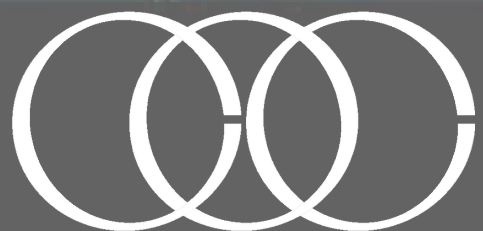


MOBILE AREA CHAMBER OF COMMERCE

**STAY SAFE.
STAY LOCAL.
STAY SMART.**

**COVID-19 GUIDEBOOK FOR
REOPENING YOUR BUSINESS**

MOBILECHAMBER.COM



**MOBILE AREA
CHAMBER OF COMMERCE**

DISCLAIMER

Be advised that some or all of the information contained in this document may not be applicable to some businesses or places of work and may not include all information necessary for certain businesses and places of work.

This document does not attempt to address any health, safety and other work place requirements in place prior to the age of COVID 19. As COVID circumstances continue to evolve, so will the public health and safety recommendations and requirements, and as a result, this document may not include all current governmental or health expert requirements and recommendations.

We strongly advise that before implementing any of the practices and procedures contained herein, you carefully evaluate all and consult with your own legal counsel and other advisors regarding the legality, applicability and potential efficacy of this information in your place of business and to determine what, if any other recommendations or requirements, may apply to your business.

The Mobile Area Chamber of Commerce bears no responsibility for any circumstances arising out of, or related to, the adoption, or decision not to adopt, any of the practices or procedures contained in this guide.

We are here to help.

SOURCES

Centers for Disease Control and Prevention (CDC):
<https://www.cdc.gov/>

Alabama Small Business Commission Emergency Task Force:
<https://ltgov.alabama.gov/>

Food and Drug Administration (FDA):
<https://www.fda.gov/>

Alabama Department of Public Health:
<https://www.alabamapublichealth.gov/>

U.S. Chamber of Commerce:
<https://www.uschamber.com>

WebMD:
<https://www.webmd.com/>

Chamber of Commerce of West Alabama:
<https://tuscaloosachamber.com>

EXECUTIVE SUMMARY OF RECOMMENDATIONS FOR REOPENING AND KEEPING A SAFE WORKPLACE

The majority of these recommendations come from the aforementioned sources. This playbook provides specific measures for business categories to aid in a safe, thoughtful reopening. The specific recommendations in each category support the overall goal of opening businesses in a way that protects employees and customers from exposure to COVID-19 and helps prevent the virus's spread. Individuals' temperature standards as used in this report will be in accordance with directions from Alabama State Health Officer, Dr. Scott Harris, and the Alabama Department of Public Health.

It is also important that businesses take responsibility to ensure they have adequate supplies for their employees and customers such as soap, disinfectant, hand sanitizer, paper towels, tissue, face masks, etc. Companies should keep a minimum of a 15-day supply at all times.

EMPLOYEE + CUSTOMER PROTECTION

- Employees should wear PPE when possible.
- Customers should consider using face coverings while in public.
- Practice sensible social distancing, maintaining six feet between co-workers.
- All persons in the store will be required to maintain a social distance of at least six feet between each other.
- Sales registers must be at least six feet apart.
- The number of people inside the store will be limited to 50% of fire marshal capacity or 8 people per 1,000 square feet.
- When possible, open all non-essential doors to reduce the need for direct contact.
- Stores with higher traffic will mark spaces 6 feet apart at the sales registers and outside the entrance to the store.
- Employees who have a fever or are otherwise exhibiting COVID-19 symptoms will not be allowed to work.
- A sign will be posted on the store that individuals who have a fever, cough or any sign of sickness should not enter.
- Employees should avoid touching your eyes, nose and mouth – Do NOT shake hands.
- Employees will be required to take reasonable steps to comply with guidelines on sanitation from the Center for Disease Control and Prevention and the Alabama Department of Public Health.
- Encourage workers to report any safety and health concerns to the employer.
- Provide a place to wash hands or alcohol-based hand rubs containing at least 60% alcohol.
- Train workers in proper hygiene practices.
- Sanitize any high-traffic areas, such as doorknobs, counters, etc.
- Customers will be required to use hand sanitizer upon entering the store.
- Limit cash handling.
- Encourage customers to use credit/debit cards, tap to pay, Venmo, PayPal or another form of contact-less payment.
- Sanitize point of sale equipment after each use, including pens.
- Provide hand sanitizer and disinfectant wipes at register locations.

