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.
RESEARCH LABORATORIES THAT DO NOT PERFORM DIAGNOSTIC TESTING MUST:

- Assign dedicated entry point(s) and/or times into lab buildings.
- Create protocols and or checklists as necessary to conform to the facilities COVID-19 preparedness and response plan.
- Suspend all non-essential in-person visitors (including undergraduate students) until further notice.
- Establish and implement a plan for distributing face coverings.
- Limit the number of people per square feet of floor space permitted in a particular laboratory at one time.
- Close open workspaces, cafeterias, and conference rooms.
- As necessary, use tape on the floor to demonstrate socially distanced workspaces and to create one way traffic flow.
- Require all office and dry lab work to be conducted remotely.
- Minimize the use of shared lab equipment and shared lab tools and create protocols for disinfecting lab equipment and lab tools.
- Provide disinfection supplies and require employees to wipe down their work stations at least twice daily.
- Implement an audit and compliance procedure to ensure that cleaning criteria are followed.
- Establish a clear reporting process for any symptomatic individual or any individual with a confirmed case of COVID-19, including the notification of lab leaders and maintenance of a central log.
- Clean and disinfect the worksite when an employee is sent home with symptoms or with a confirmed case of COVID-19.
- Send any potentially exposed co-workers home if there is a positive case in the facility.
- Restrict all non-essential work travel, including in-person conference events.

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 DHD4 specific business materials, such as signs and additional guidance documents, please visit www.dhd4.org/covid19/business