



# Don't Let Your Guard Down Yet.



## Small Business

Employers are required to protect their workers from COVID-19 by:

- Implementing an effective social distancing plan in the workplace, providing six feet of space in between workers;
- Ensuring frequent and adequate hand washing;
- Increasing the cleaning and sanitizing of commonly touched surfaces
- Providing education to workers about coronavirus and how to prevent transmission in the *language they understand*;
- Isolating sick workers by making sure sick employees stay home or go home; and
- Establishing procedures for reporting a suspected or confirmed case.

### Face Covering Requirements

Employers **must provide face masks to employees free of charge**. The employer must immediately replace a worker's mask upon request or if it becomes contaminated, wet, dirty, damaged, or when recommended by the manufacturer.

- Employees may also choose to wear their own masks, if they have a preference, and can launder them at home.
- Workers must wear face coverings while working with customers or in their vehicles as virus particles can linger in the air for minutes to hours. This protects both the worker and the customer.

### Cleaning and Sanitizing

- If you share tools or equipment with other workers, sanitize them in between uses. Often there are specialty items for which you have a limited amount, so make sure you are not passing the virus back and forth as you pass the tools to one another.
- If customers use pens to sign in, complete forms, or sign credit card receipts, have two containers of pens with signs; one for clean and disinfected pens and another for used pens. Explain which ones are clean to each customer.
- Establish a housekeeping schedule with staff that details regular, frequent, and periodic cleaning depending on how the area is used.