Cleaning your business during COVID-19

The following is an educational effort based on the most recent best-practice guidelines intended to assist you in providing a safe environment for your employees and customers during the COVID-19 pandemic.

### Technical measures

- Increase ventilation in the workplace.
- Increase outside air circulation in the workplace.
- Provide tissues to cover coughs.
- Provide no-touch trash cans.
- Provide soap and water and/or hand sanitizer in multiple locations.
- Perform routine environmental cleaning.
- Provide disinfectant wipes to encourage frequent cleaning of items and high touch surfaces.
- Discourage workers from sharing items, or disinfect them between use.

### Personal Protective Equipment

#### Use of gloves:

- While your skin is an excellent barrier, if gloves are used, change them frequently.
- Perform hand hygiene before and after removing gloves.

#### Use of masks:

- Leave mask in place, and do not touch/adjust mask.
- Avoid removing the mask frequently.

### Organizational measures

- Implement flexible sick leave policies.
- Establish social distancing policies.
- Implement flexible or staggered shifts.
- Determine how you will function with increased absenteeism.
- Assess your essential functions.
- When possible, allow employees to work from home.
- Increase physical space between employees and customers.

### Personnel measures

- Employees with symptoms (cough, fever, shortness of breath) should notify their supervisor and stay home.
- Employees presenting to work with symptoms (cough, fever, shortness of breath) should be separated from other employees and sent home.
- Consider implementing employee screening at arrival for their shift by the following criteria:
  - Fever >100.4F
  - Cough
  - Shortness of breath
  - Exposure to a known positive COVID-19 patient
- Any employees with symptoms should contact their health care provider.
- Sick employees should remain home as directed by the SD Department of Health or their health care provider.
- Employers should not require employees to be tested for COVID-19 if they’ve called in sick or are returning to work. Follow the directions of the SD Department of Health or their health care provider.
- If an employee is confirmed as COVID-19 positive, follow the instructions of the SD Department of Health by following up with the employee’s contacts.