KEEPING THE WORKPLACE SAFE



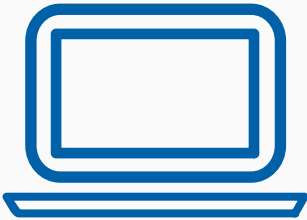
**PRACTICE
GOOD
HYGIENE**



**STOP
HANDSHAKING
& AVOID
TOUCHING FACE**



**INCREASE
VENTILATION**



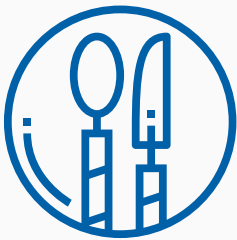
**USE
VIDEOCONFERENCING**



**ADJUST/POSTPONE
LARGE
GATHERINGS**



**LIMIT BUSINESS
TRAVEL**

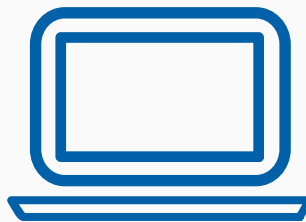


**LIMIT FOOD
SHARING**

**STAY HOME IF
YOU OR A
FAMILY
MEMBER IS
SICK**



LIMIT CASH HANDLING



**USE ONLINE
TRANSACTIONS**



**PRACTICE SOCIAL
DISTANCING**



**HOLD MEETINGS IN
OPEN SPACES**



**REMAND STAFF OF
HAND WASHING**



**SANITIZE HIGH
TRAFFIC AREAS**

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment (PPE) is protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury or infection. The hazards addressed by protective equipment include physical, electrical, heat, chemicals, biohazards, and airborne particulate matter. Businesses should keep a minimum quantity of 15-day supply of PPE. PPE can include masks, face shields and gloves.

NOTE: Gloves put employees at higher risk of exposure and are not recommended for general protective use for the following reasons:

- The COVID-19 virus does not harm your hands, so gloves provide no protection, and touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection.
- Gloves often create a false sense of security for the individuals wearing them; people are more likely to touch contaminated surfaces because they feel they are protected from the virus because of the gloves when in reality, they are not.
- When wearing gloves, people are less inclined to wash their hands; this is counterproductive and puts others at higher risk; we want people to wash their hands because it is the number-one defense against any virus.
- Proper removal of gloves takes training; if contaminated gloves are not removed properly, employees are exposed to greater risk.



WHO SHOULD WEAR MASKS?

- Medical and isolation team members
- Health screeners (i.e. a supervisor who takes employees' temperature)
- Disinfection team members
- Those with broad exposure to customers or employees

WHO SHOULD WEAR FACE SHIELDS?



Face shields are commonly used in healthcare and manufacturing. They can provide extra protection for those who must work within three feet of another person due to their job requirements. They are not necessary unless you work in healthcare/manufacturing, but they can help.



WHO SHOULD WEAR GLOVES?

- Employees in isolation
- Those performing disinfection of common surfaces
- Employees handling trash
- Employees handling food

APPLYING PPE

1

GOWN

Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back.

2

SHOE COVERS

Sit in chair and apply sanitary shoe covers. For a hands-free application, use a shoe cover dispenser.

3

MASK

Secure ties or elastic bands at middle of head and neck. Fit snug to face and below chin.

4

GOGGLES

Place over face and eyes and adjust to fit.

5

GLOVES

Extend to cover wrist of isolation gown.

REMOVING PPE

1

GLOVES

Grasp outside of glove with opposite gloved hand and remove. Hold removed glove in gloved hand. Slide fingers under remaining glove and peel off.

2

GOGGLES

Handle by head band or ear pieces. Do not touch outside of goggles or face shield.

3

GOWN

Unfasten ties and pull away from neck and shoulders, touching only the inside of the gown. Turn inside out and roll into a bundle.

4

SHOE COVERS

Shoe covers are contaminated. For hands-free removal, use a shoe cover removal system.

5

MASK

Do not touch front of mask. Grasp bottom, then top ties or bands and remove.

**REMEMBER:
PPE IS ONLY
EFFECTIVE IF IT
IS WORN
CORRECTLY.
TRAIN YOUR
EMPLOYEES IN
CORRECT PPE
USAGE.**

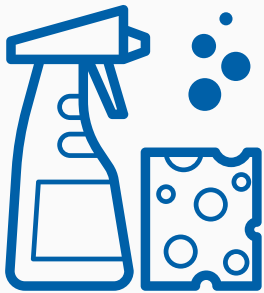
CLEANING + DISINFECTING AFTER OPENING

CLEAN

Clean surfaces using soap and water. Practice routine cleaning of frequently touched surfaces. High touch surfaces include: tables, doorknobs, light switches, counter tops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

DISINFECT

The use of an EPA-registered household disinfectant is recommended. Follow the instructions on the label to ensure safe and effective use of the product. Many products recommend:



- Keeping surface wet for a period of time (see product label)
- Precautions such as wearing gloves and making sure you have good ventilation during use. Water-diluted household bleach solutions may also be used if appropriate for the surface.
- Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
- Unexpired household bleach will be effective against coronaviruses when properly diluted.

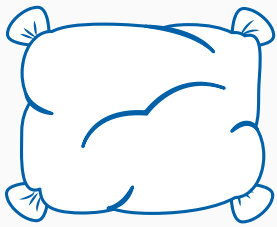
Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser. Leave solution on the surface for at least 1 minute.

Alcohol solutions with at least 70% alcohol may also be used.

CLEANING + DISINFECTING AFTER OPENING

SOFT SURFACES

For soft surfaces such as carpeted floors, rugs, upholstery and drapes:



- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- Disinfect with an EPA-registered household disinfectant if laundry isn't possible.

