### Conduct Risk Assessment
**Establish critical protective guidelines. Consider the following questions:**

- Are there locations where employees routinely congregate?
- Are tools and equipment frequently shared by multiple employees?
- Does customer flow allow for social distancing measures?
- Where are areas in your business that would not allow customers and staff to properly distance?
- Who are your high risk employees?
- Is your business actively engaged in activities that promote disease transmission?
- Does your business have existing cleaning and disinfecting procedures?
- How quickly can you communicate with employees?
- Are communication resources needed in multiple languages?

### Physical Distancing
**Establish policies and procedures for social distancing. Consider the following:**

- Ensure staff and students limit close contact (stay six feet apart). Appoint a staff/security person who will ensure that people standing in any lines or meeting in rooms maintain physical distance.
- In areas of high-volume traffic, utilize spacing tools for social distancing screenings and lines (e.g., place tape on floor to keep people adequately spaced; place arrows in the aisle to direct the flow of movement in one direction).
- Rearrange student desks to accommodate appropriate social distancing measures.
- Assess group gatherings and events; consider postponing non-critical gatherings and events (e.g., assemblies, field days, spirit nights, athletic events).
- Establish staggered lunch and break times for students and staff.

### Engineering & Environmental Controls
**Improve engineering controls and perform routine environmental cleaning. Consider the following:**

- Increase ventilation rates and percentage of outdoor air that circulates into the system.
- Support respiratory etiquette and hand hygiene for employees, students and visitors:
  - Provide tissues, no-touch disposal receptacles, and soap and water in the workplace (if not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol). Ensure adequate supplies are maintained and place hand sanitizers in multiple locations.
  - Install touchless soap and hand sanitizer dispensers; regular hand hygiene should be built into the daily routine.
  - Place posters that encourage hand hygiene to help stop the spread COVID-19 at the entrance to your building and in other areas where they are likely to be seen.
  - Discourage handshaking – encourage the use of other non-contact methods of greeting.
  - Direct employees to visit CDC website for information on coughing and sneezing etiquette and handwashing.
Implement your annual seasonal influenza plan; students and staff that are ill, especially with fever and/or acute respiratory symptoms should stay home.

Review attendance and sick leave policies. Encourage students and staff to stay home when sick, even without documentation from doctors. Use flexibility, when possible, to allow staff to stay home to care for sick family members.

Remind students to cover their coughs and sneezes with a tissue or their elbow; ensure hygiene posters are posted in highly visible areas.

Ensure parents/guardians have a plan to designate a caregiver (someone under the age of 60) for a sick child if parent can’t stay home.

Look for opportunities to address food insecurities for families who rely on schools for breakfast/lunch.

Avoid assemblies and multiple class activities to limit non-essential contact between students in large gatherings.

Consider canceling or postponing events that bring groups of families and students into more frequent contact with each other; provide teacher conferences through zoom or by appointment to minimize waiting in line.

Limit the presence of volunteers for classroom activities, cafeteria support, and other activities.

Limit cross-school transfers for special programs; consider using distance learning to deliver the instruction or temporarily offering duplicate programs in participating schools.

---

**Engineering & Environmental Controls**

Improve engineering controls and perform routine environmental cleaning.

**Consider the following:**

- Perform routine environmental cleaning and disinfection.
  - Routinely disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, doorknobs, light switches, classroom sink handles, and countertops.
  - For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer’s instructions for all cleaning and disinfection products.
  - Provide EPA approved-disposable wipes to teachers and staff so commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before and after use.
  - Place touchless hand sanitizing units in entrances to building, cafeteria, and areas where soap and water is not available.
- Perform enhanced cleaning and disinfection after suspected cases of COVID-19 has been in the facility.
- Consider having students eat meals in the classrooms or in smaller cohorts in the lunch room while maintaining social distancing measures.
- Create a separate room for sick children to be in while waiting for a caregiver to pick them up if they become ill during the school day.
- Rearrange student desks to maximize space between students; turn desks to face the same direction (rather than face each other) to reduce transmission of virus droplets.

**Administrative Controls**

Establish administrative controls while employees and visitors are onsite.

**Consider the following:**

- Implement your annual seasonal influenza plan; students and staff that are ill, especially with fever and/or acute respiratory symptoms should stay home.
- Review attendance and sick leave policies. Encourage students and staff to stay home when sick, even without documentation from doctors. Use flexibility, when possible, to allow staff to stay home to care for sick family members.
- Remind students to cover their coughs and sneezes with a tissue or their elbow; ensure hygiene posters are posted in highly visible areas.
- Ensure parents/guardians have a plan to designate a caregiver (someone under the age of 60) for a sick child if parent can’t stay home.
- Look for opportunities to address food insecurities for families who rely on schools for breakfast/lunch.
- Avoid assemblies and multiple class activities to limit non-essential contact between students in large gatherings.
- Consider canceling or postponing events that bring groups of families and students into more frequent contact with each other; provide teacher conferences through zoom or by appointment to minimize waiting in line.
- Limit the presence of volunteers for classroom activities, cafeteria support, and other activities.
- Limit cross-school transfers for special programs; consider using distance learning to deliver the instruction or temporarily offering duplicate programs in participating schools.
Assess essential functions and the reliance that the community has on your services/products (continued).

Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children. Plan to monitor and respond to absenteeism in the workplace. Implement plans to continue your essential business functions. Prepare to institute flexible workplace and leave policies. Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.

Administrative Controls (continued)
Establish administrative controls while employees and visitors are onsite.

Consider the following:
- Assess essential functions and the reliance that the community has on your services/products (continued).
  - Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children. Plan to monitor and respond to absenteeism in the workplace. Implement plans to continue your essential business functions. Prepare to institute flexible workplace and leave policies. Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent.

Personal Protective Equipment (PPE)
Require the appropriate type of PPE for employees and customers.

Consider the following:
- Cloth face coverings should be worn at all times by students and school staff (teachers, administrators, security, etc.).
- Gloves can be worn as necessary.