

# Checklist - Before Opening, When Open, What to Do if Someone Gets Sick

## Before Opening

- Connect with your [local or tribal public health department](#) to:
  - Access current information about the prevalence of COVID-19 infections in your community to weigh the risks of having employees onsite or your business open to the public.
  - Learn about community health clinics that may be available to your employees.
  - Learn about testing sites and other services that may be available to your employees.
- Share information from the local public health department with your staff.
- Reach out to your local health department if you have questions on best practices or metrics that cannot be answered from the available resources.
- Create a plan to notify your local health department when an employee tests positive for COVID-19.
- Identify staffing strategies to maximize physical distancing between workers and respond to shortages as a result of COVID-19.
- Clean and disinfect all occupied spaces, furnishings, and mechanical systems (HVAC, water, cooling towers) according to the [CDC cleaning and disinfection recommendations](#), focusing especially on frequently touched surfaces.
- Check for mold growth in occupied spaces and HVAC systems and *Legionella* growth in water systems or cooling towers, in consultation with an HVAC specialist.
- Place informational posters describing proper coughing/sneezing etiquette, hand hygiene, and other information about the steps your business is taking to keep customers safe from COVID-19. These posters should be in multiple languages and in prominent areas (entrances, employee areas, sinks, etc.).
- Share steps your business is taking to keep employees safe and prepare for a safe reopening for customers on your website, and distribute information about changes to policies and procedures to employees.
- Place alcohol-based hand sanitizer in multiple locations (including entrances and exits) to encourage good hand hygiene practices.
- Ensure cleaning supplies (including soap for handwashing) are adequate and available.
- Develop touch-free solutions for shared objects (time clocks, water, etc.) where possible.
- Consider general ventilation adjustments in consultation with an HVAC specialist, such as increasing ventilation and increasing the amount of outdoor air used by the ventilation system.
- Identify training needs for employees
  - Enhanced cleaning procedures
  - Recommended hygiene procedures
  - Physical distancing recommendations and specific procedures for your business
- Review HR policies and update if needed to support a healthy environment for employees
  - Sick leave
  - FMLA
  - Providing PPE if needed for job tasks or cloth face coverings
  - Remote work options
- Review Continuity of Operations Plan and update if needed to plan for staff shortages
- Review your communications plan
  - Internal communications to prepare employees for return to work and policy changes
  - External communications
- Review workplace blueprints to plan for social distancing measures that need to be taken
- Review workspaces to identify the need for other protective measures (e.g., plastic barriers)

Resources: [Guidance on Preparing Workplaces for COVID-19](#)

## When Open

- Provide training for cleaning staff to ensure that workspaces, shared objects, and frequently touched surfaces (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.) are cleaned and disinfected frequently and correctly. (see: Template Cleaning and Sanitation Checklist)
- Implement plan for stock management and ordering to ensure employees have appropriate supplies, equipment, and protection to clean and disinfect, and make your cleaning process visible to customers as much as possible.
- Post signs to promote enhanced hygiene behaviors. Consider posters in multiple languages.
- Provide employees with appropriate PPE to be worn at work and while commuting (if relevant).
- Post visual resources that help employees and customers maintain at least 6 feet of physical distance from each other whenever possible.
- Consider screening employees and customers for symptoms before entering your business.
- Provide paid leave for employees who are unable to work due to school or child care provider closures. See the US Department of Labor, Families First Coronavirus Response Act: [Employer Paid Leave Requirements](#) and [Employee Paid Leave Rights](#) and [Questions and Answers](#) for more information.
- Provide information to employees about available mental health resources.
- Communicate knowledge of employees who are COVID-19 positive with your local health department.

## What to Do If Someone Gets Sick

- Local public health will initiate contact tracing if someone tests positive for COVID-19.
- Implement communication plan.
- If machinery or equipment are thought to be contaminated and can be cleaned, follow the [CDC cleaning and disinfection recommendations](#). If possible, wait 24 hours before cleaning and disinfecting to minimize potential for exposure to respiratory droplets by cleaning staff. If 24 hours is not feasible, wait as long as possible.
- If possible, prohibit access to spaces where an infected person may have been until cleaning can take place.
- Ensure that employees who have symptoms of respiratory illness stay home and do not come to work until they are free of fever (>100.4°F) AND/OR respiratory symptoms (for example, cough, shortness of breath) for at least three days (72 hours) without the use of fever-reducing medicine AND ten days have passed since symptoms first appeared.
- Require employees who have been identified as a close contact to a person with COVID-19 to stay home from work and self-monitor.
- Work with employees to address financial concerns they may have that may prevent them from staying home from work if they feel sick or have been exposed to a person who has been sick. If an employee is sent home with symptoms, ensure it is communicated with them that they may be eligible for two weeks of sick pay. See the US Department of Labor, Families First Coronavirus Response Act: [Employer Paid Leave Requirements](#) and [Employee Paid Leave Rights](#) and [Questions and Answers](#) for more information.