



# Public Health

## Idaho North Central District



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## Recommended Guidance for Businesses

### Purpose

Public Health – Idaho North Central District (PH-INCD) supports Governor Little’s extension of the Statewide Order and do not encourage or condone businesses to operate outside of the parameters of the statewide Order as signed April 30, 2020. We encourage all businesses within our districts to abide by the Order and utilize the coming weeks to plan for safe and appropriate business operations, when the Governor indicates this is allowable.

PH-INCD is providing guidance for businesses to begin building their plans for ensuring the safety of employees and patrons.

### Recommended Actions

#### Implementing the following guidance is recommended:

- Place posters or signage at the entrance to your workplace and in high visibility areas that encourages patrons to:
  - Not enter the facility if they are feeling ill.
  - Utilize cough and sneeze etiquette, and hand hygiene.
- Provide soap, water, and alcohol-based hand rubs in multiple locations and routinely refill. Instruct employees to clean hands often with an alcohol-based hand sanitizer or washing with soap and water for at least 20 seconds after using the restroom and on a frequent basis throughout the day.
- Remind employees to utilize best health practices by covering their mouth and nose with a tissue when coughing or sneezing or to use the inside of their elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If employees are unable to access a sink, hand sanitizer containing at least 60% alcohol may be used. Learn more about [coughing and sneezing](#) etiquette on the CDC website.
- Supply tissues and no-touch waste bins.
- Employees should be encouraged to avoid touching their face, including eyes, nose, and mouth with unwashed hands, for their safety and that of others in the workplace.
- Ask employees to stay home when sick and ensure that sick leave policies are in place. (See Employee Education, below, for more details.)
- Routinely clean commonly touched surfaces, e.g. tables, counters, desks, computers, door handles, etc. per the CDC disinfection guidelines. A list of recommended EPA registered disinfectants can be found here:

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

**Social Distancing.** Increasing the physical distance between people can reduce the spread of disease. Consider ways your business can maintain a distance of 6 ft. for both employees and patrons:

- Use signs or taped markings to designate distancing areas where customers might form a line.
- Limit the number of patrons allowed in your business to accommodate social distancing practices.
- Utilize a “by appointment” scheduling system to reduce foot traffic.
- Explore establishing flexible worksites (e.g. telecommuting) and flexible work hours (e.g. staggered shifts), to increase the physical distance among employees and between employees and others.
- Consider having employees wear cloth face coverings, especially if they are unable to maintain social distancing of 6 ft. or greater.

**High Contact Processes.** Businesses that have a higher contact with the public should implement the following practices:

- Utilize gloves and cloth face coverings, especially when unable to maintain social distancing and for processing transactions.
- When handling payment transactions, consider utilizing online transactions or having customer insert card into card reader without coming into contact.
- Consider using emailing of receipts in place of paper receipts.
- Keep all single-use items, such as napkins, plastic ware, and condiments, for staff to distribute.
- Explore having an employee designated to handle payment transactions and another to handle bags/containers of food.
- If handling payment transactions in conjunction with bags/containers of food wash hands and/or use hand sanitizer between customers.
- If using gloves, please note that gloves are only useful when they are intact and clean. Gloves that are not intact do not provide a barrier for the person wearing them, and gloves that are worn for long periods of time may provide a barrier to the wearer, but may also become a source of contamination if they are worn while handling multiple items that are possibly contaminated. Also, hands should be washed between glove changes. For proper glove removal:

<https://www.cdc.gov/vhf/ebola/pdf/poster-how-to-remove-gloves.pdf>

**Employee Education.** Implement best health practices to provide consistent information and education in the workplace including the following:

- Share information on steps employees can take to protect themselves at work and at home.
- Employees should be encouraged to avoid touching their face, including eyes, nose, and mouth with unwashed hands, for their safety and that of others in the workplace.
- When possible, discourage workers from sharing phones, desks, offices, or other work tools and equipment.
- Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment per CDC guidelines.
- Designate someone in the workplace to be responsible for addressing COVID-19 issues and questions.
- Encourage employees to do a daily self-check for symptoms of COVID-19 (fever of greater than 100.4° F, coughing, and/or shortness of breath) prior to coming to work.
- If an employee has been in direct contact with anyone who has tested positive or is awaiting test results, encourage them to follow the recommendation to self-isolate for 14 days.

**Communication Protocol.** Determine how you will relay information about your operations to Employees, business partners and the public. Decide how will you keep your workforce, partners and public informed about the latest recommendations and your response.

This guidance is subject to change as more information becomes available about limiting the transmission of COVID-19. Business-specific information is currently under development. For more information on COVID-19, resources are available at the following:

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

<https://coronavirus.idaho.gov/>

If you reside in Clearwater, Idaho, Latah, Lewis or Nez Perce County, visit:

<https://www.idahopublichealth.com/district-2/novel-coronavirus>