disinfecting them, think about:

- The size of the room
- The ventilation system design. You should know where the supply and exhaust vents are. It is also important to know the flow rate (air changes per hour).

**These cleaning guidelines are for community, non-healthcare facilities such as:**

- Schools
- Institutions of higher education
- Offices
- Childcare centers
- Businesses
- Community centers that do, and do not, house persons overnight



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2 <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

**These guidelines are not meant for cleaning staff in healthcare facilities or repatriation sites, households, or for others who have specific cleaning guidance.**

Number of days since the sick employee was at the worksite	What to do
<b>Fewer than 7 days</b>	<p>Close off all areas used for long periods of time by the person who is sick.</p> <p>Wait 24 hours before you start to clean and disinfect.</p>
<b>7 days or more</b>	<p>You do not need to do extra cleaning and disinfection.</p> <p>Just do your regular cleaning and disinfecting of all high-touch surfaces at the worksite.</p>

## **At a school, childcare center, office, or other facility that does not house people overnight:**

- Close off areas visited by the person who was sick.
- Open outside doors and windows and use ventilating fans to increase air circulation in the area.
- Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night for common spaces, or during the day for private rooms.
- Cleaning staff should clean and disinfect all areas, such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, and ATM machines) used by the person who is sick, focusing on frequently touched surfaces.



## **At a facility that does house people overnight:**

- You should work with state and local health officials to isolate people who are sick and provide temporary housing as needed. Follow the [Interim Guidance for US Institutions of Higher Education](#).
- Close off areas visited by the person who is sick.
- Open outside doors and windows and use ventilating fans to increase air circulation in the area.
- Do not vacuum a room or space that has people in it. Wait to vacuum until the room or space is empty, such as at night for common spaces, or during the day for private rooms.
- In areas where people who are sick are being housed in isolation, follow the [CDC Interim Guidance for Environmental Cleaning and Disinfection for U.S. Households with Suspected or Confirmed Coronavirus Disease 2019](#).
  - Focus on cleaning and disinfecting common areas where staff or other people who provide services may come into contact with people who are sick.
  - You should reduce how often you clean and disinfect the bedrooms and bathrooms used by people who are sick. Only clean and disinfect these spaces as-needed.
  - Clean and disinfect as normal in areas people who are sick have visited or used. You do not need to do any extra cleaning and disinfection if it has been more than 7 days since the person with COVID-19 visited or used the area.

# Testing your employees for COVID-19

The Centers for Disease Control and Prevention (CDC) and the Utah Department of Health **DO NOT** recommend asymptomatic testing (testing people who do not have symptoms) for all employees. Most businesses do not need to have employees who do not have symptoms of COVID-19 get tested.

At this time, the Utah Department of Health only does asymptomatic testing for certain groups of people. Some of these groups include people who had a close contact exposure to someone who tested positive for COVID-19, first responders, vulnerable populations, long-term care facilities, communities where many people do not have access to testing, Tribal Nations, and in areas or facilities where an outbreak has happened or is likely to happen.

## Employees with symptoms of COVID-19 should get tested.

### Symptoms of COVID-19:



#### Fever

(temperature of 100.4°F or 38°C or higher or feeling feverish)



#### Cough



#### Shortness of breath



#### Decrease in sense of smell or taste



#### Sore throat



#### Muscle aches and pains

If you can't do a temperature check on an employee, ask the employee if he or she is feeling feverish (the employee's skin may feel hot or be red, or he or she may have chills or be sweaty).



# Is testing for COVID-19 free?

**Most people will not have to pay for COVID-19 testing. You should not be asked for payment when you go to a testing location.**

## **If you have health insurance:**

The [Families First Coronavirus Response Act](#) ensures the cost of getting a COVID-19 test is covered at 100% if you have health insurance and you have a medical reason to be tested. This means you have symptoms of COVID-19, you have had close contact with someone who has COVID-19, or you have a referral from a healthcare professional or the health department to get tested.

If you have health insurance, you should not be charged for a test no matter what testing site you go to. Healthcare providers are required by federal law to post a cash price for COVID-19 tests. This is to inform health insurance companies what to pay if you get tested by a provider that is out-of-network. If you are insured and have been charged for a test, please email the Utah Department of Health at [COVID19TestingCoverage@utah.gov](mailto:COVID19TestingCoverage@utah.gov).

## **If you do not have health insurance:**

**If you are uninsured and are a U.S. citizen and a Utah resident, you qualify for COVID-19 testing coverage through Medicaid.** Medicaid COVID-19 testing coverage for the uninsured covers the COVID-19 tests and all testing related services including doctor appointments (both in-person and through telehealth), ER visits, and any services performed in order to diagnose COVID-19, including X-rays, etc. Testing and other services will be paid for back to the date of your services. You must apply for this program at <https://medicaid.utah.gov/covid-19-uninsured-testing-coverage/>.

**If you are uninsured and do not qualify for the Medicaid option, there are locations that will provide testing free of charge.** If you need help finding a location that provides free testing, please call the Utah Coronavirus Hotline at 1-800-456-7707 or use the chat feature on the [coronavirus.utah.gov](https://coronavirus.utah.gov) website.

## **If you are being tested for a non-medical reason:**

You may be charged if you are getting tested for employment, travel, or non-medical reasons. Testing for general workplace health and safety (such as employee 'return to work' programs), public health surveillance, or any other purpose not primarily intended for diagnosis or treatment of COVID-19 or another health condition are not included in the requirements of the Families First Coronavirus Response Act and may not be covered by your health insurance. Check with your health insurance company for coverage details before you get tested.



## What are the types of COVID-19 tests?

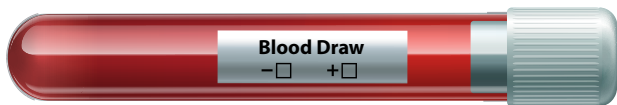
There are three types of tests related to COVID-19.



**PCR test:** A PCR test tells you if you have COVID-19 right now and could spread it to other people. A PCR test looks for the genetic material of the virus. It is a very accurate test. A healthcare worker uses a nasal swab to collect a sample from your throat, behind your nose.



**Antigen test:** An antigen test is a new kind of COVID-19 test. You can get results in minutes. An antigen test looks for proteins found on or within the virus. It tells you if you have COVID-19 right now and could spread it to other people. Like a PCR test, a healthcare worker uses a nasal swab to collect a sample from your throat, behind your nose. Antigen tests are very accurate. However, there is a higher chance of having a false negative test result. This means if you test negative for COVID-19 with an antigen test, you may also need to get a PCR test to make sure you don't have COVID-19.



**Serology or antibody test:** Serology, or antibody tests, may be able to tell if you have ever been exposed to the virus that causes COVID-19. A positive antibody test does not guarantee immunity to COVID-19. A sample of your blood is collected and is used to see if your body has made antibodies to the virus. Your body makes antibodies when it fights an infection. Antibodies in your blood mean, at one time, you were exposed to COVID-19. Antibody tests find these antibodies in your blood and tell you if your immune system has responded to the infection.

## Should my employees get an antibody test?

Right now, we don't know if people who have recovered from COVID-19, or who have antibodies for it, are immune and protected from getting it again. **Employers should not require their employees to have an antibody test to come to work.** Having your employees get antibody testing may be expensive and does not tell you if an employee could spread the virus to other people.

There has been some confusion about asymptomatic spread and antibody testing. Asymptomatic means a person is sick right now with COVID-19, but does not have any symptoms. People can spread the virus without knowing they are sick. Antibody tests are not the right test to find out if someone without symptoms has COVID-19 right now.

If someone tests positive for COVID-19 antibodies, the person should get a PCR test to know if he or she is infectious right now and can spread the virus.

