Sedgwick County Health Department
COVID-19 Recovery Guidance for Businesses
5/5/2020

News Update

- Sedgwick County's COVID-19 recovery/reopen process is starting in our community
- The Sedgwick County Health Department's main objective for businesses during this critical time is to **keep people physically separated to reduce the risk of person-to-person transmission of COVID-19**
- If social distancing and other guidelines are not followed, additional restrictions may become necessary.

What can we do at our business?
- Continuously monitor the local media outlets and Sedgwick County's website for up-to-date information and guidance as it becomes available
- Follow the guidelines below before your business re-opens

Recovery Guidelines
- Create a plan to increase **social distancing** between workers, between workers and customers, and between customers.
  - This might include modifying workspaces such as cubicles, office areas, waiting areas, checkout lines, and other areas where close contact with others is likely.
  - Designate 6-foot distances. Designating with signage, tape, or by other means 6-foot spacing for employees and customers in line to maintain appropriate distance;
    - If not possible, consider if the particular job or task could be discontinued for a time.
    - If job function is essential, have employees wear goggles, gloves, and a mask, if possible
- Modify workplaces to create **physical barriers** between people (workers and the public)
  - Windows, plexi-glass, or physical distance
- Implement new **administrative operations** for employees, including telecommuting as much as possible and temperature checks.
  - Purchase thermometers for daily temperature checks
  - Encourage telecommuting and meeting via webinar, if possible
  - Discourage in-person group meetings, travel, and large gatherings
  - Place posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to your workplace and in other areas where they are likely to be seen.
- Implement new plans to incorporate **Personal Protective Equipment** (PPE). Educate employees on the proper use of various levels of PPE.
  - Cloth masks are encouraged
  - Avoid surgical masks or N95 respirators as they are needed by healthcare workers
- Increase **cleaning protocols and processes** as part of your **infection control plan**, making sure to use appropriate disinfectants.
  - Appropriate disinfectants can be found HERE
  - Set up a cleaning schedule and clean common and frequently used areas such as doorknobs
  - Stock hand sanitizer and sanitizing products. Have anti-microbial soap and water or hand sanitizer and sanitizing products readily available for employees and customers
- Increase **support for employees** to remain at home if they are unwell or have been in close contact with those who are sick.
  - Evaluate if you can provide employees more sick leave or family medical leave if necessary
  - Limit punitive actions for individuals that need to be absent from work

Partner with the Health Department by implementing measures to prevent the spread of disease

- Tell employees to dial 2-1-1 United Way of the Plains if they have COVID-19 questions or if they want to be tested at no cost at the Sedgwick County Health Department drive-through sampling site.
- Employers with questions or concerns can dial 2-1-1 United Way of the Plains or 316-660-7440 Health Department COVID-19.
- The Health Department receives COVID-19 laboratory results and:
  - Contacts people who are close contacts of a person who is COVID-19 positive, ensures they are tested, and places them on quarantine. People can request a return to work letter.
  - Contacts people who test positive for the coronavirus and places them in isolation until 72 hours after symptoms stop or seven days after symptoms start, whichever is longer. People can request a return to work letter.
  - Contacts employers if a person who has COVID-19 was contagious while at the business or if there is reason to believe the person became infected while at the business.

Suggested COVID-19 Preparedness Checklist
Adapted from the Lear Safe Work Playbook

Dated Completed/ Reviewed	Action Item
	Create an internal response team to review operations and coordinate response. Include diverse employees with different trainings and educational backgrounds, if possible.
	Provide open and transparent communication with all customers and employees
	Create a social distancing protocol for customers and employees.
	Review sick leave policies. Determine if incentives or flexible options are available to encourage employees to stay home when they are sick.
	Create protocols for employees that need to be quarantined because they are a close contact of a person who is COVID-19 positive and employees that need to be isolated because they have tested positive.
	Identify possible work-related exposures and health risks to employees. OSHA has more information on how to protect workers from potential exposures to coronavirus.
	Create policies and procedures for using and stocking preventative materials such as cleaning supplies, thermometers, and cloth masks and gloves.
	Create an on-site pre-shift health screening procedure for employees to monitor for respiratory symptoms and fever
	If applicable to the business, create a protocol for visitors and contractors to self-screen prior to entry.
	If applicable to the business, create a protocol for transportation of employees or customers.

Online Resources:

Centers for Disease Control and Prevention: https://www.sedgwickcounty.org/covid-19/

Kansas Department of Health and Environment: https://www.coronavirus.kdheks.gov/

Kansas Gov. Kelly *Ad Astra: A Plan to Reopen Kansas:* https://covid.ks.gov/ad-astra-a-plan-to-reopen-kansas/
- Industry Guidance document: https://covid.ks.gov/wp-content/uploads/2020/04/Business-Guidance.pdf

Sedgwick County: https://www.sedgwickcounty.org/health/coronavirus-disease-2019-covid-19/

Lear Safe Work Playbook: https://www.lear.com/Site/Company/Safe-Work-Playbook.aspx

OSHA COVID-19 Guidance: https://www.osha.gov/SLTC/covid-19/