



General Guidance for Plans to Reopen/Restart Businesses

Rev. 4/30/2020

This general guidance is intended as a tool to assist local businesses, industry groups and trade associations with their planning efforts to prepare for reopening/restarting. These prevention measures are based on the Kentucky Department for Public Health criteria on the Governor's Healthy at Work on-line portal to help protect workers and customers from COVID-19 transmission in your business. More specific guidance may be provided by the Governor's Office or the Kentucky Department for Public Health, and will be posted on the COVID-19 page of our website at www.nkyhealth.org. This document will be updated as new information is provided.

Physical Distancing

- Socially distance and space workers six feet apart
- Ensure the distance between workers and customers, and between individual customers, is maintained at six feet.
Recommended best practices — Continue to allow workers who can telework to do so; Reduce the number of workers per shift or and/or stagger shifts; Limit elevator occupancy

Facility Controls

- Implement protocols for frequent cleaning and disinfection of the facility, including equipment used and common touch surfaces per public health recommendations
- Place hand sanitizers near common touch items (printers, elevators, etc.)
- Close, reconfigure or restrict access to common areas such as breakrooms, cafeterias and outdoor areas where people gather
- Implement protocols for cleaning and disinfection of work and transportation vehicles

Employee Health

- Designate a safety officer responsible for health compliance at each worksite
- Screen all workers for COVID-19 symptoms (e.g. fever, cough, difficulty breathing, etc.) and exposure to anyone who has been diagnosed with COVID-19 before each shift, including temperature checks
- Advise workers with symptoms to remove themselves from the workplace and contact their health care provider for further instructions
- Ensure sufficient availability of hand-washing access (soap and water) and hand sanitizer
- Provide appropriate personal protective equipment to workers (cloth face masks and greater PPE as needed due to situation)

Recommended best practices — Provide masks to customers coming into facilities as needed and/or feasible; Modify personnel policies to incorporate changes to worker health related policies and procedures to be supportive of workers who must be in quarantine or isolation

Administrative Controls

- Alter work procedures and assignments to reduce contact between individuals

Recommended best practices — Communicate using technology; Adopt flexible sick leave policies; Make accommodations for workers who are members of vulnerable populations (e.g. see CDC categories of individuals most at risk for serious complications); Minimize non-essential travel in and out of state

Engineering Controls

Recommended best practices—Reconfigure work spaces to create distance between workers or the public; Create physical barriers between people

Communications

- Report positive COVID-19 employee cases or exposures to the Northern Kentucky Health Department so that workplace control measures can be reviewed and/or implemented. Call 859-391-5357.**

Recommended best practices—Communicate changes in procedures and operations with workers, customers, and the public, including workers who do not speak or read English; Set expectations with workers for frequent hand hygiene and wearing masks by workers where appropriate or able.

The following links provide additional information and should be checked frequently for any updates:

CDC Guidance for Businesses

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html>

Disinfection of Facility

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Northern Kentucky Health Department COVID-19 Page

<https://nkyhealth.org/individual-or-family/health-alerts/coronavirus/>

Kentucky's COVID-19 Page

<https://govstatus.egov.com/kycovid19>

The threat of COVID-19 will be with us for the foreseeable future. Everyone in Northern Kentucky has a role to play in protecting themselves and others from COVID-19 as we wait for effective treatments and a vaccine to be available. As residents continue to take appropriate actions to stay healthy at home, businesses will need to implement measures to keep residents healthy at work as well. This is critical to preventing the spread of COVID-19 and to the reopening of Northern Kentucky.