EMERGING FROM THE COVID-19 PANDEMIC:
SAFE BUSINESS PRACTICES

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EMPLOYEES

Continue to take care of your staff to ensure they are safe while at work

1. Require employees to wear cloth face coverings in the workplace, if appropriate, as well as outside the workplace to minimize community exposure.

2. Consider double masking (wearing a cloth face covering over a medical procedure mask) or tying knots on the ear loops of surgical masks to promote better fit.

3. Encourage healthy hygiene practices and physical distancing.

4. Minimize face-to-face contact between employees.

5. Limit meetings in conference rooms. Use conference calls whenever possible.


7. Stagger gathering times such as when shifts start or lunch hours.

8. Require employees who are symptomatic to stay home and have work from home policies in place in the event an employee appears symptomatic but can still work (i.e. cough).


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SUPPLIES

Continue to ensure you have access to materials

Take inventory and ensure you always have the following supplies readily available to employees and/or patrons:

1. Hand soap
2. Hand sanitizer
3. Disinfecting wipes
4. Face masks
5. Tissues

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PATRONS & VISITORS
Is your business safe for patrons and visitors?

1. Confirm contractors are following practices consistent with your employees
2. Continue to leverage your COVID business innovations (e.g. to-go options, deliveries, online options, outdoor dining)
3. Require all visitors to wear cloth face coverings upon entry
4. Provide hand sanitizer at entrances
5. Consider implementing traffic flow to support physical distancing
6. Reduce the number of patrons allowed in your business at one time to promote physical distancing

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FACILITIES

Industry standard cleaning practices are sufficient

1. Routine daily cleaning procedures are adequate (no need for intensive deep cleaning or disinfection)
2. Install disinfectant dispensers at business entrance and ensure they are replenished when necessary
3. Encourage frequent hand washing
4. Limit number of entrances for employees and visitors
5. Limit number of people in elevators
6. Judicious use of clear shields to serve as barrier between employees and customers; shields should not impede airflow
7. Promote good ventilation and circulation of air flow from outdoors

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UPDATED GUIDANCE ON SURVEILLANCE

• In general, surveillance symptom questioning and temperature checks are no longer recommended
  • Exceptions include facilities with vulnerable populations (hospitals, clinics, nursing homes) or aggregate living environments

• You may choose to continue screening if it gives your consumers confidence that they are entering a safe environment

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## INDUSTRY CONSIDERATIONS

### Key measurements to implement

Good viral control practices remain important until we achieve “herd immunity”—high percentage of population vaccinated and a sharply lower community disease prevalence

<table>
<thead>
<tr>
<th>Offer To-Go Options</th>
<th>Require Masking</th>
<th>Maximize Physical Distancing in Space</th>
<th>Develop procedures to manage employee exposure</th>
<th>Routine Sanitizing Procedures</th>
<th>Require surveillance questions/temperature checks at entrances</th>
<th>Ensure proper PPE for customer facing staff</th>
<th>Consider alternative service delivery options (i.e. online)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retail</td>
<td>●</td>
<td>●</td>
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<td>●</td>
<td>Revert to routine procedures</td>
<td>Not an essential practice</td>
<td>●</td>
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<td>Restaurants</td>
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<td>Travel</td>
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<td>Fitness</td>
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<td>Education</td>
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</tbody>
</table>

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TAKING CARE OF BUSINESS & OUR COMMUNITY

Communicate: How are you keeping your customers and employees safe?

Key messaging components:

• Infection control practices

• Require masking

• Physical distancing

• Return to work guidelines

• Low contact service options

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### EMPLOYEE EXPOSURE GUIDELINES

**What should I do when experiencing symptoms?**

<table>
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<tbody>
<tr>
<td>Any of the COVID-19 CDC listed symptoms in the past 24 hours*?</td>
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<td>Follow company protocol.</td>
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<tr>
<td>• Fever (&gt;100°F) or chills</td>
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<td>• Cough</td>
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<td>• Shortness of breath or difficulty breathing</td>
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<td>• Fatigue</td>
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<td>• Muscle or body aches</td>
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<td></td>
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<tr>
<td>• Headache</td>
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<td>☑</td>
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<tr>
<td>• Sore Throat</td>
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<tr>
<td>• New loss of taste or smell</td>
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<tr>
<td>• Congestion or runny nose (unusual or new onset)</td>
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<td>☑</td>
<td></td>
</tr>
<tr>
<td>• Nausea or vomiting</td>
<td></td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td></td>
</tr>
<tr>
<td>• Diarrhea</td>
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<td>☑</td>
<td></td>
</tr>
<tr>
<td>Any of these symptoms in the past 24 hours?</td>
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<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>No</td>
</tr>
<tr>
<td>• Allergy-related runny nose or nasal congestion</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>No</td>
</tr>
<tr>
<td>• Sneezing</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>No</td>
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<tr>
<td>Have you traveled to any country, area or city in the last 10 days where the federal, state or local authorities require mandatory quarantine?</td>
<td>☒</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>Follow company protocol.</td>
</tr>
<tr>
<td>You have been in close contact* (being within 6 feet for a cumulative duration of 15 minutes) in the last 10 days with someone who has confirmed positive with COVID-19?</td>
<td>☒</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>No</td>
</tr>
<tr>
<td>You have been diagnosed with laboratory confirmed COVID-19?</td>
<td>☒</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>☑</td>
<td>If you need medical care for symptoms</td>
</tr>
</tbody>
</table>

*Note: If you are fully vaccinated, refer to guidance on page 16

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HOME ISOLATION & QUARANTINE INSTRUCTIONS
Precautions to follow if you have COVID-19 or if you have been exposed to COVID-19

