SAFE BUSINESS PRACTICES DURING THE COVID-19 PANDEMIC

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EMPLOYEES

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

1. Conduct daily health checks (symptoms, temperature)
2. Require employees to wear cloth face coverings in the workplace, if appropriate, as well as outside the workplace to minimize community exposure
3. Promote healthy hygiene practices and encourage social distancing
4. Minimize face-to-face contact between employees
5. Evaluate if any employees are coming from outside the local area
6. Limit meetings in conference rooms. Use conference calls whenever possible
7. Space out seating. Ensure colleagues are not seated within 6ft. of each other
8. Stagger gathering times such as when shifts start or lunch hours
9. 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)
10. Avoid confined shared spaces for prolonged periods of time

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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
6. No touch trashcans

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

1. Continue to talk with vendors and companies providing your business with contractors about their plans
2. Establish a plan for accepting deliveries and discuss with employees what they should do with a package upon receipt
3. Implement to-go options wherever possible
4. Require all visitors to wear cloth face coverings upon entry
5. Discuss if you need to establish a policy for visitors entering a facility such as sanitizing upon entrance
6. Consider implementing traffic flow to support social distancing
7. Reduce the number of patrons allowed in your business at one time to promote social distancing

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FACILITIES

Continue to implement practices to keep your business sanitized

1. Intensify cleaning, disinfection and ventilation
2. For outdoor areas, existing cleaning practices will suffice
3. Frequently disinfect touched surfaces and objects of materials such as glass, metal and plastic
4. Softer surfaces, such as carpet or seating areas should be thoroughly cleaned
5. Establish company-wide disinfecting procedures
6. Install disinfectant dispensers at business entrance and ensure they are replenished when necessary
7. Limit number of entrances for employees and visitors
8. Limit number of people in elevators
9. Set up clear shields as necessary to serve as barrier between employees and customers

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CLEANING
How to clean and disinfect

Hard (Non-porous) Surfaces:
• Use disposable gloves
• Dirty surfaces should be cleaned using a detergent or soap and water prior to disinfecting.
• Most common EPA-registered household disinfectants should be effective.
• Diluted household bleach solutions can be used if appropriate for the surface.

Soft (Porous) Surfaces
• Launder items as appropriate in accordance with the manufacturer’s instructions. Use warmest appropriate water setting and dry completely.

A list of EPA-approved products for use against the virus that causes COVID-19 can be found here.


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**INDUSTRY CONSIDERATIONS**

*Key measurements to implement*

<table>
<thead>
<tr>
<th>Offer To-Go Options</th>
<th>Require Masking</th>
<th>Maximize Social Distancing in Physical 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>
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<td>●</td>
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<tr>
<td>Restaurants</td>
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<td>●</td>
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<td>●</td>
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<tr>
<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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WHAT IS YOUR BUSINESS DOING?
Communicate measures taken to your customers and employees

Key messaging components:

• Highlight how you are keeping your customers safe

• What are you doing to test and protect your employees?

• Detail disinfecting measures

• Provide alternative options to customers

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### EMPLOYEE EXPOSURE GUIDELINES

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

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Any of the COVID-19 CDC listed symptoms in the past 24 hours?</strong></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>• Fever (&gt;100°F) or chills</td>
<td></td>
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<tr>
<td>• Cough</td>
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<td></td>
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<tr>
<td>• Shortness of breath or difficulty breathing</td>
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<td></td>
<td></td>
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<tr>
<td>• Fatigue</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>• Muscle or body aches</td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>• Headache</td>
<td></td>
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<td></td>
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<tr>
<td>• Sore Throat</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>• New loss of taste or smell</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Congestion or runny nose (unusual or new onset)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<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>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Any of these symptoms in the past 24 hours?</strong></td>
<td>V</td>
<td>X</td>
<td>X</td>
<td>V</td>
<td>V</td>
<td>X</td>
</tr>
<tr>
<td>• Allergy-related runny nose or nasal congestions</td>
<td>V</td>
<td>X</td>
<td>X</td>
<td>V</td>
<td>V</td>
<td>X</td>
</tr>
<tr>
<td>• Sneezing</td>
<td>V</td>
<td>X</td>
<td>X</td>
<td>V</td>
<td>V</td>
<td>X</td>
</tr>
<tr>
<td><strong>Have you traveled to any country, area or city in the last 14 days where the federal, state or local authorities require mandatory quarantine?</strong></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>You have been in close contact in the last 14 days with someone who has confirmed positive with COVID-19?</strong></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>You have been diagnosed with laboratory confirmed COVID-19?</strong></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

