

# Employer and Organization Checklist

## Gatherings

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 27).**
- ☐ **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 Gatherings

Phase Two Category	Phase Two Guidance	Additional Resources
Indoor and outdoor gatherings and venues (birthday parties, classes/onsite instruction, meetings, events, concerts, etc.)	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Offer tele-participation options and other alternative participation models as much as possible. Gatherings are high-risk activities.</b> According to the CDC <a href="#">the virus spreads easily between people</a>, especially when they gather. Gatherings are high-risk activities because of the prolonged time spent in the vicinity of the other participants and the increased likelihood of intermittent breaking of physical distancing. <b>Across the nation, many clusters of cases have been traced back to weddings, funerals, house parties, concerts, athletic activities and workplace meetings.</b> Fulfilling both the letter and spirit of the guidance for gatherings will be important for preventing clusters in our community. <b>Out of respect for the safety of others, tele-participation options should be offered</b> to all participants invited to social and professional gatherings, especially individuals who are higher-risk, who live with higher-risk individuals or who provide support to higher-risk individuals.</li> <li><input type="checkbox"/> <b>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.</b></li> <li><input type="checkbox"/> <b>When at least 6 feet of physical distancing cannot be consistently maintained, employees and patrons must wear face coverings.</b></li> <li><input type="checkbox"/> <b>Gatherings have a maximum of 50 people for the entire duration of the event</b> (including open house type gatherings). Large event venues can split apart their event spaces into more</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">CDC Mass Gathering guidance</a></li> <li>• <a href="#">CDC guidance</a></li> <li>• <a href="#">National Funeral Directors Association guidance</a></li> </ul>

<b>Indoor and outdoor gatherings and venues, continued</b>	<p>than one event space. Simultaneous events must be unrelated and guests at each event cannot attend the other events.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Agendas and event spaces</b> should be arranged to discourage congregating between individuals of different households. Professional event venues and organizers must provide a copy of the guidelines to clients. Develop flexible refund policies for organizers and attendees.</li> <li><input type="checkbox"/> <b>Maintain physical distancing</b> of at least 6 feet between attendees from different households. Wear a cloth face covering when unable to consistently maintain physical distancing.</li> <li><input type="checkbox"/> <b>Table and chairs</b> must be set to accommodate physical distancing. It is highly encouraged to maximize the space between households in attendance at a gathering for a prolonged period of time.</li> <li><input type="checkbox"/> <b>Follow the food service guidelines</b> earlier in this document for any provision of food or beverage. No self-service. Beverages must be served only to seated guests.</li> <li><input type="checkbox"/> <b>Dancing is not allowed.</b></li> <li><input type="checkbox"/> <b>When possible, limit car services (for example, valets).</b> If necessary to continue offering car services, ensure employees and patrons are wearing cloth face coverings and wipe down all surfaces touched before and after use (e.g., keys, wheel, door handle).</li> <li><input type="checkbox"/> It is anticipated that Phase Three guidance will include separate indoor and outdoor guidelines.</li> </ul>	
--	---	--