Home Isolation Instructions if you have COVID-19:
• Self-isolate for at least 10 days after your first day of symptoms: longer if your symptoms persist

Home Quarantine Instructions if you have been exposed to someone with COVID-19 (excluding people who have had COVID-19 within the past 3 months):
• Stay home for at least 10 days (without testing) after your last contact with person who has COVID-19 or stay home for 7 days (with testing on day 5 or later)
• People who have tested positive for COVID-19 within the past 3 months and recovered do not have to quarantine or get tested again as long as they do not develop new symptoms

Further Instruction for Home Isolation or Quarantine:
1. As advised by the CDC, stay in your home, except to get medical care. Minimize contact with others.
2. Stay in a specific room and away from other people in your home. If available, use a separate bathroom.
3. Do not share dishes, drinking glasses, cups, eating utensils, towels or bedding with others in your home.
4. Clean all “high-touch” surfaces such as counters, tabletops, doorknobs, phone and bedside tables.
5. Wash your hands often.
6. Cover your coughs and sneezes with a mask or the inside of your elbow.
7. Throw used tissues in a lined trash can and wash your hands.
8. Seek prompt medical attention if your illness is worsening.

Sources:

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Workplace Exposure

What should I do when one of my employees tests positive after exposing other employees?

• Inform staff who were in close contact with the COVID positive employee to monitor their symptoms

• Close off areas visited by the COVID positive employee. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours, when feasible, before cleaning and disinfecting. When 24 hours is not feasible, wait a minimum of one hour.

• Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, and keyboards) used by the COVID positive persons, focusing especially on frequently touched surfaces.

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GUIDANCE FOR RETURN TO WORK
For symptomatic persons with proven COVID-19

Exclude from work until:

• At least 24 hours have passed since recovery. Recovery is defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath; and
• At least 10 days have passed since symptoms first appeared

• Continue to wear a mask until all symptoms resolve or 14 days have passed since symptoms started, whichever is longer

• Note: Severely immunocompromised patients may warrant extending duration of isolation and precautions for up to 20 days after symptom onset and require additional testing and consultation with their doctor.

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EMPLOYEE TESTING

Are you experiencing symptoms of COVID-19?

If you have symptoms of COVID-19 such as fever, cough or trouble breathing, chills, muscle pain, headache, sore throat, new loss of taste or smell, follow the steps below to get in contact with a provider and schedule a video visit. Please do NOT walk into a clinic or hospital to be tested.

Options:

A. Contact your primary care physician who can assess your symptoms and recommend testing if indicated

B. If you’re a Baylor Medicine patient – follow these steps:
   - Call your doctor’s office or send a MyChart message

C. If you do not have a primary care physician:
   - Visit Baylor Medicine or Baylor St. Luke’s Medical Group to find a physician:
     - https://findaphysician.bcm.edu/search/search
     - Call (713) 798-1000 or fill out this online form https://www.bcm.edu/healthcare/request-an-appointment
     - https://www.chistlukeshs.org/baylor-st-lukes-medical-group
   - Go to an Urgent Care
   - Visit Texas Department of State Health Services: https://www.dshs.texas.gov/coronavirus/
Specific Guidance for Vaccinated Employees
Benefits of Vaccination

Why should I get vaccinated?

- Vaccination of the majority of people in our community is the fastest path to ending the pandemic
- COVID-19 vaccination provides you with substantial protection from severe disease, hospitalization, and death
- Although evidence is emerging, vaccination probably reduces likelihood you will spread the disease to others

How do I get vaccinated?

- Link to eligibility requirements and vaccination sites: [https://www.dshs.state.tx.us/coronavirus/immunize/vaccine-hubs.aspx](https://www.dshs.state.tx.us/coronavirus/immunize/vaccine-hubs.aspx)

After I get vaccinated (≥2 weeks after receiving the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or ≥2 weeks after receiving a single-dose vaccine (Johnson and Johnson [J&J]/Janssen)?

- Fully vaccinated people can meet in small groups without masking or physical distancing in private settings
- A fully vaccinated person can visit an unvaccinated person unmasked, if the unvaccinated party is low risk for severe COVID-19 disease
- If you have significant exposure to COVID-19, you do not need to quarantine if you are fully vaccinated
- In public, continue to follow good viral control practices (masking, physical distancing)
- Even if vaccinated, if you develop COVID-19 symptoms, seek medical evaluation and consider testing

Masking and distancing practices will relax as we approach herd immunity (likely summer/fall 2021)

Sources:

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What should I do if I am exposed to someone with COVID-19 after I have received the COVID-19 vaccine?

Vaccinated people with an exposure to someone with suspected or confirmed COVID-19 are not required to quarantine if they meet all of the following criteria:

• Are fully vaccinated (i.e., ≥2 weeks following receipt of the second dose in a 2-dose series, or ≥2 weeks following receipt of one dose of a single-dose vaccine)
• Are within 3 months following receipt of the last dose in the series
• Have remained asymptomatic since the current COVID-19 exposure

People who do not meet all 3 of the above criteria should continue to follow current quarantine guidance after exposure to someone with suspected or confirmed COVID-19.

Source: https://www.cdc.gov/vaccines/covid-19/info-by-product/clinical-considerations.html

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REFERENCES & RESOURCES

**OSHA:** Protecting Workers: Guidance on Mitigating and Preventing the Spread of COVID-19 in the Workplace | Occupational Safety and Health Administration (osha.gov)

**CDC:** COVID-19 Guidance: Businesses and Employers | CDC

**CDC:** General Business Frequently Asked Questions | CDC

**CDC:** Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes | CDC

**White House:** Combating COVID-19 | The White House

**Texas.gov:** Office of the Texas Governor | Greg Abbott

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