If an employee wants to get an antibody test, he or she will need to ask a healthcare provider to order the test. Antibody tests may also be available through private companies. There may be a cost to your business, employees, or employees' health insurance for this test.



Employers should not require their employees to have an antibody test to come to work.

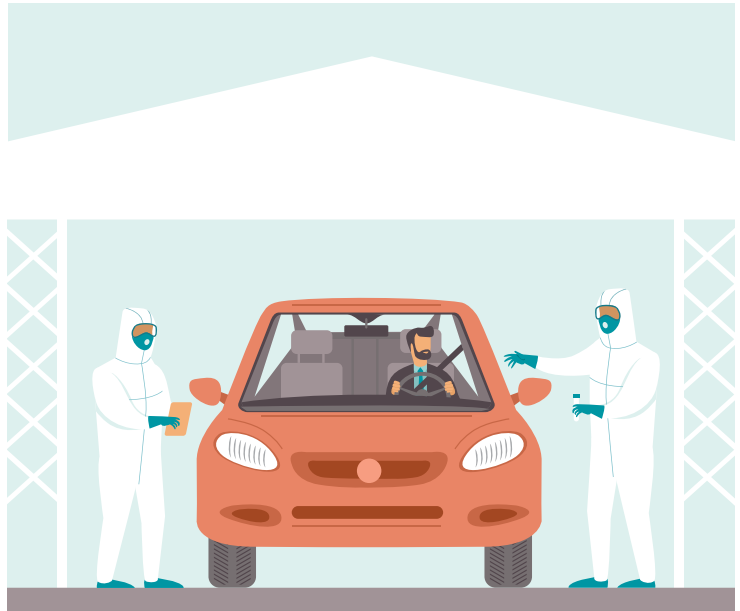


## If COVID-19 can be spread by people without symptoms, why shouldn't I get all of my employees tested?

At this time, only people with 1 or more symptoms of COVID-19 are able to get tested in Utah. Public health may also tell someone who is not sick to get tested if he or she was exposed to the virus.

Testing employees who are not sick or who do not have symptoms of COVID-19 (called asymptomatic testing) can increase the chance of an inaccurate test result. It may also give a false sense of security. For example, if an employee who is not sick or who does not have symptoms of COVID-19 was tested, he or she could test negative but then be exposed to COVID-19 later. The employee may not realize he or she needs to be tested again and could spread the virus to other people without knowing it.

People without symptoms are only tested in specific situations, such as essential or critical infrastructure employees or in areas or facilities where outbreaks are happening. The decision about who can be tested for COVID-19 is made by the Utah Department of Health and the health systems in Utah.



## Why can some employees keep working after they were exposed to the virus but other employees can't?

There are certain situations where employees who have been exposed to COVID-19 may need to keep working until they get sick or have symptoms of COVID-19. These are employees with jobs in sectors that are critical to the state being able to get essential services to all Utahns.

This does not mean employees who work in essential critical infrastructure sectors do not need to isolate or quarantine if they test positive or are exposed to COVID-19. Employers in these sectors should make a plan like any other business to keep their business going if employees get sick.

If essential critical infrastructure employees who have been exposed to COVID-19 need to keep working, employers should follow the guidance on page 47 to reduce the chance other employees will be exposed.



## **If an employee tests positive for COVID-19, should I ask for a doctor's note before the employee comes back to work?**

No. If an employee tests positive for COVID-19, the health department will tell the employee how long to isolate. If an employee was in close contact with someone who has tested positive for COVID-19, the health department will tell the employee how long to quarantine. Once employees finish isolation or quarantine, they can come back to work. They no longer are at risk for spreading the disease.

Studies also show people may test positive long after they are infectious (up to 45 days after). This means an employee who at one time was sick with COVID-19 could still test positive even though he or she can't spread the virus to other people anymore. This makes it hard for employees to know when they can return to work if their employer requires a negative test result.

You should not ask employees who are sick for a COVID-19 test result, a doctor's note, or a note from the health department to prove they are ill, qualify for sick leave, or to come back to work. This places a burden on the healthcare and public health systems.



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## **If an employee tests negative for COVID-19, should I ask for a doctor's note before the employee comes back to work?**

No. The Utah Department of Health does not recommend employers require evidence of a negative test result to come back to work. This places a burden on the healthcare and public health systems. If an employee is feeling well and does not have symptoms of COVID-19 or has not been exposed to someone with COVID-19, there is no reason to stay home from work.

If an employee has been asked by public health to quarantine for 14 days because he or she was exposed to someone with COVID-19, the employee will need to finish his or her quarantine even if the test result is negative. The employee should not come to work if he or she has been asked to quarantine.



# Protect your operations

Make sure your policies follow public health guidance, as well as state and federal labor laws. The state of Utah has a plan for health and economic recovery. This plan can be found at <https://coronavirus.utah.gov/utah-leads-together/>.



## Utah Color-Coded Health Guidelines (Phased Guidelines)

The Phased Guidelines help you understand the specific requirements for your industry based on what level of risk or color your community is in. You can find the guidelines at <https://coronavirus.utah.gov/utahs-health-guidance-system/>.

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## Industry-specific COVID-19 guidance

The state of Utah industry-specific guidelines can be found at <https://coronavirus.utah.gov/utahs-health-guidance-system/>.

### Additional industry-specific guidance from the CDC:

- Cleaning and disinfecting workplaces
- Decision making tools to reopen your business
- Critical infrastructure response planning
- Employee fatigue and stress

<https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>



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## Anti-discrimination laws and COVID-19

The U.S. Equal Employment Opportunity Commission website answers questions about how COVID-19 impacts anti-discrimination laws. <https://www.eeoc.gov/coronavirus>

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## Wage and hour issues, FLSA, FMLA, OSHA, unemployment

The U.S. Department of Labor website answers questions about how COVID-19 impacts:

- Wage and hour issues
- Fair Labor Standards Act (FLSA)
- Family Medical Leave Act (FMLA)
- Occupational Safety and Health Administration requirements (OSHA)
- Unemployment compensation
- Families First Coronavirus Response Act (FFCRA)

<https://www.dol.gov/coronavirus>



## Sick leave

**The easiest way to protect your business is to ask sick employees to stay home.** Many employees are scared to take time off if they are sick for fear of losing their job or income while they get better. Employees may also be scared to tell their employer if someone in their home has tested positive for COVID-19 or if they have come in close contact with someone who has tested positive.

Most people who test positive for COVID-19 will have symptoms of the disease. However, COVID-19 may also be spread by people who have very mild symptoms or no symptoms at all. This means a person can have the virus and not even know it. **This is why it is very important during the pandemic for employers to have sick leave policies that make employees feel safe to take time off if they are sick or should be quarantined.**

You should not ask employees who are sick for a COVID-19 test result, a doctor's note, or a note from the health department to prove they are ill, qualify for sick leave, or to come back to work. This places a burden on the healthcare and public health systems. You do not need a doctor's note from the employee to get the tax credits.

The [Families First Coronavirus Response Act \(FFCRA\)](#) requires certain employers to give employees emergency paid sick leave or expanded family and medical leave for reasons related to COVID-19. Private employers with fewer than 500 employees get tax credits for the cost to give employees paid leave for reasons related to COVID-19. Keep in mind this emergency leave is in addition to any paid sick leave your company already offers. You can't reduce the benefits in the policy you have because of the law.

You may want to create a form or template for employees to fill out if they need to isolate or quarantine for COVID-19. This form should include all of the information you will need to get the FFCRA tax credits for your business.



