General Employer (Intended for Use in All Industries)

Utah's New Normal Risk Phase Guidelines

RISK

Moving to green

A color-coded health guidance system has been developed by the State of Utah to guide health behaviors for individuals and businesses. Each level of the dial is guided by a rigorous measurement system which can be different by each region, county, city, or community.

General Employer Guideline

All businesses are open and operating under enhanced hygiene and cleaning regimen. Monitoring health of workforce and customers.

Best Practices for Employers

- Those who are, or work with, higher-risk populations, should undergo daily screening/symptom* monitoring, and be tested if they begin to experience COVID-19 symptoms
- Employers should work with higher-risk employees to make reasonable accommodations that enable the higher-risk individual to maintain employment in a safe manner
- Maintain physical distancing of 6 feet; face coverings recommended when physical distancing is not feasible
- Encourage the use of face coverings to protect those who are higher-risk and when physical distancing is not feasible
- Enhanced hygiene and sanitization practices
- Use online conferencing, email, or telephone in place of in-person meetings, even when people are in the same building or wear face coverings when physical distancing is not feasible
- Regularly remind employees and customers to follow distancing guidelines. Use floor markings to mark appropriate physical distance where appropriate
- Encourage digital files rather than paper formats (e.g. documentation, invoices, inspections, forms, agendas)
- Consider what reserve supplies may be necessary to obtain (e.g., cleaning supplies or other protective equipment)
- Establish and maintain open dialogue with local communities, including key vendors and suppliers, exploring contingencies and sharing appropriate decisions about foodservice, transportation, and other services
- Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact in the workplace
- If relevant, update emergency communication plan with key contacts and backups, chain of communications, and processes for tracking and communicating; share the response plan with employees and communicate expectations
- Ensure every employee's contact information and emergency contact details are up to date; ensure a plan is in place to reach employees quickly

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- Educate workforce about the threat of the COVID-19 pandemic, what the business is doing, and what they should do to protect themselves and their families
- Prepare for absenteeism; create or maintain non-punitive leave policies so employees do not feel pressured to come to work if they are sick. Not only sick employees will stay home- others may need to care for the sick, quarantined individuals, or children; those employees should notify their supervisors
- Provide signage at each public entrance to inform all employees and customers that they should:
  - Avoid entering if they have a fever of 100.4 degrees Fahrenheit or above, cough, trouble breathing, sore throat, muscle aches and pains, sudden changes in smell or taste, or feel generally unwell
  - Encourage 6-foot physical distancing and face coverings when physical distancing is not feasible
  - Sneeze/cough into cloth, tissue, elbow or sleeve (not hands)
  - Avoid hand shaking or unnecessary physical contact
  - Wash hands often, and for at least 20 seconds

Cleaning & Hygiene Guidelines for Employers

- Promote etiquette for coughing, sneezing, and regular handwashing. Encourage employees to avoid touching face, especially eyes, nose, and mouth; place signage that encourages hand and respiratory hygiene
- Encourage contactless pay options if possible; disinfect transaction equipment regularly
- When possible, discourage sharing of work tools and equipment or disinfect between use
- Make a list of high-touch surfaces requiring routine disinfecting and perform routine environmental cleaning (e.g., elevator buttons, workstations, countertops, handrails, doorknobs, breakrooms, bathrooms, common areas), either twice a day or after each use. Consider keeping a logbook of cleaning regimen. Those cleaning should:
  - Follow precautions listed on the disinfectant product label
  - Prior to disinfecting, clean surfaces with soap and water if soiled
  - Use EPA-approved disinfectant, industrial cleaner, diluted bleach, or alcohol solutions
- Provide disposable disinfecting wipes for employee use on high-touch surfaces; provide no-touch trash bins
- Make hand sanitizer, soap and water, or effective disinfectant readily available. Provide pop-up handwashing stations or facilities where necessary (e.g. open houses, construction sites)
- Personal Protection Equipment (PPE) should not be shared and should be disposed of properly
- Employees should be conscious of cross-contamination while using gloves and wash their hands after removal
- Laundry: use warmest appropriate water setting, dry items completely, do not shake dirty laundry, launder items that have come in contact with COVID-19 separately

Employers Monitoring Symptoms*

- Symptom checking in business interactions
- Train managers/leadership to recognize signs of COVID-19 and to be clear on relevant protocols
- Sick employees or close contacts of positive COVID-19 individuals should stay home
- Employees who become sick or who develop COVID-19 symptoms while at work should be separated from other employees/customers immediately and sent home; immediately clean and disinfect areas the sick employee visited. Encourage employees to report any illness to a manager, especially if sick with fever, cough, trouble breathing, sore throat, muscle aches and pains, sudden changes in smell or taste
- If an employee is confirmed COVID-19 positive, employers should inform close contact employees while maintaining confidentiality; close contact employees should follow local health department guidance

* Symptoms include fever of 100.4 degrees Fahrenheit or above, cough, trouble breathing, sore throat, sudden change in taste or smell, muscle aches or pains; refer to CDC symptoms list for updated details https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html

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