SMALL BUSINESS (GENERAL)

MAY 11, 2020

COVID-19 REOPENING GUIDELINES

SANITIZING AND DISINFECTION OF COMMON AND HIGH-TRAFFIC AREAS

- Increase the frequency of disinfection, sanitation, and cleaning measures and require additional sanitizing measures for certain areas and for certain circumstances (i.e. high traffic areas; high contact areas).

- Provide employees a place to wash hands or use alcohol-based hand sanitizer containing at least 60% alcohol and provide the supplies needed.

- Keep a logbook for the cleaning regimen of high traffic areas and train employees responsible for cleaning on proper sanitation and disinfection measures.

- Train employees in proper personal hygiene and disinfection practices.

- Provide easy and regular access to disinfectant, hand sanitizers, and cleaning products for employees' workspaces and personal hygiene.

SOCIAL DISTANCING AND PPE

- Adopt social distancing standards in all areas of the place of business or workplace, especially in high traffic areas, or areas where employees tend to gather. Limit the number of people allowed in the business or workplace at one time to allow for social distancing. If possible, utilize markings to ensure safe spacing at all times, close areas where people would gather, and rearrange space to provide physical distance.

- Employees should wear a mask whenever interacting with customers to make physical transactions (handing over a bag, paying with a credit card, controlling entry and exit at stores, etc.).

- Require employees to wear PPE when possible. Face coverings should be worn by employees and customers, especially if it is difficult or impossible to maintain a six foot distance. Proper training on wearing and disposing of PPE should be provided to all employees.

- Provide protective equipment for employees unable to acquire their own.

- Establish how compliance will be monitored and corrected if deficient.

- Establish measures to limit interaction between employees and between employees and customers. Utilize contactless solutions. Handshaking should be avoided.

TEMPERATURE CHECKS

- Utilize temperature checks, monitor the health of employees and send home employees who display symptoms. Employees who have a fever or display symptoms of COVID-19 or flu-like illness should not be allowed to work.

- Create a plan and train employees responsible for checks on proper techniques and relevant protocols.

TESTING, ISOLATING AND CONTRACT TRACING

- Provide information on testing to employees and encourage testing prior to returning to work, if possible.

- If an employee tests positive, provide protocols to allow the employee to self-quarantine at home, and if needed, allow for other employees who had direct contact with the individual to self-quarantine at home even if not displaying symptoms for 14 days.

BUSINESS TRAVEL

- Define essential vs. non-essential travel for employees and clearly communicate when essential travel is necessary.

- If an employee must engage in essential travel, employers should have a plan to allow for the employee to self-isolate at home for 14 days upon return.

- Require employees to wear PPE and utilize personal hygiene precautions while traveling.

OTHER GENERAL PRACTICES

- Customers and guests should consider using face coverings while in public.

- When possible, prop open all non-essential doors to reduce the need for direct contact.

- Signs should be posted on all entrance doors noting that individuals who have a fever, cough or any sign of sickness should not enter.

- Employees should avoid touching eyes, nose and mouth.

- Employees should be required to take reasonable steps to comply with guidelines on sanitation from the Center for Disease Control and Prevention and the South Carolina Department of Health and Human Services.

- Encourage workers to report any safety and health concerns to the employer.

- Sanitize high-traffic areas, such as doorknobs, counters, etc.

- Customers and guests should be required to use hand sanitizer upon entering the business.

- Limit cash handling and encourage customers to use credit/debit cards, tap to pay, Venmo, PayPal or another form of contactless payment.

- Sanitize point of sale equipment after each customer and staff use, including pens.

- Provide hand sanitizer and disinfectant wipes at registers.

- Allow employees to work remotely if possible.

- Hold large meetings via teleconference.

- Limit the number of individuals in the building and use social distancing.

- Encourage the use of connecting via phone call or video conference.

These guidelines are adapted primarily from three sources; accelerateSC (Governor Henry McMaster's task force dedicated to safely reopening South Carolina businesses post-COVID-19), from the City of Tuscaloosa's "Reopen Tuscaloosa" plan and The City of Houston's "Reopen Houston" Plan.

RESOURCES

Medical University of South Carolina (MUSC)
Local businesses can access MUSC services for more hands-on and detailed assessments beyond what is provided in these documents by contacting businesshealth@musc.edu (843) 792-2840

accelerateSC
https://accelerate.sc.gov

U.S. Chamber of Commerce - Small Business Toolkit
https://www.uschamber.com/coronavirus-communication-toolkit

National Federation of Independent Businesses - Small Business Resources
https://www.nfib.com/content/analysis/coronavirus/latest-on-coronavirus-from-nfib/