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## Symptoms of COVID-19:



### Fever

(temperature of 100.4°F or 38°C or higher or feeling feverish)



### Cough



### Shortness of breath



### Decrease in sense of smell or taste



### Sore throat



### Muscle aches and pains

Generally, the [FFCRA](#) says employees of covered employers are eligible for:

Reason for paid sick leave	Covered hours of paid sick leave	Covered rate of pay	Documentation needed for FFCRA tax credit
The employee is unable to work because the employee is quarantined or isolated due to COVID-19.	Up to 80 hours	Employee's regular rate of pay	<p>A statement from the employee that says he or she has symptoms of COVID-19 and will get medical treatment.</p> <p><b>The statement should include:</b></p> <ul style="list-style-type: none"> <li>• Employee's full name</li> <li>• Date of birth</li> <li>• Social security or work residency number</li> <li>• Rate of pay</li> </ul>
<p>The employee is unable to work because he or she has to care for someone who is quarantined for COVID-19.</p> <p><b>Or</b></p> <p>The employee has to care for a child (under 18 years of age) whose school or childcare provider is closed or unavailable for reasons related to COVID-19.</p>	Up to 80 hours of paid sick leave	Two-thirds (2/3) the employee's regular rate of pay	<p>A statement from the employee that says he or she is unable to work because he or she must provide care for someone who is quarantined.</p> <p><b>The statement must include:</b></p> <ul style="list-style-type: none"> <li>• Employee's full name</li> <li>• Employee's date of birth</li> <li>• Employee's social security number or work residency number</li> <li>• Full name of the person the employee is taking care of</li> <li>• The date of birth of the person the employee is taking care of</li> <li>• The employee's relationship to the person he or she is taking care of</li> <li>• Name of the government entity or healthcare provider that required the quarantine.</li> </ul>
An employee, who has been employed for at least 30 calendar days, is unable to work because he or she has to care for a child whose school or childcare provider is closed or unavailable for reasons related to COVID-19.	Up to an additional 10 weeks of paid expanded family and medical leave	Two-thirds (2/3) the employee's regular rate of pay	<p>A statement from the employee that says he or she is unable to work because he or she must provide care for children whose school or childcare center is closed due to COVID-19 related reasons.</p> <p>The statement must say that no other person will be providing care for the period the employee is receiving EFMLEA.</p> <p>If the child is over the age of 14, the employee must also state there are special circumstances requiring the employee to provide care.</p> <p><b>The statement must include:</b></p> <ul style="list-style-type: none"> <li>• Employee's full name</li> <li>• Employee's date of birth</li> <li>• Employee's social security number or work residency number</li> <li>• Full name of the children the employee is taking care of</li> <li>• The dates of birth of the children the employee is taking care of</li> <li>• The employee's relationship to the children he or she is taking care of</li> <li>• The name of the school, care center, or childcare provider that is unavailable for COVID-19 reasons.</li> </ul>



## If you offer sick leave

During the pandemic, make sure you have sick leave policies in place to protect all of your employees. If someone comes to work sick, he or she could spread illness to other employees. Make employees stay home when they are sick to prevent the spread of COVID-19 to others.

- Review your sick leave and human resource policies. It is a good idea to add in a section about sick leave for reasons related to COVID-19.
  - It is important to make sure employees understand sick leave policies so they don't come to work sick.
  - Your policies should give employees the leave they need to quarantine or isolate.
  - Sick leave policies should let employees stay home to care for a sick family member or take care of children if school or childcare is closed.
  - During the pandemic, you may want to give advances on future sick leave and allow employees to donate sick leave to each other.
- 

## If you do not offer sick leave to some or all of your employees

If you do not offer sick leave to some or all of your employees, you may want to make a non-punitive “emergency sick leave” policy. This means your policy should not punish employees for taking leave for reasons related to COVID-19.

If you use other companies for contract or temporary employees, talk to them about how important it is for sick employees to stay home. You may want to ask them to use non-punitive leave policies.

### A good example of a non-punitive emergency sick leave policy

An employer does not offer sick leave, but employees earn a certain amount of paid time off each pay period. The amount of paid time off is based on the hours they work each pay period. An employee tests positive for COVID-19 and must isolate at home. The employer lets the employee keep earning paid time off while the employee is on isolation, even though the employee is not working. **A policy like this makes it more likely employees will stay home when they are sick, and not spread the virus to other employees.**



## Staffing and work schedules

Making sure your business has enough workers to stay open if employees get sick is one of the hardest parts of making a COVID-19 response plan for your business. This is especially true for small businesses with few employees.

It is important to look at the way your business operates and the job functions of each employee. You need to know which job functions are critical to your business. This will help you make sure that if employees get sick, you have enough workers to keep your business open. Reduce the number of employees at worksites, if you can. You can protect workers and continue operations by bringing back workers in phases, or little-by-little.

Business owners may not have time to oversee all COVID-19 issues. It is a good idea to have a workplace coordinator who is responsible for COVID-19 issues and their impact on your business.



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## Prevent close contact

COVID-19 is spread mainly by close contact between people. Close contact means a person was within 6 feet or 2 meters of someone who tested positive for COVID-19 for 15 minutes or longer. Try to prevent employees from being in close contact with other employees and customers as much as you can.

- Have employees work from home if you can. Some areas of the state have more spread of COVID-19. Having employees work from home reduces the chance they will come in contact with the virus.
- Have flexible workspace (such as working from home) and sick leave policies.
- Have policies and practices for social distancing. This means keeping people at least 6 feet apart from each other as much as possible. Set up your workspace to help workers and customers social distance (also known as physical distancing). Physically separate employees from each other and from customers, if you can.
- Schedule small groups of staff to always work the same, consistent shifts as each other. This reduces the chance of many employees being exposed at once. If an employee gets exposed or tests positive for COVID-19, only a small group of employees may need to be quarantined.
- Plan more break times for employees who use personal protective equipment (PPE). This will help employees get fresh air and mask-free time.



## Talk about new policies

- Make sure to talk about workplace policies related to COVID-19 with your employees. It is important to help employees understand everyone will need to work together to keep the workplace safe. Talk about these policies often. Be clear about what people need to do. It is a good idea to give employees these policies using different methods (in person, by email, posters, etc.).
  - You may need to communicate with employees in their preferred languages. It is important to make sure **every** employee understands how to stay safe at work and keep others safe.
- 

## Protect employees who are at higher risk

- It is important to protect employees who may be at higher risk for severe illness from COVID-19. People of any age who have serious underlying medical conditions are at higher risk for severe illness from COVID-19. Visit <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html> to learn how you can keep your employees who are at higher risk safe.
- Try to give employees who are at higher risk job duties that have less contact with customers and other employees (restocking shelves rather than working as a cashier). It is a good idea to discuss any changes in job duties with the employee. Let the employee know you are trying to keep him or her as safe as possible during the pandemic.
- Make sure any other businesses and employers who share the same workspace also follow this guidance.



## Plan for employees to be sick

If many employees get sick at one time, this can make it hard to keep your business open.

- Have a process or system for employees to report if they are sick. You can use this same process to let employees know about exposures to COVID-19 or closures.
  - Cross-train employees to do essential functions. You need your workplace to operate even if key employees are absent.
  - Plan to track and respond to absenteeism in the workplace. If many employees get sick, you may need to change your plan to make sure your business stays open.
  - Plan for how you will operate if many employees are sick at one time or have sick family members to care for at home. It is also important to plan for employees who must stay home to watch their children until childcare programs and K-12 schools are open.
-

## Keep operations going

Once you have a plan to keep your business open if employees get sick, think about the other operations that are critical to your business.

- Tell any contractors or on-site visitors about changes to help control the spread of COVID-19. Make sure they have the information and will follow your policies.
- Know which functions are essential to your business. It is also important to understand how others and the community rely on your services or products.
- Be ready to change your business practices if you need to. Have a backup plan for any product or vendor your business needs to operate. Some goods and services may be in higher demand or unavailable. Be prepared for COVID-19 to also affect the other businesses you rely on.



