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.
- 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.
- 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 at 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.
RESTAURANTS AND BARS MUST:

- **Limit** capacity to 50% of normal seating.
- **Create** communications material for customers to inform them of changes to restaurant or bar practices and to explain the precautions that are being taken to prevent infection.
- **Close** waiting areas and ask customers to wait in cars for a call when their table is ready.
- **Close** self-serve food or drink options, such as buffets, salad bars, and drink stations.
- **Provide** physical guides, such as tape on floors or sidewalks and signage on walls to ensure that customers remain at least six feet apart in any lines.
- **Post** signs at store entrances informing customers not to enter if they are or have recently been sick.
- **Post** signs instructing customers to wear face coverings until they get to their table.
- **Require** hosts and servers to wear face coverings in the dining area.
- **Require** employees to wear face coverings and gloves in the kitchen area when handling food, consistent with guidelines from the FDA.
- **Limit** shared items for customers (e.g., condiments, menus) and clean high-contact areas after each customer.
- **Train** employees on: use of personal protective equipment in conjunction with food safety guidelines, food safety health protocols, and how to manage symptomatic customers upon entry or in the restaurant.
- **Notify** employees if the employer learns that an individual with a confirmed case of COVID-19 has been there.
- **Close** restaurant immediately if an employee shows multiple symptoms of COVID-19 and perform a deep clean, consistent with guidance from the FDA and CDC.
- **Install** physical barriers at cash registers, bars, host stands, and other areas where maintaining physical distance of six feet is difficult.
- **Limit** the number of employees in shared spaces, including kitchens, break rooms, and offices, to maintain at least a six-foot distance between employees.
- **Require** six feet of separation between parties or groups at different tables or bar tops.

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.