SUGGESTED BEST PRACTICES TO KEEP YOUR ESSENTIAL BUSINESS SAFE AND HEALTHY

- Offer/require temperature checks daily for employees with reliable equipment and formally or informally encourage employees to notify supervisors when sickness of any kind has been identified among someone they have come in contact with, including within their household.
- Enact regular communication to employees as a reminder of existing protocols and update on new ones, and in a common area, promote CDC and other personal sanitation guidelines employees may follow during non-work hours.
- Adjusting maximum occupancies (see below) and increase numbers of physical barriers between employees.
- Rearrange shifts to reduce coworker contact and minimize personal contact during external deliveries and when other external services are being rendered.
- Formally designate regular times with communicated reminders for employees to self sanitize (wash hands, clean equipment, etc).
- Implement additional incoming delivery services to minimize external contact, discourage team deliveries on outgoing services when applicable.
- Use telework options when applicable (see Tennessee Chamber WFH technology document).
- Offering sanitation wipes to employees for use on frequently used items such as phones, ink pens, individual controllers, etc and when applicable, offer gloves, masks, etc. to employees. Assign specific personnel to sanitize frequently touched surfaces and reduce hours to accommodate for additional cleaning.
- Designate specific points of contact to assist with ground level implementation of protocols and to seek new prevention measures within your business and eliminate inter-office correspondence or passing of materials when not absolutely necessary.
- Through programming or other means, put in place "touch free" automation and controls when appropriate.

*Additional resources may be available from the CDC and U.S. Chamber

THE BASICS

- Avoid close contact.
  Avoid close contact with people who are sick. If you are sick, keep your distance from others.

- Stay home when you are sick.
  Stay home from work, school, and errands when you are sick to prevent spreading your illness to others.

- Avoid touching your eyes, nose or mouth.
  Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.

- Clean your hands.
  Washing your hands often for 20 seconds will help protect you from germs. If soap and water are not available, use an alcohol based hand rub with at least 60% Ethyl Alcohol.

- Practice other good health habits.
  Use regular household cleaning spray or wipe to clean and disinfect frequently touched objects and surfaces at home, work or school.

WHAT’S THE PROPER NUMBER OF CUSTOMERS IN MY RETAIL LOCATION?

- 25% of Total square footage (amount of space to be occupied by customers, considering shelving, counters, offices, etc).
- Divided by 100 ft/sq (10x10 personal space for distancing).

*Suggestion being practiced by some member companies.