

## Workplace & Community Locations

# COVID-19

## Arizona's emergency response to the COVID-19 outbreak.

### Coronavirus Disease 2019 (COVID-19)

- Ensure a safe holiday with your family - Use this Thanksgiving menu of healthy recommendations
- DRAFT COVID-19 Vaccination Plan
- **ADHS Requirements for:** Indoor Gyms & Fitness Centers | Liquor Licensed Restaurants, Bars, and Nightclubs Providing Dine-In Services | Bars & Nightclubs | Indoor Theaters | Water Parks & Tubing
- Reopening Attestation for Indoor Gyms and Fitness Clubs/Centers, Indoor Theaters, Waters Parks and Tubing Operators, and Bars
- COVID-19 Testing Locations | Saliva Testing
- Free Masks for Vulnerable Populations
- Returning Stronger: Arizona in Phase 1 Infographic
- Gov. Doug Ducey's Guidance: Restaurants | Barbers & Cosmetologists | Retail Establishments | Pools | Gyms & Fitness Providers | Spas | Places of Worship | Casinos | Youth Activities
- News Conferences: November 18 | October 29 | September 24 | September 10

- Arizona COVID-19 Hotline: 1-844-542-8201
- Guidance for Businesses | Emergency Measure 2020-02 | Reauthorizing Letter
- **ADHS Requirements for:** Indoor Gyms & Fitness Centers | Liquor Licensed Restaurants, Bars, and Nightclubs Providing Dine-In Services | Bars & Nightclubs | Indoor Theaters | Water Parks & Tubing
- Benchmarks for Businesses by County
- Reopening Attestation for Indoor Gyms and Fitness Clubs/Centers, Indoor Theaters, Waters Parks and Tubing Operators, and Bars | Check Status of Submitted Attestation
- COVID-19 Business Compliance Complaint
- Launching a COVID-19 Testing Site
- Return Stronger - ADHS Guidance: Retail | Casinos & Gaming Facilities | Spas | Places of Worship | Private Events

Updated: November 26, 2020

10 - 100 cases per 100k, 5 - 10% percent positivity, 5 - 10% COVID-like illness

Date Updated: 11/26/2020

Business Reopening Status: **Moderate**

<10 cases per 100k, <5% percent positivity, <5% COVID-like illness

## COVID-19 Prevention and the Role You Play

Community and business partners, working together with local health departments, have an important role in slowing the spread of diseases in Arizona.

The actions you take and the plans you create today make a difference. The following content includes some important steps to protect yourself and others from getting and spreading COVID-19 in your community.




All members of the Arizona community should take the following precautions to protect themselves from respiratory illnesses, such as COVID-19:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
  - Avoid touching your eyes, nose, and mouth with unwashed hands.
  - Avoid close contact with people who are sick.
  - Stay home when you are sick.
  - Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
  - Wear masks in public settings if they can be safely managed.
  - Clean and disinfect frequently touched objects and surfaces.
  - Use a bleach-and-water solution (0.1% solution; 1:50 dilution) or disinfectant with a label that says “EPA approved” for killing bacteria and viruses. Always follow directions on product labels.
  - If you are at higher risk for severe illness, you should avoid attending congregate settings. People at higher risk for severe illness include adults 65 or older and people of any age who have serious underlying medical conditions.
- These recommendations remain the best way to protect yourself and our communities as Arizona progresses through the phased reopening process.

For more information on laboratory testing, discontinuation of home isolation, and workplace and community-specific questions, visit our [Frequently Asked Questions \(FAQs\)](#).

**General Resources:**

- Visitor Screening Protocol - ADHS
- How to Wash Your Hands / Spanish - ADHS
- Stop the Spread of Germs - ADHS
- Businesses and Workplaces - CDC
- Considerations for Events and Gatherings - CDC
- Guidance for Administrators in Parks and Recreational Facilities - CDC
- Agriculture Workers and Employers - CDC
- Disinfectants for Use Against SARS-CoV-2 - EPA

 Businesses Law Enforcement & Correctional Facilities Faith-based Organizations Restaurants and Bars Shelters**In continuation of Executive Order 2020-43 and accordance with Executive Order 2020-52: Slowing the Spread of COVID-19:**

1. Organized public events of more than 50 people are prohibited unless the city, town, or county in unincorporated areas has approved the event, and only if adequate safety precautions are implemented, including physical distancing measures.
2. The Arizona Department of Liquor Licenses and Control shall cease issuing special event licenses.
3. The following establishments shall pause operations:
  - Bars with a series 6 or 7 liquor license from the Department of Liquor Licenses and Control;
  - Indoor gyms and fitness centers;
  - Indoor movie theaters;
  - Water parks and tubing operations.

