Below is a breakdown of the requirements of the Governor’s latest Executive Orders, which establishes safeguards for employees leaving their residence to work and pursuant to Executive Directive 2020-6 which establishes the Office of Worker Safety.

**THE EO REQUIRES BUSINESSES TO MINIMALLY DO THE FOLLOWING:**

- □ **Develop** a COVID-19 preparedness and response plan consistent with OSHA guidelines - a fillable form can be found at [www.dhd4.org/covid19/business](http://www.dhd4.org/covid19/business).
- □ **Designate** a work place supervisor to implement, monitor and report on the plan developed as a result of the above requirement.
- □ **Provide** COVID-19 training to employees addressing infection control practices, proper use of personal protective equipment (PPE), steps to notify the employer of a positive test or symptoms, and how to report unsafe work conditions.
- □ **Conduct** daily entry self-screening of employees including a questionnaire covering symptoms or confirmed exposure to positive people - employee screening forms can be found at [www.dhd4.org/covid19/business](http://www.dhd4.org/covid19/business).
- □ **Maintain** a distance of 6 feet between all people at the business to the maximum extent possible using ground markings, etc.
- □ **Provide** non-medical grade face masks to all employees.
- □ **Require** face coverings be worn when employees cannot consistently maintain 6 feet of distance from each other.
- □ **Increase** disinfection and cleaning of the business with special attention to shared objects and high-touch surfaces. Procedures can be found at [www.dhd4.org/covid19/business](http://www.dhd4.org/covid19/business).
- □ **Develop** protocols to be used for cleaning if there is a positive test at the location
- □ **Make** cleaning supplies available to employees upon arrival at work and allow time for them to wash their hands or use hand sanitizer frequently
- □ **Notify** the local health dept. and co-workers, contractors, or suppliers who may have come into contact with the person within 24 hours of having an employee test positive,
- □ **Follow** EO 2020-36 which prohibits any retaliating against employees who stay home or leave work when they are at particular risk of infecting others
- □ **Establish** a response plan to send employees home and temporary closure when dealing with a confirmed infection
- □ **Restrict** business related travel to essential travel only
- □ **Encourage** employees to use PPE and hand sanitizer on public transportation
- □ **Promote** remote work to the fullest extent possible
- □ **Adopt** additional reasonable infection control measures in light of the work performed at the location and the infection rate in the community.
- □ **Maintain** records of employee trainings, daily screenings and employees identified with COVID-19 and what steps were taken.
Personal Services (barbering, cosmetology, body art {tattooing, piercings}, tanning, massage, etc) MUST:

☐ Maintain accurate appointment and walk-in records, including date and time of service, name of client and contact information, to aid with contact tracing.

☐ Post signs at store entrances informing customers not to enter if they are or have recently been sick.

☐ Restrict entry to customers, to a caregiver of those customers, or to the minor dependents of those customers.

☐ Require in use workstations to be separated by at least six feet from one another and, if feasible, separate workstations with physical barriers (e.g. plexiglass, strip curtains).

☐ Limit waiting-area occupancy to the number of individuals who can be present while staying six feet away from one another and ask customers, if possible, to wait in cars for their appointment to be called.

☐ Discontinue all self-service refreshments.

☐ Discard magazines in waiting areas and other nonessential, shared items that cannot be disinfected.

☐ Mark waiting areas to enable six feet of social distancing (e.g. by placing X’s on the ground and/or removing seats in the waiting area).

☐ Require employees to make proper use of personal protective equipment in accordance with the guidance from the CDC and OSHA.

☐ Require employees and customers to wear a face covering at all times, except that customers may temporarily remove face covering when receiving a service that requires its removal. During services that require customer to remove their face covering, an employee must wear a face shield or goggles in addition to the face covering.

☐ Install physical barriers, such as sneeze guards and partitions at such registers, where maintaining physical distance of six feet is difficult.

☐ Cooperate with the local public health department if a confirmed case of COVID-19 is identified in the facility.

ED 2020-6 creates the Office of Worker Safety and allows someone to be appointed Director of COVID-19 Workplace Safety. The latest EO establishes the workforce safety rules for all businesses across the state as the process of in-person work gradually returns. The Director of Workplace safety (and all agencies required to monitor compliance with workplace safety) will bring enforcement actions against any employer who violates these orders. For DHD 4 specific business materials, such as signs and additional guidance documents, please visit www.dhd4.org/covid19/business