

## EMPLOYEE EXCLUSION POLICIES

### WHO'S NOT AT WORK MAY BE AS CRITICAL AS WHO IS

Closely adhere to all isolation and quarantining guidelines. Discourage carpooling, eliminate non-essential workplace travel, prioritize working from home, stagger schedules, and reduce customer hours to slow the spread of COVID-19. Support time off for employees to get tested and vaccinated for COVID-19. Refer to PA's [COVID-19 Guidance for Businesses](#).

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

### NORMALIZE THE ENFORCEMENT OF PROPER PPE USE

Universal mask wearing is effective and required in all work places. Provide needed PPE including masks and gloves. Place improving the type and fit of masks worn at work high on your list of priorities. Assign staff to review proper mask fit and use of other PPE. Equipment can wear out, review items to make sure that they are clean and in good order.

## PHYSICAL DISTANCING

### LOWER ROOM DENSITY AND ADD SPACING POLICIES

Require 6-foot distances between staff, create contactless time punching, paperless transactions, and delivery methods. Evaluate work areas and install environmental barriers such as dividers and sneeze guards. Segment your workspace into zones and prohibit employees from entering into work zones where they are not required to be to perform their jobs.

## MECHANICAL ENGINEERING

### VENTILATION FACTORS INTO SLOWING VIRAL SPREAD

Closely follow heating, ventilation, and air conditioning (HVAC) maintenance guidelines from an experienced [HVAC professional](#). Optimize indoor ventilation through the use of fans exhausting through open windows that directs airflow away from employees.

## HEALTH SCREENING

### MAINTAIN DAILY SCREENINGS AND ENTRY POLICIES

Consistent health screenings provide a daily reminder of safe workplace standards. Check for signs of illness and interview all employees and visitors about their current health condition and recent travel history.

## CLEANING AND DISINFECTING

### RAMP UP ENHANCED WORKPLACE CLEANING MEASURES

Provide soap and water or hand sanitizer at all entry points and throughout all workplaces. Encourage frequent hand washing breaks and equipment sanitizing. Check labels and [use EPA-registered disinfectants](#). Invest in low-cost cleaning efforts before investing in high price efforts such as fogging. Most



## FOCUS ON BREAK TIME

### BREAK ROOMS ARE RISKY

When we're hungry, rules can go out the window, which is why meals at work need to be planned to prevent exposure to COVID-19. Providing areas for employees to eat while at work may prevent restaurant dining and food delivery which creates heavy foot traffic in lobbies and elevators.

### PHYSICALLY DISTANCE

Visual cues to stay socially distant are critical during breaks. Mark six-foot distances. No talking zones are needed when face masks are off, especially if smoking is allowed.

### HANDWASHING

Stress and emphasize on signage proper washing. Hand sanitizer should be front and center.

### CONSIDER TIME SLOTS

Assign staggered break times to reduce room density.

### CLEAN BREAK AREAS

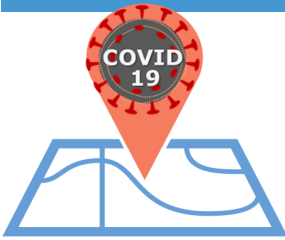
Cleaning surfaces between every use. Food packaging should be wipeable and sealable. Cutlery should be individually wrapped.

### ORGANIZE DELIVERIES

Limit points of contact. Workplaces that permit food deliveries should encourage employees to place bulk orders and meet their drivers outside of the building.



## COMMUNITY AWARENESS



### COVID-19 OUTBREAKS MAY COME IN WAVES

Base your mitigation efforts on up-to-date data from your local community.

## LEADERSHIP STANDARDS

- COMMIT TO A COVID-19 MITIGATION PLAN**  
Your business can play a key role in preventing and slowing spread in your community. Develop a plan or refine your current plan so that you can address areas of concern, and knowledgeably answer employee and customer questions.
- DEMONSTRATE YOUR COMMITMENT TO STAFF**  
Distribute health insurance summaries that outline your clear, current, and equitable policies concerning workplace health screening, viral testing, vaccine administration, and employee exclusion for illness or exposure. Stagger vaccination scheduling for employee groups and departments to keep operations running smoothly. Confirm that all employees are receiving communications in their preferred language.
- SCHEDULE ROUTINE, UNDERCOVER AUDITS**  
Make a plan for supervisors and safety champions to discreetly audit viral mitigation efforts. Evaluate audit findings, refine policies and enforce measures. Schedule training sessions for leadership and encourage the open sharing of ideas.
- SUPPORT THE CONTACT TRACING PROCESS**  
Confirm that the names of all coworkers that each employee has contact with each day are recorded. Designate an area for all visitors and customers to record their names and contact information.
- TARGET HIGH-VALUE MITIGATION EFFORTS**  
Address the areas of potential viral spread in your workplace that are specific to your industry and yield high results. Focus on the topics listed on the *COVID-19 Safe Workplace Checklist* on page 1.

## MEETING THE NEED TO SOCIALIZE

### ENCOURAGE AND HOST VIRTUAL SOCIAL TIMES

COVID-19 can spread when talking with masks off during breaks. Also, at-home employees can feel isolated. Plan virtual events that replicate traditional interactions.

# BONUS!



**FOLLOWING CURRENT COVID-19 GUIDELINES MAY ALSO PREVENT THE TRANSMISSION OF OTHER COMMON VIRUSES, ESPECIALLY IN NON-HEALTHCARE SETTINGS**

## KEEPING UP TO DATE

### INVEST TIME EACH WEEK TO REVIEW ADVICE FROM EXPERTS

Info from the [Commonwealth of PA](#), [CDC](#), [EEOC](#), [OSHA](#), local authorities, and your specific industry associations concerning the pandemic is regularly updated.

As more is learned about SARS-Cov-2 and its variants, guidance for businesses and employers may change. Make time to assess the revised guidance and take action to adapt your COVID-19 mitigation plan.

As a reminder, all businesses must continue to comply with all applicable requirements outlined in the [Secretary of Health's orders](#) and subsequent amendments.



### RESTAURANT AND SERVICE INDUSTRY SPECIFICS

**Complete** the [Self-Certification Process](#)

**Confirm your listing** on the [Open and Certified PA Business Directory](#)



[health.pa.gov](http://health.pa.gov)



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