CORONAVIRUS
RETURN TO OFFICE

May 1, 2020
Risk Phases

General Guidelines

Returning to the Office
PHASED RISK LEVELS

High Risk - Red
Moderate Risk - Orange
Low Risk - Yellow
Normal Risk - Green
Phased Timeline

- **Economic Phases**
  - **URGENT**: March
  - **STABILIZATION**: April, May, June, July, August, September, October
  - **BEGIN RECOVERY**: November, December, January, February, March

- **Expected Timeline**
  - March 16, 2020
  - Estimated late April or early May
  - Estimated Fall 2020

**UTAH LEADS TOGETHER 2.0**
Utah’s Plan for Health and Economic Recovery
## RISK PHASES

<table>
<thead>
<tr>
<th>Low Risk</th>
<th>Moderate Risk</th>
<th>High Risk</th>
</tr>
</thead>
</table>
| Public follows Guidelines for All Levels of the General Public (outlined below) and employers follow General Guidelines for Employers (outlined below)  
- General public and employers take reasonable precautions  
- Face coverings worn in public settings where other social distancing measures are difficult to maintain  
- Schools are open  
- Interactions in decreased group sizes that enable all social distancing guidelines to be maintained; social interactions in groups 50 or fewer  
- All businesses operating  
- Employers exercise discretion with remote work and returning to onsite work  
- Recommended symptom checking in public/business interactions | Public follows Guidelines for All Levels of the General Public (outlined below) and employers follow General Guidelines for Employers (outlined below)  
- General public and employers take extreme precautions  
- Face coverings worn in public settings where other social distancing measures are difficult to maintain  
- In-person interactions limited to individual households and those who have been following recommended distancing/hygiene guidelines. Increase use of virtual interactions  
- Leave home infrequently, stay 6 feet away from others when outside the home  
- Interactions in decreased group sizes that enable all social distancing guidelines to be maintained; social interactions in groups 20 or fewer  
- Limit out-of-state travel, quarantine 14 days upon return from high-risk areas  
- Schools closed  
- Employees and volunteers of businesses operate remotely, unless not possible  
- High-contact businesses can operate under strict protocols  
- Restaurants are open for dine-in services with strict requirements  
- Symptom checking in business interactions  
- Employers evaluate workforce strategy, concerns, and enact strategies to minimize economic impact | Public follows Guidelines for All Levels of the General Public (outlined below) and employers follow General Guidelines for Employers (outlined below)  
- General public and employers take extreme precautions  
- Face coverings worn in public settings where other social distancing measures are difficult to maintain  
- In-person interactions limited to individual households; increase virtual interactions  
- Essential travel only. Leave home infrequently; stay 6 feet away from others when outside the home  
- Interactions in groups up to 10  
- Limit out-of-state travel, quarantine 14 days upon return from high-risk areas  
- Schools closed  
- Employees and volunteers of businesses operate remotely, unless not possible  
- Encourage high-contact businesses not to operate  
- Symptom checking in business interactions  
- Employers evaluate workforce strategy, concerns, and enact strategies to minimize economic impact |
General Guidelines

Best Practices for Employers

- Those who are, or work with, high-risk populations, should undergo daily screening/symptom monitoring, and be tested if they begin to experience COVID-19 symptoms. High-risk populations should take extra precautions to avoid close contact with multiple people.
- Use online conferencing, email, or telephone in place of in-person meetings, even when people are in the same building.
- Employees and customers should not congregate in groups; if your business involves a waiting area, customers should wait outside or in their cars.
- Encourage contactless pay options if possible; otherwise immediately disinfect transaction equipment.
- Make regular announcements to remind employees and customers to follow distancing guidelines. Use floor markings to mark appropriate physical distance (6 or 10 feet) where appropriate.
- Encourage digital files rather than paper formats (e.g., documentation, invoices, inspections, forms, agendas).
- Consider what reserve supplies may be necessary to obtain (e.g., cleaning supplies, gloves or other protective equipment).
- Consider the possibility of interruptions to water or power that might force closure.
- Establish and maintain open dialogue with local communities, including key vendors and suppliers, exploring contingencies and sharing appropriate decisions about foodservice, transportation, and other services.
- Identify a workplace coordinator who will be responsible for COVID-19 issues and their impact in the workplace.
- If relevant, update emergency communication plan with key contacts and backups, chain of communications, and processes for tracking and communicating; share the response plan with employees and communicate expectations.
- Ensure every employee’s contact information and emergency contact details are up to date; ensure a plan is in place to reach employees quickly.
- Educate workforce about the threat of the COVID-19 pandemic, what the business is doing, and what they should do to protect themselves and their families.
- Prepare for absenteeism—not only sick employees will stay home; others may need to care for the sick or children if schools close; those employees should notify their supervisors.
- Provide signage at each public entrance to inform all employees and customers that they should:
  - Avoid entering if they fever, cough, muscle aches and pains, sudden changes in smell or taste, sore throat, shortness of breath, or feel generally unwell.
  - Maintain a minimum 6-foot distance (10-foot distance in gyms, fitness centers, or large event/entertainment spaces due to prolonged exposure, increased movement, exertion, heavier breathing, cheering).
  - Sneeze/cough into cloth, tissue, elbow or sleeve (not hands).
  - Avoid hand shaking or unnecessary physical contact.
  - Wear face coverings.
GENERAL GUIDELINES

