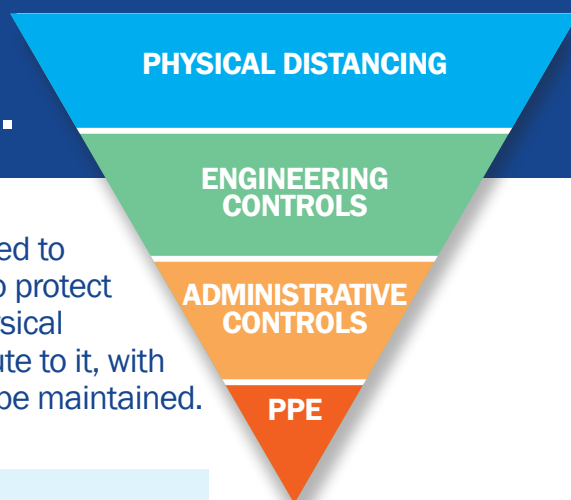# Stay Safe

Businesses, non-profits, and other organizations can implement practical measures to keep patrons, guests and employees safe.

PHYSICAL DISTANCING

ENGINEERING CONTROLS

ADMINISTRATIVE CONTROLS

PPE

Employers and other organizations with physical locations are encouraged to follow a "modified hierarchy of controls," shown in the triangle at right, to protect employees and the public from exposure to COVID-19. The priority is physical distancing and the engineering and administrative controls that contribute to it, with other controls such as PPE being used when physical distancing cannot be maintained.

PHYSICAL DISTANCING

This means keeping people at least 6 feet apart - farther is safer.

Examples:

- Have employees work from home

- Redistribute responsibilities so that the least number of workers are physically present at any given time

- Put distance markers on the floor so customers know to stand 6 feet apart when shopping or waiting

- Encourage customers to come during non-peak hours

- Make signs to post or stickers for employees to wear encouraging customers to maintain 6 feet of distance

ENGINEERING CONTROLS

This means using physical strategies and interventions to reduce potential exposure.

Examples:

- Install high-efficiency air filters

- Increase ventilation

- Install clear plastic sneeze guards to protect employees and patrons

- Provide employees and patrons with tissues and trash receptacles

- Install plexiglass dividers to protect employees and patrons

- Implement curbside pickup

- Clean high-traffic areas frequently

ADMINISTRATIVE CONTROLS

This means using changes in business practices to reduce exposure.

Examples:

- Screen employees for exposure and illness

- Require sick workers to stay home

- Discourage workers from using each other's equipment (phones, desks, etc.)

- Encourage proper hand washing

- Use remote meeting technology

PPE (PERSONAL PROTECTIVE EQUIPMENT)

This means providing or mandating proper personal equipment to protect employees and patrons from exposure

Examples:

- Nonmedical cloth face coverings (*https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf*)

- Medical masks should be saved for use by health care professionals

- Training employees to properly use protective equipment, i.e. disposable gloves.

KNOX COUNTY
TENNESSEE
HEALTH DEPARTMENT

5/5/2020