### Examples of how you may need to change business practices

- Find backup or alternate suppliers for goods and services.
- You may need to stop some of your operations for a short time because of COVID-19. It is a good idea to decide in advance which of your existing customers will take priority if this happens.

- If you use other companies for contract or temporary employees, talk to them about how important it is for sick employees to stay home. Ask them to use non-punitive leave policies.
- Talk with business partners about what you are doing to stop the spread of COVID-19 in your business. It is important for you to share best practices with other businesses in your communities (especially those in your supply chain). It will also help to stop the spread of the virus if business owners share what they are doing with the chambers of commerce and associations they are involved in. This can help improve community response efforts.

## Meetings and gatherings



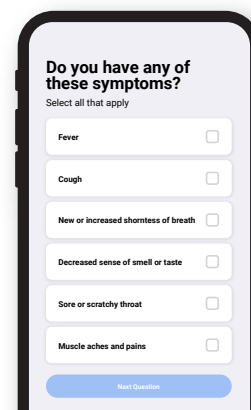
Reduce the risk to employees when you plan meetings and gatherings.

- Try to use videoconferencing or teleconferencing meetings and gatherings.
- Cancel, adjust, or postpone large work-related meetings or gatherings that can only happen in-person. Follow state and local regulations and guidance.
- If you can't use videoconferencing or teleconferencing, have meetings in open, well-ventilated spaces. Make sure everyone stays 6 feet or 2 meters apart and wears cloth face coverings.

## Healthy Together app

The Healthy Together app helps you assess your symptoms, find the nearest testing center, and view test results. Employees need to use the same phone number to download the app they used when they got tested. You may want to ask employees and customers to use the app.

Visit <https://coronavirus.utah.gov/healthy-together-app/> for more information about the Healthy Together app.



# Protect your worksite

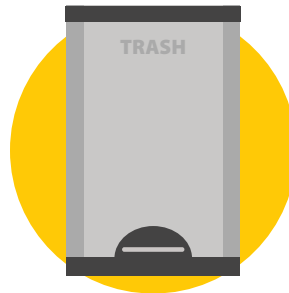
There are many things you can do to make the spaces in your business healthier and stop the spread of COVID-19. People are more likely to practice good health behaviors when they are easy for them to do. Make it easy for your employees and customers to stay safe by setting up your workspace with health in mind.

## Hygiene

Good hygiene practices are some of the best ways to fight any illness. This includes COVID-19. You should follow normal hygiene practices when you are at work and at home. This means staying home when you are sick. You should try not to touch your eyes, nose, or mouth with unwashed hands. You should wash your hands often with soap and water for 20 seconds. Employers should talk often about good hygiene practices with their employees and post signs to remind customers.

**Make sure employees, customers, and visitors have what they need to wash their hands and cover their coughs and sneezes. Make sure you always have enough of these supplies to keep people healthy and protect your business.**

- Have tissues and no-touch trash cans.
- Have soap and water in the workplace. If you don't have soap and water, you should have alcohol-based hand sanitizer that is at least 60% alcohol. People are more likely to practice good health behaviors when they are easy for them to do. Place touchless hand sanitizer stations in many locations so people practice good hand hygiene.
- Put signs at the entrance and other workplace areas they are likely to be seen, to remind people about good hand hygiene. This can help stop the spread of COVID-19. Make sure to include signs in other languages if needed.
- Do not shake hands or touch other people. Ask employees to use other ways to greet people without touching.
- Cough or sneeze into your elbow or a tissue. Do not use your hands. Wash your hands after you cough or sneeze. Teach employees how to decrease the spread of germs when they cough and sneeze.
- Give employees disposable disinfecting wipes so they can wipe down surfaces that are touched often before they use them (doorknobs, keyboards, remote controls, desks, or other work tools and equipment).



## Wash your hands

- After you blow your nose, cough, or sneeze.
- After you use the restroom.
- Before you eat or make food.
- After you touch animals or pets.
- Before and after you care for another person who needs help, such as a child.
- Before and after your work shifts.
- Before and after you take breaks at work.
- After you put on, touch, or take off a cloth face covering.



## Hand Sanitizer

- Keep hand sanitizers away from fire or flame.
- Children younger than 6 years old should not use hand sanitizer without adult supervision.
- Always store hand sanitizer out of reach of children and pets.

## Physical spaces

COVID-19 is most easily spread by close contact between people. You should try to set up your workspace so employees are not in close contact with other employees or customers as much as possible.

### Set up your worksite for physical distancing

Social distancing, also called physical distancing, means to stay 6 feet or 2 meters (about 2 arm lengths) away from other people.

- Try to reduce the number of employees at your worksite. Have employees work from home, if you can.
- If you can't have employees work from home, try to use flexible work hours as much as possible. Rotate or stagger shifts to limit the number of employees in the workplace at the same time.
- Deliver services to customers by phone, video, or web if you can.
- Change your business practices to reduce close contact with customers or other employees.



### Examples of reducing close contact

- Ask customers to use drive-through service if they can.
- Install physical barriers between employees and customers, such as partitions.
- Ask customers to use click-and-collect online shopping.
- Ask customers to shop-by-phone.
- Ask customers to use curbside pickup and delivery options.
- Change your workspace so there is more physical space between employees.
- Increase the physical space between employees and customers.
- Ask employees not to use each other's phones, desks, offices, or other work tools and equipment, if possible.
- You can still help customers and employees social distance in areas without physical barriers. Place visual reminders 6 feet or 2 meters apart. You can use signs, tape marks, decals or colored tape on the floor, or other visual cues.
- Close or limit access to common areas or break rooms where employees are likely to gather in groups.
- Do not shake hands.
- Move the electronic payment terminal/credit card reader farther away from the cashier. This will help increase the space between the customer and the cashier.
- Do stocking activities during off-peak or after hours when customers are not there.
- If you have more than one business location, you may want to give local managers the authority to take the steps they need to follow their COVID-19 response plans. Plans may change based on the spread of COVID-19 in local communities.

## Face coverings and masks

COVID-19 spreads mainly from person to person through respiratory droplets when an infected person coughs, sneezes, or talks. COVID-19 can be spread by people who do not have symptoms and do not know that they are sick. It is important for everyone to wear a cloth face covering when they can't social distance. Cloth face coverings provide an extra layer to help prevent respiratory droplets from traveling in the air and onto other people<sup>3</sup>.



- Employees should wear a cloth face covering when they can't social distance at work. Employees who have trouble breathing or who can't take their mask off without help should not wear a mask.
- Consider asking customers to wear a cloth face covering to protect others.
- You need to practice social distancing even if you wear a cloth face covering.

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## Find risks to your employees

You must give your employees a safe and healthy workplace. Employers need to find out where and how workers might be exposed to COVID-19 at work. You can find out if there are risks of employees being exposed to COVID-19 by doing a thorough hazard assessment of your business.

The CDC uses a list of things you can do to lower the risk to employees. This list is called the [hierarchy of controls](#). They are listed from the best ways you can control and stop the spread of COVID-19, to the ways that are least effective. Use a combination of these controls to best protect your business and employees. Some of these include engineering controls (ventilation and how you set up your workspace), policies for your workplace, and personal protective equipment (PPE). Your hazard assessment will tell you what kind of workplace hazards you have, or may get. This will help you decide what to do to lower the risk, or what type of PPE are needed for specific job duties.

### **If the setup of your workspace or policies aren't enough to fully protect employees, you should:**

- Decide what PPE is needed for your employees' specific job duties.
- Tell employees which PPE they need.
- Train your employees how to use PPE correctly.
- Ask workers to wear a cloth face covering at work even if your hazard assessment says they do not need PPE. PPE includes things like a respirator or medical facemask for protection. A cloth face covering is not considered PPE in the workplace.

Visit <https://www.osha.gov/SLTC/covid-19/> to learn more about what employers should do to protect employees.

