

# Reopen your business safely.

Follow these tips whenever possible to keep yourself and others healthy.



Practice physical distancing.



Find ways to complete tasks alone.



Disinfect your workspace.  
Don't share items.



Create separate work groups.



Check in and out with your supervisor.



Interact with visitors and coworkers safely. Wear face coverings.

Find posters and other resources to use as you reopen at [tpchd.org/safestart](https://tpchd.org/safestart).



# Keep your employees healthy

Follow these tips whenever possible to keep yourself and others healthy.



## Designate a COVID-19 safety officer to monitor employee health and enforce your safety plan.

- Follow Health Department guidelines for when to return to work.
- Ensure employees aren't sick at the start of their shift.
- Supervisors should check-in with their employees. Ask them how they feel and have them stay home if they're sick.



## Practice good workplace and personal hygiene.

- Wash your hands frequently.
- Wipe down surfaces often.
- Disinfect frequently touched items and common areas often, like keypads, keyboards, phones, copy machines and tools.
- Set up multiple hand sanitizer stations.



## Limit contact between employees.

- Arrange workstations 6 feet apart. Rearrange furniture or remove equipment to achieve this.
- Install physical barriers like plexiglass if you can't physically distance.
- Encourage staff to work remotely.
- Separate and keep people in the same work team to limit their close contacts.
- Stagger schedules to reduce the number of people in the same space.
- Have employees use separate entrances and areas of the building.
- Take separate cars, if possible.



## Use personal protective equipment (PPE) specific to your industry.

## Create a COVID-19 safety plan for:

- PPE use.
- Physical distancing.
- Hygiene.
- Cleaning and disinfecting.
- Symptom monitoring.
- Incident reporting.
- Response procedure to a positive case.

## Provide safety training.

Before you reopen, train employees on:

- Worksite policies.
- PPE use.
- Physical distancing.
- COVID-19 prevention.

## Require face coverings when employees:

- Can't stay 6 feet apart.
- Are 6 feet apart but share a small workspace with poor ventilation for an extended time.
- Interact with visitors and coworkers.

## Post reminders for everyone to:

- Stay 6 feet apart.
- Wash their hands often.
- Wear face coverings.
- Clean and disinfect frequently.



# Interact safely with visitors and customers.

Follow these tips whenever possible to keep yourself and others healthy.



## Check visitor health as they arrive.

Ask if they have coughing, shortness of breath, fever, chills, muscle pain, headache, sore throat, or loss of taste or smell.

## Keep a visitor log.

If you have a positive case, we'll need to contact your visitors. Record visitors' names, phone numbers, email addresses and the time visited.

## Limit the number of visitors in your facility.

- Shift more services to your website.
- Ask customers to call ahead with orders. Call customer when ready for pickup.
- Ask visitors to sign-up for time slots.
- Create a numbering system and have people wait outside until you notify them it's their turn.
- Place a time limit on visits.



## Reduce congestion.

- Organize space to support 1-way traffic.
- Establish a separate entrance and exit to your business.
- Leave doors open during busiest times.

## Reduce contact.

- Mark spots 6 feet apart for visitors to stand while they wait.
- Ensure 6 feet between tables, collection points or gym equipment.
- Add plexiglass barriers between visitors and employees.
- Don't shake hands with visitors.
- Offer face coverings to visitors.



## Designate an employee to enforce physical distancing.

## Payments

- Encourage electronic payments. If you handle cash, wash hands afterward.
- Ask customers to run their own credit cards or tap and pay.
- Use PayPal, Venmo, Zelle or other e-options for payment.

## Clean and disinfect frequently.

- Post reminder signs.
- Make supplies convenient.
- Designate an employee to sanitize after each use, like touchpads, gym equipment, etc.

## Require face coverings for employees and visitors.

- You can have COVID-19 and not know it.
  - Wear a face covering to help protect those around you.
  - Children under 2 shouldn't wear face coverings.
  - Children 2-4 are encouraged to wear face coverings with adult supervision.



# Physical Distancing: Recreation and Gatherings

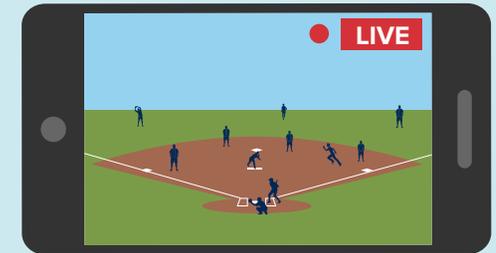
Follow these tips whenever possible to keep yourself and others healthy.



Choose activities that allow physical distancing. Avoid contact sports.



Play outdoors instead of indoors.



Share games online so people can watch from home.



Hold drive-in events. Stay in cars and broadcast messages on the radio or a mobile app.



Rearrange and limit seating to allow for physical distancing.



Sell tickets before events. Use a system that allows you to scan tickets without touching.

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