

# Employer Preparedness Plan requirements checklist

Employers must develop and implement a plan that addresses the following components and post it publicly.

**If workers can work from home, they must be allowed to work from home.**

## Make sure sick workers stay home

1. Establish health screening protocols for workers at the start of each shift, such as temperature taking or a health screening survey.
2. Identify and isolate workers with COVID-19 symptoms and those who have been exposed, and send them home.
3. Establish communication protocols when workers have been potentially exposed.
4. Establish worker sickness reporting protocols.
5. Evaluate and adjust sick leave policies to reflect the need for isolation and incentivize workers who are sick to stay home.
6. Provide accommodations for vulnerable populations.
7. Clearly communicate sick leave policies to all workers.

## Increase social distancing: Workers should be at least six feet away from each other

1. Maximize the use of telecommuting.
2. Stagger shifts and breaks; create additional shifts.
3. Evaluate traffic patterns to reduce crowding at entrances, in hallways, etc.
4. Limit gatherings of workers.
5. Ensure physical distancing in workplaces, including at workstations, production lines, etc.
6. Limit non-essential worker interaction across floors, buildings, campuses, worksites, etc.
7. Increase physical space between workers and customers, such as using a drive-thru or partitions.

## Worker hygiene and source control

1. Ensure workers regularly wash their hands. Ensure handwashing and/or hand-sanitizer facilities are readily available and stocked.
2. Provide recommended protective supplies, such as non-medical cloth masks, gloves, disinfectant, guards, shields, etc.
3. Post handwashing and “cover your cough” signs.
4. Encourage use of source control masks, such as non-medical cloth masks.
5. Prohibit on-site food preparation and sharing.

## Cleaning and disinfection protocols

1. Routinely clean and disinfect all areas, such as offices, bathrooms, common areas, shared electronic equipment, machinery, tools, controls, etc.
2. At least daily, clean all high-touch items such as door knobs, handles, light switches, surfaces, etc.
3. Ensure availability of hand sanitizer and approved cleaning products.
4. Decontaminate the workplace if a worker becomes ill with COVID-19.

## Customer controls and protections for drop-off, pick-up and delivery

1. Customers must pre-order goods or pre-arrange the maintenance or repair of goods or pet grooming services before traveling to the business.
2. Customers must not be permitted to enter the business premises.
3. Timing of outdoor drop-off, pick-up and delivery should be pre-arranged and arrival at the drop-off, pick-up or delivery location should be communicated through voice, text or email messaging.
4. Contactless payment should be used whenever possible. If contactless payment is not possible, payment should be made in a manner that allows for at least six feet of distance between the worker and customer.
5. Order verification should also be made using means that allow for at least six feet of distance or a complete barrier between the worker and customer.
6. Workers should be provided with gloves if they are handling goods and/or money for customers, and should wear non-medical face coverings to help prevent the spread of disease.
7. Drop-off, pick-up or delivery of goods should be made using means that allow for at least six feet of distance between the worker and customer.
8. Customers should be asked to wear face coverings.
9. Drop-off and pick-up locations should allow for six feet of social distance between customers and minimize contact with car surfaces.

**All workers – management and workers – must be trained in these protocols.**