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3 <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>



## Sick employees:

- Ask employees who are sick to stay home.
- Do not let employees who have symptoms of COVID-19 come into the building.
- Send an employee home if he or she gets sick at work. If you are not able to send the employee home, isolate or separate the person from other people right away. If the employee has signs of COVID-19, ask him or her to get tested.
- Make a list of other employees who had contact with the ill employee when the employee had symptoms and up to 2 days before the symptoms started. Other employees who had close contact within 6 feet or 2 meters of the employee for 15 minutes or more would be considered exposed.
- Have a policy for what to do if an employee needs to be taken home, to the doctor, or hospital.
- Employees should not come to work if they test positive for COVID-19 or are a close contact of someone who tested positive. Employees should follow the guidance from the health department. They should not come back to work until they have finished isolation or quarantine.



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## Engineering and ventilation controls

You may want to improve the engineering controls using the building ventilation system.

- Increase ventilation rates.
- Make sure ventilation systems are working properly.
- Increase outdoor air ventilation. Use caution in highly polluted areas. If you have fewer people in the building, this increases the effective dilution ventilation per person.
- Disable demand-controlled ventilation (DCV).
- Open minimum outdoor air dampers more (as high as 100%) to reduce or get rid of air that is recirculating. In mild weather, this will not affect temperature or humidity. However, this may be hard to do in cold or hot weather.
- Improve central air filtration to the MERV-13 or the highest compatible with the filter rack, and seal edges of the filter to limit bypass.
- Check filters to make sure they are within service life and have been installed correctly.
- Keep systems running for longer hours. It is best to run them all the time if you can (24 hours a day, 7 days a week). This makes the air exchanges in the building space better.

Some of these recommendations are from the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Guidance for Building Operations During the COVID-19 Pandemic. Learn more about ASHRAE guidelines at <https://www.ashrae.org/>.



### Protect your building water system and devices after a long shutdown

If you had to shut down your building for a long time, there are steps you need to take before you reopen. The CDC Guidance for Building Water Systems has 8 steps you should take before you reopen your business or building. Learn more at <https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html>.

# Cleaning

The guidance in this section is for regular cleaning of your business. You can find information about cleaning if there is a positive case of COVID-19 in your business on page 13.

We still have much to learn about COVID-19. From what we know right now about the virus and about similar coronaviruses, COVID-19 is most easily spread from close contact (within about 6 feet or 2 meters for 15 minutes or more). The virus is spread by respiratory droplets. We don't know yet if, or how easily, it spreads with infectious aerosols (droplets in the air that another person inhales).



It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads. From what we know, COVID-19 can live on surfaces for hours to days. We are still learning many things about COVID and how it spreads.

Clean visibly dirty and high-touch surfaces. Disinfect them after you clean. This will help prevent the spread of COVID-19 and other viral respiratory illnesses.

We don't know how long the air inside a room could be infectious after someone with COVID-19 was there. When you decide how long to close off rooms or areas used by ill persons before you start disinfecting them, you need to think about things like the size of the room and the ventilation system design (including flow rate [air changes per hour] and where the supply and exhaust vents are). You can shorten the time it takes respiratory droplets to be out of the air, if you increase the ventilation in the area or room.

**These guidelines are meant for community, non-healthcare facilities such as:**

- Schools
- Institutions of higher education
- Offices
- Childcare centers
- Businesses
- Community centers that do, and do not, house persons overnight



These guidelines are not meant for cleaning staff in healthcare facilities or repatriation sites, households, or for others who have specific cleaning guidance.

**Employers should make policies to protect workers. You should train all cleaning staff on-site before they begin cleaning tasks.**

## Cleaning products

Cleaning staff and others should clean hands often. Employees should wash their hands with soap and water right away after they take off gloves or have contact with someone who is sick. If you do not have soap and water and your hands do not look dirty, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. If your hands look dirty, you need to wash them with soap and water.



Call the Utah Poison Control Center if you have questions about exposures to cleaning products.

- To disinfect surfaces, use products that meet EPA criteria for use against SARS-CoV-2, the virus that causes COVID-19, and are the right ones for the surface.
- Employers must follow OSHA standards on Bloodborne Pathogens ([29 CFR 1910.1030](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#)).
- Most common EPA-registered household disinfectants can be used to fight COVID-19.
- A list of EPA-approved products for use against the virus that causes COVID-19 is available at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>. Always follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method, and contact time, etc.
- Always read and follow the directions on the label to make sure you are safe and using the products correctly.
- Wear gloves and consider wearing eye protection in case chemicals splash.
- Make sure there is enough ventilation in the room when you are using chemicals.
- Only use the amount recommended on the label.
- If you are diluting chemicals, use water that is room temperature (unless it says something different on the label).
- Do not mix chemicals.
- Put a label on diluted cleaning solutions.
- Store and use chemicals out of the reach of children and pets.
- You should never eat, drink, breathe, or inject these products into your body or put them directly on your skin. They can cause serious harm. Do not wipe or bathe pets with these, or any other products that are not approved for animal use.

**You can also use diluted household bleach solutions (at least 1000ppm sodium hypochlorite, or concentration of 5%–6%) to fight COVID-19.**

- Check to make sure bleach can be used on the surface before you use it.
- Follow the manufacturer's instructions to apply a bleach solution.
- Make sure it stays on the surface for at least 1 minute.
- Always make sure there is enough ventilation during and after using bleach solutions.
- Check to make sure the product is not past its expiration date.
- Never mix household bleach with ammonia or any other cleanser. This can cause fumes that could be very dangerous to breathe in.
- Household bleach that is not expired will be effective against coronaviruses when it is properly diluted. Bleach solutions will be effective for disinfection up to 24 hours.

**You can make a bleach solution by mixing:**

- 5 tablespoons (1/3 cup) bleach per gallon of room temperature water or
- 4 teaspoons bleach per quart of room temperature water.



## How to clean hard surfaces

- Increase how often you clean surfaces and shared objects that are touched often (such as workstations, keyboards, telephones, handrails, and doorknobs). This will reduce the risk of cross contamination. For example, clean before and after shifts or before and after employees use shared objects.
- Clean dirty surfaces with soap and water before you disinfect them.
- Always wear gloves and gowns recommended for the type of chemicals you use.
- You may need to wear extra PPE to clean and disinfect. This will depend on the product you are using and if there is enough ventilation in the place you are cleaning. Always follow the manufacturer's instructions for each product you use.
- Give employees disposable disinfecting wipes so they can wipe down surfaces that are touched often before they use them (doorknobs, keyboards, remote controls, desks, or other work tools and equipment).



## How to clean soft (porous) surfaces

When you clean soft (porous) surfaces like carpeted floor, rugs, and drapes, remove anything you can see that is dirty or might contaminate it. Vacuum before you use any type of cleaner. You can then use a cleaner meant for this type of surface.

### After you clean:

- If the items can be washed in a washing machine, follow the manufacturer's instructions to wash them. Use the warmest water setting you can for the items. Dry the items all the way.
- If items can't be washed in a washing machine, use products made for porous surfaces that are [EPA-approved](#) for use against the virus that causes COVID-19.



## How to clean electronics

When you clean electronics like tablets, touch screens, keyboards, remote controls, and ATM machines, remove anything you can see that is dirty or might contaminate it.

- Follow the manufacturer's instructions for all cleaning and disinfection products.
- You may want to use wipeable covers for electronics.
- If you don't have the manufacturer's instructions, you may want to use alcohol-based wipes or sprays that have at least 70% alcohol to disinfect touch screens. Make sure you dry surfaces very well so liquids don't pool.



