COVID-19 Safety Procedures for Businesses
Protecting Customers & Employees Working in The Commonwealth

Requirements for Businesses Authorized to Continue In-Person Operations:

Health & Cleaning
- Provide masks for employees to wear at all times.
- Clean & disinfect the building frequently, especially high-touch areas.
- Make sure employees have access to soap & water, hand sanitizer & disinfectant wipes.
- Tell employees they should notify their supervisor if they are sick & stay home.

Social Distancing
- Prevent large groups from entering or leaving the building at the same time.
- Limit the number of employees in common areas.
- Conduct meetings virtually. For in-person meetings, limit the number of employees to 10 & maintain a distance of six feet.
- Don’t allow non-essential visitors.

If there is a COVID-19 exposure in your building
  - Secure & clean the exposed areas.
  - Take each employee’s temperature before they enter the building & send home those who have a temperature of 100.4°F or higher.
  - Employees should notify their supervisor if they have symptoms & go or stay home.
- Advise sick employees to follow CDC recommended guidance on home isolation.

Additional Safety Guidance for Any Retail Operations at Your Location

- Conduct business with the public by appointment only, when possible.
- Limit the number of people inside the building to no more than 50% of the total maximum occupancy.
- Modify business hours so there is enough time to clean & restock.
- Install shields at check-out areas to separate cashiers & customers.
- Provide delivery or pick-up options & encourage online ordering.
- Designate a specific time for people at risk to use the business at least once a week.
- Require customers to wear masks or face coverings.
- Limit check-out lanes to every other register & rotate every hour to allow for disinfection.
- Schedule handwashing breaks for employees at least every hour.
- Assign an employee to wipe down carts & handbaskets before the customer uses it.

Questions or Concerns?

BUSINESSES
- Contact the Department of Health at 1-877-PA-HEALTH (1.877.724.3258).

EMPLOYEES or CUSTOMERS
- If you feel unsafe at your workplace relative to COVID-19 concerns, file a complaint with:
  - A local health department or law enforcement agency.
  - The Occupational Safety & Health Administration at OSHA.gov.
  - The PA Department of Health at health.pa.gov.

All businesses in the Commonwealth that elect to maintain in-person operations, if permitted to operate under the Orders of the Governor & Secretary of Health, must strictly adhere to the guidance published by the Pennsylvania Department of Health, and must prominently display this notice and the foregoing COVID-19 SAFETY PROCEDURES FOR BUSINESSES at each work location (building or worksite). In addition, each business must, for each work location (building or worksite), identify a Pandemic Safety Officer to respond to employee & subcontractor questions regarding these requirements.

This Business’s or Work Site’s Pandemic Safety Officer is:

Name: Elizabeth M. Garcia, Esq. Number: 570.941.6645 Email: elizabeth.garcia2@scranton.edu

As business owner/operator/site foreperson/manager, I acknowledge & understand the foregoing, & confirm that my business/worksites will adhere to these requirements, as may be amended by orders of the Governor or Secretary of Health.

Signature: __________________________ Date: June 29, 2020

Remember These Important Steps to Stop the Spread of COVID-19

- Maintain a distance of at least 6 feet from other individuals.
- Wash hands with soap & water for at least 20 seconds as frequently as possible, or use hand sanitizer if soap & water are not available.
- Cover coughs or sneezes with a sleeve or elbow.
- Regularly clean high-contact surface areas.
- When sick, stay at home.
- Do not gather in groups larger than 10 people.