Employer and Organization Checklist

Community Gathering Spaces

When reopening or expanding services, organizations individually must consider **risk to patrons and employees.** If possible, **slowly transition to increasing services** in order to give your organization time to build and test safety protocols. Strongly **consider special accommodations** for employees who are members of a higher-risk population.

Employers should **develop and implement appropriate policies**, in accordance with federal, state, and local regulations and guidance, and informed by industry best practices. **Use this checklist to start that process.**

- ☐ **Read the plan: A Community Strategy for Phased Reopening: Phase Two Amendment.** Follow the:
  - ☐ **General Guidelines for Everyone Throughout all Phases (page 6).**
  - ☐ **Phase Two General Guidance for Employers and Other Organizations (page 9).**
  - ☐ **Guidance for Specific Types of Employers and Other Organizations (page 25).**
- ☐ **Utilize Support for Employers & Other Organizations (page 5).**
  - ☐ Select a **COVID-19 coordinator** for each physical location.
  - ☐ Post **safety signage on employee and public entrances.**
  - ☐ Join the **COVID-19 email distribution list (listserv)** to stay up-to-date.

Implement strategies addressing the safety of two broad categories of people:

- **Customers**, clients, members of the public, etc.
- **Employees**, coworkers, contract employees, etc.

Develop and implement appropriate policies, in accordance with federal, state, and local regulations and guidance, and informed by industry best practices, regarding:

- ☐ **Physical distancing and protective equipment.** These practices may include:
- ☐ Requiring employees to **wear cloth face coverings (or PPE in medical settings or where industry guidance instructs its use)** when unable to consistently maintain 6 feet of physical distancing.
  - ☐ For as long as possible, allowing **telecommuting**, especially for higher-risk individuals. Allowing **flexible hours** and **staggered shifts** to increase physical distancing for employees as they enter and leave the workplace.
  - ☐ Creating **signs and barriers** that reinforce 6 feet of physical distancing for the protection of your employees and the public.
  - ☐ **Marking the floors** where necessary to provide customers clear direction when **waiting in line.** Implementing **one-way aisles.**
  - ☐ Considering **making stickers for employees** to wear that remind customers to maintain 6 feet of distance.
  - ☐ Creating **plexiglass protective barriers for employees working registers** or **providing close proximity services.**
  - ☐ If the business has overhead announcements, **regularly playing announcements** encouraging the maintenance of 6 feet of distancing.
  - ☐ Encouraging customers to come during **non-peak hours**. Implementing **special hours for seniors and other higher-risk individuals**. **Offering or continuing to offer delivery** or **curbside pickup** options.

- ☐ **General Sanitation.** These practices may include:
  - ☐ Encouraging employees to engage in **hand washing** (or the use of hand sanitizer if hands are not visibly soiled) after each customer interaction.
  - ☐ Having **hand sanitizer available at the entrance** of the business for customers.
  - ☐ **Discouraging workers from using other employees' equipment**, including phones, desks, offices or other work tools, when possible. When not possible, **hand sanitizer** should be used both prior to use of communal items and immediately after.
  - ☐ **Routinely sanitizing shared surfaces and equipment throughout the day and between users.**
  - ☐ Offering customers single-use grocery bags.
  - ☐ Considering placing **limitations on returns** or extending the window in which returns can be made to the place of business.
- ☐ **Use and disinfection of common and high-traffic areas.** Follow guidance from the CDC for **Cleaning and Disinfecting Your Facility**, **Cleaning and Disinfection for Community Facilities**, and **Cleaning and Disinfecting Non-emergency Transport Vehicles**. These practices may include:
  - ☐ Having a **clear plan for enhanced cleaning protocols**, including who is responsible for each task. **Modify business hours** if necessary, to allow for deep cleaning.
  - ☐ Dedicating an employee to working at the entrance **sanitizing carts and baskets** and encouraging the use of hand sanitizer.
  - ☐ Cleaning the **credit card touch screen and/or keypad** after each customer use. Regularly cleaning **checkout lanes or counters**.
  - ☐ Cleaning **pens**, **menus** and **other communal items** after each use.
- ☐ **Business travel.** These practices include:
  - ☐ Following guidance outlined in each phase. Look up the **state and local laws for the area** where your employee will travel **and if CDC has guidelines for quarantining after travel.**
  - ☐ Remaining aware of the **COVID-19 activity in the area** where your employee will travel.