## Cleaning linens, clothes, or other items that go in the laundry

- Do not shake dirty laundry. You do not want to spread the virus in the air.
- Use the manufacturer's instructions when you wash items. Wash items on the warmest water setting you can use for the items. Dry them all the way. You can wash dirty laundry from someone who was sick with other people's items.
- Clean and disinfect hampers or other carts used to carry laundry. Follow the manufacturer's instructions.

## How to clean outdoor areas, like playgrounds

Do your regular cleaning on these areas. You do not need to disinfect them.

- Do not spray disinfectant on outdoor playgrounds. This is not a good use of your supplies because disinfecting outdoor equipment is not proven to reduce the risk of COVID-19.
- Clean high-touch surfaces made of plastic or metal often (grab bars, railings).
- You do not need to clean and disinfect wooden surfaces (play structures, benches, tables) or ground covers (mulch, sand).
- You should not disinfect sidewalks and roads. Spread of COVID-19 from these surfaces is very low.



## Personal protective equipment (PPE) for cleaning staff

The risk of exposure to COVID-19 for cleaning staff is low.

- Cleaning employees should wear disposable gloves and gowns for all of their tasks in the cleaning process. This includes when they handle trash.
- You should have gloves and gowns that can be used with the disinfectant products you are using.
- You may need to have extra PPE, depending on the type of cleaning or disinfectant products you use. For example, you may need eye protection if there is a risk of cleaning products splashing into your eyes.
- Be careful when you take off gloves and gowns. You don't want to come into contact with any germs or spread them into the air. Wash your hands right away with soap and water for 20 seconds after you take off your gloves.
- If you don't have a gown, you can wear coveralls, an apron, or a work uniform when you clean and disinfect. If you are wearing reusable (washable) clothes, wash it after you wear it. Wash your hands after you touch dirty laundry.
- Take off your gloves after you clean a room or an area where sick people have been. Wash your hands right away after you take off your gloves.
- Tell your supervisor right away if something happens to your PPE, like a tear in your gloves or something else that could expose you to COVID-19.
- Wash your hands often for 20 seconds with soap and water. If you don't have soap and water and your hands don't look dirty, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. If your hands look dirty, you need to wash them with soap and water.
- Use good hygiene at work and home. Wash your hands often. Try not to touch your eyes, nose, or mouth with unwashed hands.

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## Personal protective equipment (PPE) for all employees

Use the [Phased Guidelines](#) to see the PPE recommended for your industry.

The state has a list of Utah vendors who offer personal protective equipment (PPE) like masks, sanitizer, and disinfectant. If you need PPE for your workforce or on-site visitors, please reach out to other Utah companies that can provide those products. You can see a list of the vendors at <https://coronavirus.utah.gov/business/workplace-resources/>.

You may want to give your employees the PPE they need to do their jobs. It is a good business practice and lets you control the look and quality of cloth face masks.



## Symptom monitoring

Screen employees and customers for signs of COVID-19 before they enter the worksite. Screening is very quick and easy. Take each person's temperature, if you can. Ask if he or she has symptoms of COVID-19. If an employee or customer has a fever or symptoms of COVID-19, ask him or her to go home and isolate right away.

If you can't do a temperature check on an employee, ask the employee if he or she is feeling feverish (the employee's skin may feel hot or be red, or he or she may have chills or be sweaty).



**Fever**  
(temperature of 100.4°F or 38°C or higher or feeling feverish)



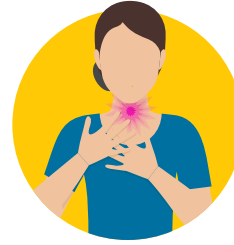
**Cough**



**Shortness of breath**



**Decrease in sense of smell or taste**



**Sore throat**



**Muscle aches and pains**

Some industries require employers to keep a written log of symptom checking. Check the [Phased Guidelines](#) for the symptom monitoring guidelines for your industry.

## Symptom checking:

- You may want to talk to the health department or an occupational health provider to make sure you are doing symptom checking correctly.
- When you are doing in-person health checks, do them safely and respectfully.
- Use social distancing, barriers or partitions, or personal protective equipment (PPE) to protect the screener. Using PPE as the only way to protect the screener is less effective and harder to do because of PPE shortages and training requirements.
- Make sure people social distance during the health checks. You can do this by having more than one screening entry into the building.
- You must protect the confidentiality of medical records from health checks. Follow the guidance from the [Equal Employment Opportunity Commission](#).
- Make employee health screenings as private as possible to prevent stigma and discrimination in the workplace. Do not judge if someone is at risk based on race or country of origin. Be sure to keep each employee's medical status and history confidential.

Post a sign with the symptoms of COVID-19 near the entrance.



Download printable signs:

[https://coronavirus-download.utah.gov/business/Print\\_ready\\_signage.zip](https://coronavirus-download.utah.gov/business/Print_ready_signage.zip)



# Travel

Travel increases the chance you may get infected or spread COVID-19. Try to limit non-essential travel during the COVID-19 pandemic as much as you can.

We don't know if one type of travel is safer than others. If you go to places where many people go (airports, bus stations, train stations, and rest stops) you can be exposed to the virus in the air and on surfaces. These are also places where it can be hard to social distance (keep 6 feet or 2 meters apart from other people).

For up-to-date travel recommendations for business or personal travel, visit the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>.



## Consider these questions before you travel

- ☒ **Is COVID-19 spreading where you are going?** You can get infected when you travel.
- ☒ **Is COVID-19 spreading in your community?** Even if you don't have symptoms, you can spread COVID-19 to others while traveling.
- ☒ **Will you, or people you travel with, be within 6 feet or 2 meters of other people during or after your trip?** COVID-19 is mainly spread by close contact with someone who is sick. If you are within 6 feet or 2 meters (about 2 arm lengths) of other people you are more likely to get the virus.
- ☒ **Are you or people you are traveling with at high-risk of getting very sick from COVID-19?** Older adults and people of any age who have a serious underlying medical condition are at higher risk for severe illness from COVID-19.
- ☒ **Do you live with someone who is at high-risk of getting very sick from COVID-19?** If you get infected while you travel you can spread COVID-19 to loved ones when you return, even if you don't have symptoms.
- ☒ **Does the state or local government where you live or at your destination require you to stay home for 14 days after traveling?** Some state and local governments may require people who have recently traveled to stay home for 14 days.
- ☒ **If you get sick with COVID-19, will you have to miss work or school?** People with COVID-19 disease need to isolate at home until the health department says they will no longer spread the virus to other people.



## International travel, including cruise ship travel

The CDC recommends you avoid all nonessential travel to certain areas of the world where COVID-19 is widespread. There may also be restrictions entering the U.S. if you travel to these areas. These travel health alerts can be found at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>.

If you travel outside of the U.S., you need to quarantine for 14 days after you get back. You can find the CDC's recommendations for what to do after you return from international travel at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>.



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## Planning travel

Employees should not travel if they are sick. If travel or accommodations are non-refundable, employees may be scared to tell their employer if they get sick and are not able to travel. Employees may also be scared to travel to other areas during the pandemic.

- Talk to your employees about business and personal travel, the CDC travel recommendations, and ways to stay safe if they travel. It is important to understand your employees' feelings about travel during the pandemic.
- Employees should check for symptoms of COVID-19 before they travel. Employees who are sick should stay home and tell their supervisor they have symptoms of COVID-19. Employers should not ask employees who are sick to travel.
- Employees who have been asked to quarantine by public health because they came into close contact with someone who tested positive for COVID-19 should not travel until their 14-day quarantine is over.
- Employees who tested positive for COVID-19 should not travel until they are told by public health that they can end their isolation.
- Employees who are at higher risk for getting severe illness from COVID-19 should avoid nonessential travel. If an employee who is at higher risk must travel, he or she should take extra precautions to stay safe.