ELECTRONICS

For electronics, such as tablets, touch screens, keyboards, remote controls and ATMs:



- Consider putting a wipeable cover on electronics.
- Follow manufacturer's instruction for cleaning and disinfecting. If no guidance is available, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

LAUNDRY

For clothing, towels, linens and other items:



- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- Wear disposable gloves when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people's items.
- Do not shake dirty laundry.
- Clean and disinfect clothes hampers according to guidance above for surfaces.
- Remove gloves, and wash hands right away.

MONITOR AND DETECTION

One of the difficulties about COVID-19 is the long incubation period, which is the period from initial infection until the onset of symptoms. One can be harboring the virus inside his or her body and not know it; all the while, it is possible to spread the virus to others. (*CDC Protecting Yourself and Others*)

Should self-distancing fail to prevent the spread of the virus, it is also important that employees be monitored/observed/screened for the display of symptoms. This can include several aspects:

- Self-screening
- Observation of symptoms by co-workers
- Monitoring of symptoms (including fever) by employer

SELF-SCREENING AT HOME

One of the most vital aspects of detection involves self-screening. In order to adequately communicate these procedures to employees, the employer should issue a self-screening checklist to all employees for voluntary, home self-screening prior to returning to work. (*CDC Guidance for Business Plan and Response*)

The screening should consist of the following questions:

1. Do you have a temperature of 100.4 fahrenheit or greater?
2. Do you have a cough?
3. Are you experiencing a shortness of breath?
4. Are you having difficulty breathing?
5. Are you experiencing unusual fatigue?

If the answer to any of these questions is "Yes," employees are requested to stay at home until ALL THREE of the following are true:

- You have been fever free for at least 72 hours (three full days) without taking medication such as acetaminophen or aspirin to reduce fever
- Other symptoms such as cough or shortness of breath are gone
- It has been at least seven days since your symptoms first appeared, or you have been tested for COVID-19 and had two negative tests in a row, at least 24 hours apart

MONITOR AND DETECTION

OBSERVATIONS OF SYMPTOMS AT WORK

If an employee observes a coworker exhibiting symptoms of the virus, the symptomatic employee should be instructed to report to their immediate supervisor. The employee's body temperature should be monitored for fever. If fever is detected, then a decision must be made to determine whether the employee should be transported to a medical facility where better care is available, or advise the employee to return to his or her home to quarantine. Detailed instructions for each of these possibilities are located in this guide. (*CDC Guidance for Business Plan and Response*)

MONITORING BY EMPLOYER

Employers have the authority to set up a monitoring station at the facility's entrance. In addition, a monitoring station may be set up in the parking lot entrance. (*CDC Employers' Guidance*)

If implemented, please consider the following:

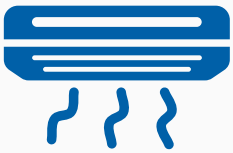
- Create a health screening team that will monitor symptoms of individuals entering the facility
- Close alternative entrances to ensure all employees pass through a monitoring station
- Use no-touch thermometers to evaluate employee's body temperature
- If an employee exhibits a fever, he or she should be sent home to self-quarantine, pursue medical attention or be isolated for further observation

PREPARING YOUR SPACE

Before reopening, you must sanitize your business to limit the spread of germs to your employees and customers. Keep this process limited to as few people as possible.



Disinfect your business before anyone returns to work. Sanitize and disinfect all areas, giving special attention to tools, workstations and equipment, restrooms, food service areas, common surface areas, phones, computers and other electronics.



Replace HVAC air filters or clean/disinfect existing filters. Increase ventilation by opening windows or adjusting air conditioning.



Put tight controls in place on who enters and exits the site during the cleaning shutdown. Limit the number of workers during this time.

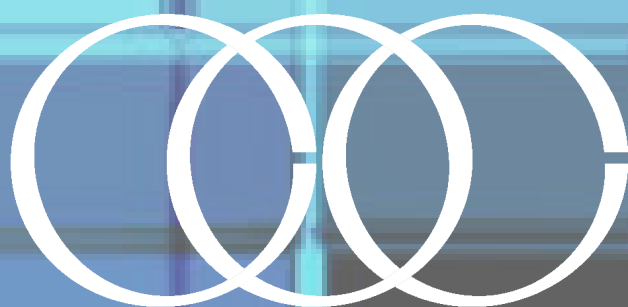
YOUR BUSINESS SHOULD BE 100% DISINFECTED PRIOR TO ANYONE RETURNING TO WORK (OTHER THAN THOSE ASSISTING WITH THE DISINFECTION PROCESS).

DEEP CLEANING

COVID-19 “deep-cleaning” is triggered when an active employee is identified as being COVID-19 positive by testing. Sites may opt to have a deep cleaning performed for presumed cases, at their discretion.

Identify an approved external company that should carry out the deep cleaning activity; this company must have the minimum requirements of:

- Trained personnel to execute the process of cleaning, disinfection and disposal of hazardous waste
- Proper equipment and PPE to perform the task. All necessary procedures and local authorizations or permits to perform disinfection services and manage any wastes generated
- Use of approved COVID-19 disinfectant chemicals to perform this activity



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