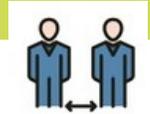


# HELPING BUSINESSES THRIVE

## A GUIDE FOR BUSINESSES DURING COVID-19



### RETURN TO WORK SAFELY DURING COVID-19

As Governor Walz's Executive Orders are updated and businesses are allowed to reopen and/or ramp up production, here are suggestions that are designed to help reduce the spread of COVID-19 and lower the impact to your business and:

- Reduce transmission among employees
- Maintain healthy business operations
- Maintain a healthy work environment

### SOCIAL DISTANCING AT WORK

- Offer work-from-home options for employees who can perform duties remotely.
- Consider staggering shifts and start times to maximize distancing; allowing 30-minute buffers between shifts to avoid contact during transition.
- Provide visual markers on floors for six-foot distancing, per CDC guidance.
- Stagger breaks and lunch breaks- offering employees the option of taking their break in their vehicle rather than in a shared cafeteria or break room.
- Conduct meetings virtually or by phone even when at the office. If unable, limit meetings to no more than 10 individuals with appropriate spacing of six feet apart.
- Space out desks and work stations; construct temporary walls between work stations.

### PERSONAL PROTECTION AND FACILITY CLEANING AND SANITIZING



- Create a training to review new safe-at-work requirements and guidelines for all employees.
- Communicate expectations for wearing Personal Protective Equipment, disinfection measures, social distancing at work, return-to-work policies, visitor policies, and other COVID-19 related safe workplace changes.
- Have sanitizer, wipes, and cleaning products widely accessible throughout workplaces.
- Create a process for how often common spaces and frequently touched areas get cleaned each day.
- Consider providing touch-free solutions such as touch-free time clocks and individual water containers rather than large bottle filling stations.

### COMMUNICATION AND EDUCATION



- Post internal signage that can be used to alert or remind employees about company guidelines, expectations, and responsibilities related to COVID-19.
- Educate employees about how to carry out plans and protocols, as well as clear direction of responsibilities.
- Maintain an up-to-date repository on the company's shared network that allows employees to access all COVID-19 resources and company protocols.

### MONITORING EMPLOYEE HEALTH



- Conduct temperature or employee wellness checks at the start of each shift to ensure employees does not exhibit COVID-19 symptoms
- Create a master schedule for all employees that will provide a roadmap for people that may come in contact with others. in the event of a confirmed or suspected COVID-19 exposure.
- Create a response plan for employees who demonstrate symptoms at work and who they have come into contact with.
- Offer a variety of leave options for employees who may have to miss work because of a COVID-19 related reason.