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3. Check Governor Abbott’s Executive Orders
 HOME QUARANTINE INSTRUCTIONS

Precautions to follow

1. As advised by the CDC, stay in your home, except to get medical care. Minimize contact with others.
2. Self-isolate for at least 10 days after your first day of symptoms, and several more after if you are still sick.
3. Stay in a specific room and away from other people in your home. If available, use a separate bathroom.
4. Do not share dishes, drinking glasses, cups, eating utensils, towels or bedding with others in your home.
5. Clean all “high-touch” surfaces such as counters, tabletops, doorknobs, phone and bedside tables.
6. Wash your hands often.
7. Cover your coughs and sneezes with a mask or the inside of your elbow.
8. Throw used tissues in a lined trash can and wash your hands.
9. Seek prompt medical attention if your illness is worsening.

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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 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 that is 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.
### GUIDANCE FOR RETURN TO WORK

**For symptomatic persons with proven COVID-19**

<table>
<thead>
<tr>
<th>Symptom-Based Strategy</th>
<th>Exclude from work until:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath; <strong>and</strong></td>
</tr>
<tr>
<td></td>
<td>• At least 10 days have passed since symptoms first appeared</td>
</tr>
<tr>
<td></td>
<td>• Continue to wear a mask until all symptoms resolve or 14 days have passed since symptoms started, whichever is longer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Test-Based Strategy</th>
<th>Exclude from work until:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Resolution of fever without the use of fever-reducing medications <strong>and</strong></td>
</tr>
<tr>
<td></td>
<td>• Improvement in respiratory symptoms (e.g., cough, shortness of breath), <strong>and</strong></td>
</tr>
<tr>
<td></td>
<td>• Negative results of an FDA Emergency Use Authorized molecular assay for SARS-CoV-2, from at least two consecutive nasopharyngeal swab specimens collected &gt;24 hours apart (total of two negative specimens)</td>
</tr>
</tbody>
</table>

**Key Considerations**
- Employee access to testing sites
- Employee may not have primary care provider

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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 – or would like to establish care with a Baylor physician – follow these steps:**

1. Call (713) 798-3888 OR fill out this online form [https://form.jotform.com/201036283072041](https://form.jotform.com/201036283072041)

2. Someone from our clinical team will reach out to you to screen your symptoms.

3. Based on your symptoms, a representative will schedule a virtual visit for you.

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](https://findaphysician bcm.edu/search/search)
     - [https://www.chistlukeshealth.org/baylor-st-lukes-medical-group](https://www.chistlukeshealth.org/baylor-st-lukes-medical-group)
   - Go to an Urgent Care
   - Visit Texas Department of State Health Services: [https://www.dshs.texas.gov/coronavirus/](https://www.dshs.texas.gov/coronavirus/)

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REFERENCES & RESOURCES

**CDC:** Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19)

**CDC:** The National Institute for Occupational Safety and Health (NIOSH) Workplace Resources

**CDC:** Prepare your Small Business and Employees for the Effects of COVID-19

**CDC:** General Business Frequently Asked Questions

**OSHA:** Control and Prevention

**White House:** Opening America

**Texas.gov:** Opening Texas

**CDC:** Detailed Disinfection Guidance

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For more information, visit:
bcm.edu/coronavirus-preparedness

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