Monitor workforce for COVID-19 symptoms and take action.

- ☐ **Screen all employees daily by asking the following questions:** Have you been told to quarantine/isolate by a medical provider or the health department?; Have you had face-to-face contact for 10 or more minutes with someone who has COVID-19?; Are you feeling ill and/or experiencing any of **the symptoms of COVID-19 (regularly check the CDC website for an updated list)**? **If yes, they should not enter the worksite and should contact their doctor.**
- ☐ While it is preferred that **employers conduct daily employee temperature checks with a no-touch thermometer** before they enter the workplace, **employee daily temperature self-checks** are appropriate when a thermal thermometer is not available or daily employer checks are not practical. Communicate the policy with employees. **Daily temperature checks are a tool in your toolbox; they do not replace the need to follow the other recommendations.**
- ☐ **Require any employee to quarantine/isolate** according to the guidance of their medical provider or the Knox County Health Department when the employee is:
  - ☐ A **positive case** for COVID-19; OR
  - ☐ Waiting for their **results of a COVID-19 test**; OR
  - ☐ A **close contact** of someone with COVID-19.

- ☐ **Do not allow symptomatic people to physically return to the workplace** until they are symptom-free and fever free for 72 hours without the use of fever-reducing medication or have been released from quarantine/isolation. **Employees should not be required to have a negative test to return to work.**
- ☐ Consider implementing generous **sick leave policies** to encourage employees to report their illnesses and stay home.
- ☐ **Maintain employee privacy by not unnecessarily sharing information** with others about their illness. Health information is protected by federal law.

Develop and implement ways to track close contact interactions.

- ☐ Employers should prepare and implement strategies for determining and tracking **close contact interactions between staff and between staff and customers** (for example, keeping detailed appointment records and worker shift pairings so you can easily help public health determine close contacts, if needed). This will allow potential cases to be **isolated quickly should an employee or customer test positive for COVID-19,** preventing future transmissions which **protects health** and the **employer's ability to continue to serve the community.**

Additional Guidelines for Community Gathering Spaces

Phase Two Category	Phase Two Guidance	Additional Resources
Places of worship	☐ See the Governor's Office of Faith-Based and Community Initiatives **Guidance for Gathering Together in Houses of Worship.**	• CDC • FAQ for Faith Leaders from NYC • Guidance from NY state • Risk Assessment from WHO • Decision Tree from WHO • WHO considerations for religious mass gatherings
Community centers and libraries **Senior centers are not open in Phase Two.**	☐ **Offer tele-participation options and other alternative participation models as much as possible. Gatherings are high-risk activities.** According to the CDC **the virus spreads easily between people, especially when they gather.** ☐ **Continue to follow the "General Guidelines for Everyone Throughout all Phases" (pages 6-8) and the Phase Two "General Guidance for Employers and Other Organizations" (page 9) except as modified below.** ☐ **When at least 6 feet of physical distancing cannot be consistently maintained, employees and patrons must wear face coverings.** ☐ **Sanitize surfaces and items between users.** ☐ **Open doors/windows when practical and allowed by regulatory body, utilize outdoor spaces as practical and follow CDC guidance regarding airflow/ventilation as it continues to emerge.** ☐ **As practical, designate an entrance and a separate clearly designated exit to support physical distancing. This may also mean creating entrance and exit "lanes" if a doorway has**	• CDC

	two doors and no separate entrance/exit can be practically utilized. ☐ **Treat every patron and employee as if they are potentially infectious.** ☐ **Libraries** should use alternative service models for the request of books and other materials due to the tendency of patrons to touch and reshelf materials. Books and other materials must be quarantined for 72 hours before being made available for recirculation after being checked out to patrons.	