## Protect yourself when you travel

- Social distance as much as you can. Wear a cloth face covering if you can't social distance.
- Wash your hands often. Bring hand sanitizer and disposable disinfecting wipes with you when you travel in case you do not have soap and water to wash your hands.
- Try not to touch things other people touch. When you travel, you may want to use a disposable tissue or napkin to touch things like handrails, door handles, elevator buttons, etc.
- Try to use vendors and accommodations (hotels, restaurants, etc.) that take steps to prevent the spread of COVID-19 in their business.



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## If you get sick while you are traveling



If you get sick when you are traveling, you should call a doctor right away if you need medical advice. Employees should tell their supervisor as soon as they can.

If you are outside the U.S., and get sick, follow your company policy to get medical care or call a doctor or overseas medical assistance company to help you find the right healthcare provider in that country. A U.S. consular officer can help find healthcare services. However, U.S. embassies, consulates, and military facilities do not have the legal authority, capability, or resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.



# Protect your employees

## Training

Your business depends on your workforce. It is important employees understand your policies and procedures related to COVID-19. You should train employees about new policies and health procedures.

### Prevent the spread of COVID-19

- Teach employees what to do if they, or someone in their family, get symptoms of COVID-19. If an employee or someone in his or her family has symptoms, the employee should stay home and get tested for COVID-19. Employees should follow the instructions from the health department if they test positive for COVID-19 or are exposed to someone who has COVID-19. Ask employees to visit <https://coronavirus.utah.gov> to learn more about COVID-19 and what to do if they get sick.
- Teach employees how they can reduce the spread of COVID-19 and steps they can take to protect themselves at work and at home.
- Train employees about good hygiene practices.



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## Policies

Train workers about any new policies and how they may affect existing health and safety practices. Ask employees to follow any new policies or procedures related to illness, cleaning and disinfecting, and work meetings and travel.



### Personal Protective Equipment (PPE) and workplace hazards

- Train employees how to use PPE correctly.
  - When to use PPE.
  - What the hazards are in the workplace and how the PPE is used to help reduce the risk to the employee.
  - What PPE is needed to reduce the risk.
  - How to correctly put on (don), use, and take off (doff) PPE.
  - How to properly dispose of PPE.
- Employers must make sure employees are trained on hazards of the cleaning chemicals used in the workplace in accordance with the OSHA Hazard Communication standard ([29 CFR 1910.1200](https://www.federalregister.gov/documents/2013/03/15/2013-05441)).

## Employees who are at higher risk

Protect employees who are at a higher risk for severe illness by having policies to support them and keep them safe. People of any age who have serious underlying medical conditions are at higher risk for severe illness from COVID-19.

- Learn about what puts someone at higher risk so you can make sure these employees stay safe. Visit <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html> to learn how you can keep your employees who are at higher risk safe.
- Try to give employees who are at higher risk job duties that have less contact with customers and other employees (restocking shelves rather than working as a cashier). It is a good idea to discuss any changes in job duties with the employee. Let the employee know you are trying to keep him or her as safe as possible during the pandemic.
- Make sure any other businesses and employers who share the same workspace also follow this guidance.



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## Help your employees

This is a stressful time for both employers and employees. Employees may not always feel comfortable telling their employer they need help. Here are some ideas of ways you can help your employees.

### Employee concerns

You may want to have a hotline or another way employees can voice any concerns anonymously.

### Resources

Help connect employees to employee assistance program (EAP) resources and community resources if they need help.



Employees can call 2-1-1 or visit <https://211utah.org/> for a list of resources.

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**1-877-424-4640**

(Mon - Fri, 8 a.m. - 5 p.m.)

### High-risk hotline

This hotline has people who can help with things like getting groceries or prescriptions for employees at higher risk who don't have a support system to help them.

## Mental health and substance use

The fear of COVID-19, social distancing, money problems, distance learning for children, and other life events have been very hard for everyone. It is normal for your employees to feel uncertainty, worry, or stress right now. Talk to your employees about job stress related to COVID-19 and ways to cope with that stress.

**Your employees may need extra help from a professional. You can help them by making sure they know where to find resources.**

- To help employees understand the signs of stress, ways to feel better, and find mental health resources, visit <https://coronavirus.utah.gov/Mental-health/>.
- Emotional health relief hotline: 1-833-442-2211. Caregivers are available 7 days a week.
- The National Suicide Prevention Lifeline provides 24/7, free and confidential support for people in distress.
- The Disaster Distress Helpline provides crisis counseling to people affected by the COVID-19 pandemic.



## Employees who use public transportation to get to work



You may want to offer incentives to employees who use public transportation or ridesharing to get to work, if they will use forms of transportation that reduce close contact with others (biking, walking, driving, or riding by car either alone or with household members).

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Ask employees to follow the CDC guidance on how to protect yourself when using transportation at <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/using-transportation.html>.



Allow employees to shift their hours so they can commute during less busy times.



Employees who use public transportation or carpool to work should wear a face covering while in transit.



Ask employees to wash their hands as soon as they can after their trip.

## What are essential or critical infrastructure sectors?

Essential or critical infrastructure sectors are the systems, networks, and assets we need for public health, safety, and to keep our communities going. It is important to have a plan to keep the essential or critical infrastructure sectors of our state going during the COVID-19 pandemic. You should make plans to keep these employees and worksites as safe as possible. Employers in these sectors should follow all of this guidance, including the extra guidance that is specific to essential employees.

## The 16 essential critical infrastructure sectors<sup>4</sup>:



<sup>4</sup> <https://www.cisa.gov/identifying-critical-infrastructure-during-covid-19>



## What should I do if an essential or critical infrastructure employee tests positive for COVID-19?

The guidance for what to do if an employee tests positive for COVID-19 is the same for all employees, including essential or critical infrastructure employees.

If an employee tests positive for COVID-19, he or she should [isolate](#) right away. This means the employee needs to stay at home and away from other people as much as possible. The employee should not come to work.

The health department will call the employee to find out who he or she was in close contact with before getting sick or testing positive. This is called [contact tracing](#). Contact tracing is an important part of how public health responds and stops disease outbreaks. People who have been in close contact with someone who tests positive for COVID-19 are at a higher risk of getting infected and infecting others. Contact tracing is how public health workers find the close contacts of someone who has COVID-19.

**Only those employees who came into close contact with the employee who tested positive will be asked by public health to quarantine for 14 days.** Close contact means someone was closer than 6 feet or 2 meters (about 2 arm lengths) to a person who has COVID-19 for 15 minutes or longer. If you have enough staff to let employees quarantine, the employee should quarantine for 14 days after the last time he or she was around the person who tested positive.

The health department may also recommend an employee get tested for COVID-19 if he or she had a known exposure to someone with the disease. Employees should wait 7 days after they were exposed to get tested.

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## What should I do if an essential or critical infrastructure employee is exposed to someone with COVID-19, but needs to work?

The CDC has exceptions for quarantine for essential employees who have been exposed to COVID-19. This guidance can be found at <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>.



Essential employees who have had an exposure to COVID-19, but who do not have symptoms, may work if it is needed. Employees can work as long as they don't have symptoms and follow safety precautions to prevent spread of COVID-19.



## These safety precautions are:

- **Screen the employee for symptoms.** Take the employee's temperature and check for symptoms of COVID-19 before each work shift.
- **Ask the employee to self-monitor for symptoms during their work shift.**
- **The employee must wear a face covering or mask** at all times in the workplace for 14 days after the last exposure. Employers can issue facemasks or can approve employees to wear cloth face coverings.
- **Send employees home if they become sick while at work.**
- **The employee should stay 6 feet away from other people and practice physical distancing as much as possible** in the workplace. Change workstation layouts to make sure all employees stay at least 6 feet or 2 meters apart.
- **Clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment often.** Employees who have had a close contact exposure should not share headsets or other objects that may be used by their mouth or nose.
- **Work with maintenance staff to improve ventilation by increasing air exchanges in rooms.**
- **Close common areas like breakrooms where employees are likely to be in groups.** Employees should stagger breaks and not share food or utensils.



