

# COVID-19 Guidance

## For Business & Government

### Sick people must stay home.

#### Review your sick leave policies.

Make sure employees aren't sick at the start of their shift.



#### Check for symptoms.

Fever, chills, cough, shortness of breath, fatigue, muscle pain, headache, loss of taste or smell, sore throat, stuffy or runny nose, nausea, vomiting, diarrhea.



#### Let high risk employees stay home.

Aged 65 and over, pregnant or with weakened immune systems.

### Support physical distancing.



#### Leave 6 feet between people.

Keep face-to-face contact less than 15 minutes.



#### Designate an employee to enforce physical distancing for customers and staff.

### Clean and disinfect frequently.



#### Wipe down surfaces people touch often.

Key pads, light switches, shopping cart and basket handles, electronics, door knobs, and counter tops.

### Promote health.



#### Don't touch ready to eat food with bare hands.

Use gloves, tongs or utensils.



#### Frequently wash your hands with soap and warm water.

Scrub for 20 seconds.



#### Set up sanitizer stations around the store for customers and staff.

Use sanitizer with at least 60% alcohol.



#### Cough or sneeze into a tissue or your elbow.

Throw used tissues in the trash and wash your hands right away.