Businesses seeking to resume operations must demonstrate compliance with public health guidance as determined by the Arizona Department of Health Services.

**In accordance with Executive Orders 2020-36: Stay Healthy, Return Smarter, Return Stronger and 2020-40: Containing the Spread of COVID-19, the following covers requirements and guidance for businesses.**

## All Businesses

Any business, whether for-profit or non-profit, institution, profession or entity that physically operates in the state of Arizona and serves the public or is an employer shall develop, establish, implement, and enforce policies based on guidance from the Centers for Disease Control and Prevention, the Department of Labor, the Occupational Safety and Health Administration, and the Arizona Department of Health Services to limit and mitigate the spread of COVID-19 including the following:

- Promoting healthy hygiene practices;
- Intensifying cleaning, disinfection and ventilation practices;
- Monitoring for sickness;
- Ensuring physical distancing;
- Requiring masks;
- Providing necessary protective equipment;
- Allowing for and encouraging teleworking where feasible;
- Providing plans, where possible, to return to work in phases; and
- Limiting the congregation of groups of no more than 10 persons when feasible and in relation to the size of the location.

Non-essential businesses not covered under Emergency Order 2020-02 may continue operations while promoting physical distancing, encouraging social connectedness and safely operating in compliance with federal guidelines as the state continues to mitigate and prevent the spread of COVID-19.

These policies shall not be construed to prohibit working from home, or restaurants and food services providing delivery or take-away services, so long as proper physical distancing and sanitation measures are established and implemented.

## Requirements for Preventing COVID-19 Transmission

- Unless the service provided does not allow for physical distancing, businesses are required to enforce physical distancing of at least 6 feet between employees and customers.
  - Maintain at least 6 feet between tables, chairs or desks if in an open space.
  - Clearly mark 6-foot spacing guides and/or signs along entrances, waiting areas, hallways, patios, restrooms and any other location where people may congregate or lines form.
  - Install barriers, rearrange or remove furniture to promote physical distancing. If it is not possible to install physical barriers, consider using visual cues (such as tape marks or decals) placed 6 feet apart to indicate where to stand.
  - Provide remote opportunities such as delivery or pick-up for consumers.

- Operate with reduced occupancy and capacity based upon the size of your business, ensuring 6 feet physical distancing and limiting areas where lines form or customers congregate.
- Close or limit access to communal gathering spaces such as lunch rooms, employee lounges or break rooms.
- Ensure proper use of personal protective equipment (PPE), such as gloves, masks or respirators, as required.
- Implement policies and encourage teleworking where feasible.
- When businesses cannot provide services without physical distancing, all possible efforts should be made to maintain at least 6 feet distance, and a mask policy should be enforced for both customers and employees.
- Physical distance to the greatest extent possible.
- Provide and require employees to wear masks.
- Operate with reduced occupancy and capacity based upon business size, with special attention paid to where customers and employees can congregate.
- Implement comprehensive sanitation protocols.
- Consider operating by appointment-only to manage occupancy levels.
- Post physical or electronic signs of public health advisories at building entrances that prohibit individuals who have symptoms of COVID-19 from entering the premises.
- Continue to provide options for delivery or curbside services to customers.
- Implement symptom checks, including temperature checks, for all employees prior to the start of their shift.
- Maintain physical distancing guidelines and use PPE when conducting health checks.
- Conduct health checks in a private location to avoid stigma and discrimination in the workplace. All information should be kept confidential.
- Employees who appear to have symptoms or become ill while working should be immediately separated from others and sent home.
- Have a plan in place for safely transporting sick employees to their home or a healthcare provider.
- Sick employees should stay home and not return to work until they have met the criteria to return to work.
- Employers should not require a COVID-19 test result for employees to return to work and should consider waiving any requirements for a note from a healthcare provider.
- Sick employees, or those with a family member who is sick with COVID-19, should notify their supervisor and stay home.
- Employees should wear a mask.
- CDC recommends the use of masks to contain respiratory droplets.
- Wearing a mask does not replace the benefit of physical distancing.
- Increase the frequency of employee hygiene, cleaning and disinfection.
- Place hand sanitizer at and near business entrances, restrooms and in work areas.
- When possible, ensure soap and running water are accessible for staff and customers.
- Post signs about how to stop the spread of COVID-19, properly wash hands and wear masks and promote everyday protective measures.