## Symptoms of COVID-19:



**Fever**

(temperature of 100.4°F or 38°C or higher or feeling feverish)



**Cough**



**Shortness of breath**



**Decrease in sense of smell or taste**









**Sore throat**








**Muscle aches and pains**

## Staffing and work schedules for essential or critical infrastructure sectors:

-  Reduce the number of employees at worksites, if you can. You can protect workers and continue critical operations by bringing back workers in phases, or little-by-little.
  -  Plan to track and respond to absenteeism in the workplace. If many employees get sick, you may need to change your plan to make sure your business stays open.
  -  Know which job functions are critical for your business to operate. This will help you make sure that if employees get sick, you have enough workers to keep your business open.
  -  Cross-train employees to do essential functions. You need your workplace to operate even if key employees are absent.
  -  It is important to know in advance which employees can perform critical job functions. If an employee performs job duties critical to the operation of your business, you will need a skilled and available worker who has not been exposed to COVID-19 to fill in.
  -  Try to make special accommodations for employees who are at higher risk for severe illness from COVID-19.
- 

## Sick essential or critical infrastructure employees:

-  Send an employee home if he or she gets sick at work. If you are not able to send the employee home, isolate or separate the person from other people right away. If the employee has signs of COVID-19, ask him or her to get tested.
  -  Surfaces in their workspace should be cleaned and disinfected.
  -  Make a list of other employees who had contact with the ill employee when the employee had symptoms up to 2 days before the symptoms started. Other employees who had close contact within 6 feet or 2 meters of the employee for 15 minutes or more during this time would be considered exposed.
  -  The CDC guidance for critical infrastructure employees who are exposed to someone with COVID-19 does allow employees to continue working until they become symptomatic or have symptoms of COVID-19. Whenever possible though, employees who have been exposed to someone with COVID-19 should be allowed to quarantine for 14 days to prevent any spread of COVID-19.
  -  Make sure any workers who were exposed to COVID-19 wear a face mask or cloth face covering.
-

## Scenario example

### An essential or critical infrastructure employee is exposed to a coworker who tests positive for COVID-19.



#### Joe, Paul, and Edwin work together.

- They are essential employees.
- They work the same shifts and work very close to each other.



#### Joe tested positive for COVID-19.

- The health department called Joe to find out who he had been in close contact with. They wanted to know all of the people he had been in close contact with (6 feet or 2 meters) for 15 minutes or more.
- Anyone in close contact with Joe up to 2 days before he got sick or tested positive should quarantine for 14 days. The health department will tell anyone who was in close contact with Joe when to get tested.
- Joe must isolate at home. He can't go to work until his symptoms start to get better and he has been fever-free for 24 hours without medicine AND it has been at least 10 days since he first had symptoms or tested positive.
- Joe's family has to quarantine for 14 days.

The health department will tell Joe's family when to get tested.



#### The health department called Paul and Edwin to tell them they had been in close contact with someone who tested positive for COVID-19.



#### Paul should quarantine at home for 14 days. He should not go to work.

- There is someone else who can do Paul's job while he is quarantined.
- Paul quarantines at home for 14 days so he does not get his coworkers sick.



**The health department will tell him when to get tested.**

Paul's family does not have to quarantine UNLESS he gets sick or tests positive for COVID-19.



**Edwin also had close contact with Joe.**

- He SHOULD quarantine at home for 14 days, but there is no one else who can do his essential critical infrastructure job.
- If his employer lets him, he can go to work if he is not sick and DOES NOT have symptoms.
- Edwin needs to be very careful and needs to take extra precautions because he can get his coworkers sick.

**The health department will tell Edwin when to get tested.**

Edwin's family does not need to quarantine UNLESS Edwin gets sick.



**Edwin can get other employees sick when he is at work. His employer needs to follow these safety measures for Edwin to come to work:**

- Edwin needs to be screened for symptoms before his shift. His employer needs to take his temperature if possible and check for symptoms of COVID-19.
- Edwin needs to watch for symptoms of COVID-19 while he is at work. If he gets sick, he needs to go home right away.
- Edwin must wear a mask when he is at work for 14 days after the last time he was in close contact with Joe. His employer can give him a facemask or he can wear a cloth face covering.
- He should stay 6 feet or 2 meters away from other people and practice physical distancing as much as he can. He should also try to stay home as much as possible when he is not at work. He could still get sick with COVID-19.
- His employer should clean and disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment often.
- Edwin should not share headsets or other objects that may be used by his mouth or nose.
- His employer should work with maintenance staff to improve the ventilation by increasing air exchanges in rooms.
- His employer should close areas like breakrooms where employees are likely to be in groups.
- Edwin's employer should ask employees to stagger their breaks and not share food or utensils.

## Scenario example

**An essential or critical infrastructure employee is exposed to someone in her personal life who tests positive for COVID-19.**



**Amelia and Charla are essential employees.**

- They sit next to each other at work.
- Their desks are very close together.



**Amelia visits her sister. A few days later, Amelia's sister tests positive for COVID-19.**



**The health department called Amelia to tell her she had close contact with someone who tested positive for COVID-19.**

This means she was closer than 6 feet or 2 meters (about 2 arm lengths) for 15 minutes or more.

- She should quarantine at home for 14 days, but there is no one who can do Amelia's essential critical infrastructure job.
- If her employer lets her, she can go to work if she is not sick and DOES NOT have symptoms.
- Amelia needs to be very careful and needs to take extra precautions because she can get her coworkers sick.

**The health department will tell her when to get tested.**

- No one who lives with Amelia went to visit her sister. They do not have to quarantine UNLESS Amelia gets sick or tests positive for COVID-19.

**Amelia's employer should follow the same safety measures as Edwin's employer to keep other employees safe.**

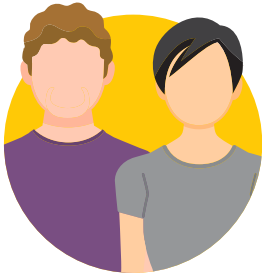


**Charla does not need to quarantine UNLESS Amelia gets sick or tests positive for COVID-19.**

She does not need to get tested.

## Scenario example

**An essential or critical infrastructure employee has a family member who was exposed to COVID-19, but the employee was not exposed to the person who tested positive.**



**Angela and Zach are married.**

Angela is an essential employee at a power plant.



**The health department called Zach to tell him he was exposed to a person who tested positive for COVID-19.** This means he was closer than 6 feet or 2 meters (about 2 arm lengths) for 15 minutes or more.

- Zach must quarantine at home for 14 days.

**The health department will tell Zach when to get tested.**



**The health department did not call Angela.**

She was not in close contact with the person who tested positive.

- She can go to work.
- Angela does not need to tell her employer her husband is quarantined.
- Angela does not need to quarantine UNLESS Zach gets sick or tests positive for COVID-19.
- Angela does not need to get tested.

WE PLEDGE TO

# STAY SAFE — TO STAY OPEN —

We follow state health guidelines to show we care for and appreciate our customers and to protect our community and our economy. We practice these seven safe habits as outlined in the Utah Leads Together plan.

## AS A BUSINESS, OUR TEAM PLEDGES TO...

- ✓ Check symptoms before work and stay home when sick.
- ✓ Wash our hands frequently and avoid touching our face and eyes.
- ✓ Practice physical distancing including wearing face coverings in close common areas.
- ✓ Learn about high-risk groups and help protect them.
- ✓ Cover our mouths when we cough or sneeze.
- ✓ Clean high touch surfaces frequently.
- ✓ Follow public health guidance as updated.



To view the pledge and participating businesses, visit  
[stayopenutah.com](https://stayopenutah.com)