| Minimum Reopening Requirements Reference: Order 2020-215 Version 1.2; May 11, 2020 | | Current State | Gaps & Exposures | Recommendations |
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| 1. Continued Telework | Where possible, entities should operate via phone or Internet to the greatest extent practicable. Employees who are able to perform their job duties via telework (phone or Internet) must continue to telework. |  |  |  |
| 1. Phased Return to Work | Entities are encouraged to implement a phased return to work, including generous telework, sick leave, and family leave policies for those employees who are not able to come into work due to illness, taking care of a family member(s), or lack of child care options. |  |  |  |
| 1. Enforced Social Distancing | Entities must ensure, to the greatest extent practicable, that employees who are not able to telework and must be physically present at the office remain a minimum of six (6) feet away from all other employees and customers unless closer interaction is absolutely required to perform their job duties (e.g., health care examinations). |  |  |  |
| 1. Limited Face-to-Face Interaction | Entities must ensure that employees minimize face-to-face contact with one another and with customers to the greatest extent practicable. Meetings should be conducted via telephone or Internet if possible. |  |  |  |
| 1. Universal Masks and Other Necessary PPE | CDC guidelines on proper use of PPE |  |  |  |
| * 1. Encourage Customers to Mask | Entities should encourage customers to wear masks, which the entities may provide. Entities may refuse to serve any customer who is not wearing a mask |  |  |  |
| * 1. Access To Gloves | Entities must ensure that employees whose job duties include touching items often touched by others (e.g., credit cards/cash, paper, computers) wear gloves that are regularly replaced. Entities should also follow the applicable CDC, OSHA, or other federal guidelines relating to gloves. |  |  |  |
| 1. Hand Sanitizer and Hand Washing | Entities must supply adequate hand sanitizer (60% alcohol content or higher) for both employees and customers and ensure that it is made available near high-traffic and high-touch areas (e.g., doors or door handles). Entities must also encourage routine and consistent hand washing for employees and customers. |  |  |  |
| 1. Restricted Common Areas | Entities must, to the greatest extent practicable, restrict common areas such as lobbies, waiting rooms, break rooms, smoking areas, lunch rooms, and concession areas to maximize social distancing and reduce congregating. |  |  |  |
| 1. Proper Sanitation | Entities must sanitize frequently touched surfaces and areas (e.g., doorknobs, credit card machines, shared computers) in accordance with CDC guidelines. When they have identified an employee who has COVID-19 or the associated symptoms, entities must further ensure that they immediately restrict access to contaminated areas and post signage and adequately clean impacted areas. Any contaminated area should be off-limits to all but essential personnel for a minimum of 24 hours if practicable. |  |  |  |
| 1. Daily Temperature and Health Checks (page 6) | Entities must require employees to undergo daily temperature and health checks; these checks may be either self-administered or administered by the entities prior to workplace entry. Self-administered temperature and health checks may be performed at home. Employees who have a fever and/or any symptoms of COVID-19 should be directed to their health care provider to be tested and then instructed to quarantine at home as soon as any illness is detected. This includes employees that passed a temperature and health check prior to reporting to work but became ill during the course of the day. Guidance on COVID-19 symptoms and how to conduct temperature and health checks can be found in the Health Requirements and Temperature Checks (link on Task Name). |  |  |  |
| 1. Testing Plan | Entities must ensure that any employee with COVID-19 symptoms is tested by a health care provider for COVID-19 within 36 hours. Entities must ensure that employees are trained on how to isolate individuals with suspected or confirmed COVID19 and how to report possible cases. If an employee tests positive, the entities must immediately notify the local public health department. |  |  |  |
| 1. Special Accommodations | Entities must, to the greatest extent practicable, make special accommodations for employees and customers at higher risk for severe illness. Individuals in these high-risk categories have been identified by the Centers for Disease Control and Prevention – further information is available at (link on Task Name). |  |  |  |
| 1. Designated "Health at Work" Officer | Entities must ensure that an employee is designated as its Healthy at Work Officer. This individual will be responsible for the entity’ compliance with this guidance and any other guidance provided. Entities should allow for employees to identify and communicate potential improvements and/or concerns to the Healthy at Work designated Officer or management |  |  |  |
| 1. Educated and Trained Employees | Entities must educate and train all individuals, including employees, temporary employees, contractors, vendors, customers, etc., regarding the Healthy at Work protocols. This training must be offered during scheduled work times at no cost to the employee. |  |  |  |
| 1. Contact Notification Responsibilities  (page 8) | Entities opened must be prepared to assist public health officials if an employee test positive or becomes exposed to COVID-19. This assistance includes, but is not limited to, providing the employee’s work schedule, workstation, hours or shifts worked, when the employee was potentially exposed, and the names and contact information of any other employee or other party exposed to the virus. Additional information about Contact Notification Responsibilities can be found in the Contact Notification Responsibilities Section (link on Task Name). |  |  |  |