- Wash hands often with soap and water or use a hand sanitizer with at least 60% alcohol.
- Avoid touching eyes, nose and mouth with unwashed hands.
- Cover coughs and sneezes with your sleeve or a tissue, then throw the tissue away. Wash hands or use hand sanitizer immediately after.
- Clean and disinfect frequently touched objects such as keyboards, phones, handrails and door knobs.
- Avoid using shared items.
- Use disposable items and no-touch trash cans and doors.
- Wipe any pens, touchpads, counters or hard surfaces between each use by a customer.

### **Additional Recommendations for Preventing COVID-19 Transmission**

- Identify where and how employees may be exposed to COVID-19 in the workplace.
- Conduct an assessment of the workplace to determine where transmission of COVID-19 may occur.
- Implement flexible sick leave and supportive practices around absences.
- Ensure sick leave policies are consistent with public health guidance.
- Allow for flexibility if employees must be absent due to childcare or school closures or to take care of a sick family member.
- Businesses without sick leave should consider drafting a non-punitive “emergency sick leave” policy.
- Maintain a flexible response plan and refine plan as needed for:
  - Varying levels of severity of disease (i.e., number of sick individuals, hospitalization, death) in the community where the business is located.
  - Impact of disease on employees that are more vulnerable and may be at higher risk for adverse health complications (e.g., older adults, chronic illness, etc.).
  - Allow for and encourage teleworking where feasible.
- Continue to share plans with employees and explain what human resources policies, workplace and leave flexibilities, and pay/benefits will be available to them.
- Continue to allow employees to telework to ensure physical distancing.
- Continue to share best practices with other businesses in your communities (especially those in your supply chain), chambers of commerce, and associations to improve community response efforts.
- Continue to prepare for increased absence in employees due to illness in employees, their family members, or early dismissal of early childhood programs and K-12 schools.
- Employers should continue to monitor and respond to absenteeism at the workplace. Maintain plans to continue your business functions in case you experience higher than usual absenteeism (e.g., telework options, cross-training, etc.).
- Reassess essential functions of business operations and continue to prepare for a change in suppliers, prioritization of operations, or temporary suspension of business operations.



- Employers with multiple business locations are encouraged to provide local managers with the authority to take appropriate actions outlined in their business infectious disease outbreak response plan, based on the condition in each locality.
- Businesses that require their employees to travel should continue to check the CDC's Traveler's Health Notices for the latest guidance and recommendations on country specific travel.
  - Employees who become ill before traveling should reschedule travel plans and remain at home.
  - Employees traveling outside of the United States should follow their company policy for obtaining medical care if they become sick while traveling.
- For employees using public transportation or ride-sharing, offer incentives for modes of transportation that limit close contact with others such as reimbursement for parking, single-occupancy ride shares or allowing flexible scheduling to commute during less busy times.

### **Recommendations and Control Measures for Employees Exposed to COVID-19**

- Contact your local health department for questions in regards to:
  - Sick employees.
  - Potential exposure of COVID-19 in the workplace.
- To determine how long staff should stay home and away from others if they have, or think that they have, COVID-19, visit our 'Release from Isolation' guidance.
- A healthcare provider's note for employees who are sick with acute respiratory illness should not be required to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
- If you have an employee with suspected or confirmed COVID-19, it is not necessary to close your facility in most cases.
  - If it has been less than 7 days since the sick employee was in your facility, wait 24 hours before cleaning and disinfecting the facility. If it is not possible to wait 24 hours, wait as long as possible before starting cleaning and disinfecting. During this period, open outside doors and to increase air circulation in these areas.
  - If it has been more than 7 days since the sick employee used the facility, only routine cleaning and disinfecting is needed.
  - Determine which employees may have been exposed to the virus. Encourage self-monitoring for symptoms and teleworking for 14 days if possible.

### **Resources**

- Guidance for Non-Emergency Transportation Services - ADHS
- COVID-19 Safety Recommendations for Farmers Markets - ADHS
- COVID-19 Fact Sheet for Funeral Homes - ADHS
- COVID-19 Fact Sheet for Businesses - ADHS

- COVID-19 Letter Template for Businesses - ADHS
- Returning to Work - CDC
- What Gym and Fitness Center Employees Need to Know about COVID-19 - CDC
- COVID-19 Employer Information for Gyms and Fitness Centers - CDC
- Interim Guidance for Meat and Poultry Processing Workers and Employers - CDC
- Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation - CDC
- Identify possible work-related exposures and health risks of employees - OSHA
- Employer Responsibilities in a Public Health Response - DOL