

COVID-19: LESSONS LEARNED FOR BUSINESSES

COMMUNICATE



- Designate one person at your business in charge of all COVID-related communications, including between employees and with the Health Dept.
- Check in with staff often for questions and concerns.
- Foster an environment where staying home when worker is symptomatic is encouraged and required. Mild symptoms include scratchy throat, loss of taste or smell and cough.



PLAN

- Create a written plan for what the business will do in case of a positive or quarantined staff member. Having a plan in writing helps for reference during stress.
- Review the plan often with staff and revise if necessary.
- Create a list of all staff's name, phone number, email, and date of birth.

DISTANCE



- Keep staff and patrons of different households at least 6 feet apart. This is critical in determining who needs to be quarantined in your business.

SEPARATE



- Separate staff into shifts or cohorts that do not come in contact with each other at work. You do not want your whole staff quarantined at the same time.
- Encourage separation outside of work hours.
- Travel in separate vehicles.