Cleaning & Hygiene Guidelines for Employers

- Promote etiquette for coughing, sneezing, and handwashing; avoid touching face, especially eyes, nose, and mouth; place posters that encourage hand and respiratory hygiene
- Face coverings should be worn by employees and patrons, especially when difficult or impossible to maintain 6-foot distance
- Ensure adequate air circulation and post tips on how to stop the spread of germs
- When possible, discourage sharing of work tools and equipment
- Avoid handshaking
- Make a list of high-touch surfaces requiring routine disinfecting and perform routine environmental cleaning (e.g., elevator buttons, workstations, countertops, handrails, doorknobs, breakrooms, bathrooms, common areas), either twice a day or after each use. Keep a logbook of cleaning regimen. Those cleaning should:
  - Wear gloves
  - Prior to disinfecting, clean surfaces with soap and water if soiled
  - Use EPA-approved disinfectant, industrial cleaner, diluted bleach, or alcohol solutions
- Provide disposable disinfecting wipes for employee use on high-touch surfaces; provide no-touch trash bins
- Laundry: wear gloves, use warmest appropriate water setting, dry items completely, do not shake dirty laundry, launder items that have come in contact with COVID-19 separately
- Make hand sanitizer, soap and water, or effective disinfectant readily available. Provide pop-up handwashing stations or facilities where necessary (e.g. open houses, construction sites)
- Personal Protection Equipment (PPE) should not be shared and should be disposed of properly
- After using gloves, employees should wash their hands
GENERAL GUIDELINES

Employers Monitoring Symptoms

- Employees who are sick or who appear to have COVID-19 symptoms should be separated from other employees/customers immediately and sent home; immediately clean and disinfect areas the sick employee visited
- Train managers/leadership to spot symptoms of COVID-19 and to be clear on relevant protocols
- Monitor employee symptoms, especially fever. If employees take simple medications such as acetaminophen, ibuprofen, or aspirin, they should take temperature beforehand
- Do not allow employees to come to work if they feel sick; create or maintain non-punitive leave policies so employees do not feel pressured to come to work if they are sick. Remind employees to report any illness to a manager, especially if sick with fever, cough, muscle aches and pains, sudden changes in smell or taste, sore throat, and/or shortness of breath
- If an employee is confirmed COVID-19 positive, employers should inform fellow employees while maintaining confidentiality; fellow employees should self-monitor for symptoms for 14 days
CHANGES AT ORANGE

– Interaction with observers of SD and Hygiene guidelines
– Leave Home Infrequently (vs essential travel)
– Social interactions from 10 - 20 people w/SD
– High Contact Businesses Open w/ Strict Protocols
– Dine in Service w/ Strict Requirements
CHANGES AT YELLOW

- Reasonable vs Extreme Precautions
- Schools & Businesses are Open
- Social Interactions 20 - 50 people w/ SD
- No Restriction on Leaving Home
- Employer Discretion on Remote Work
- No Mention of Dine In Restrictions
SOCIAL GUIDELINES

LEVEL GREEN

– Be Responsible

– Self Monitor Symptoms for 14 Days Post Travel

Always Use Extreme Caution for High Risk Individuals
### General Guidelines

<table>
<thead>
<tr>
<th>Select Industry</th>
<th>High Risk</th>
<th>Moderate Risk</th>
<th>Low Risk</th>
<th>New Normal Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Employer Guidelines</td>
<td>Employers exercise extreme caution, with employees working remotely, evaluating workforce concerns, and enacting strategies to minimize economic impact. Businesses that necessitate on-site work should monitor workforce for symptoms and well-being.</td>
<td>Employers exercise extreme caution, with employees working remotely, evaluating workforce concerns, and enacting strategies to minimize economic impact. Businesses that necessitate on-site work should monitor workforce for symptoms and well-being.</td>
<td>Employers encourage flexible working arrangements (rotating shifts, remote, etc.). Comply with distancing guidelines. Increased cleaning regimen of high-touch areas. Monitor employees for symptoms and well-being.</td>
<td>All businesses are open and operating under stricter hygiene and cleaning regimen. Monitoring health of workforce and customers.</td>
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</tbody>
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Return to Office
Preparation & Safety
PPE & SUPPLIES

Face Masks
Gloves
Antibacterial Soap
Hand Sanitizer
Sanitizing Wipes
Cleaners and Disinfectants
FACILITY READINESS

- Signage
- Floor Markings
- Workstation Location
- Guards/Barriers
- Isolate High Risk Employees
- High Traffic & Tight Areas
- Sanitation Plan/High Touch
REST ROOMS

- Occupancy Limit
- Close Fixtures for SD?
- Soap, Hot Water, Paper Towels
- No Touch Trash Can
- Paper Towels (Faucet & Door)
- Trash Can at the Door
- Hands Free Door Open
BREAK ROOMS

– Occupancy Limit - Seating
– Hand Wash Station
– No Touch Trash Can Near Door
– Leave Door Open
– Sanitizing Wipes
– Disinfect Common Surfaces
– Fountains/Sinks/Refrigerators
TRAINING

– How to Stay Safe
– Use of Gloves and Masks
– Hand Washing
– Facility Specific Distancing
– Visitors and the Public
– End of Day Decontamination
– Sanitizing
  – PPE (Gloves, Mask, Goggles)
  – Sanitizing agents
HIGH RISK INDIVIDUALS

- Over 65 Years Old
- Underlying Medical Conditions (Any Age)
  - Lung, Kidney, Liver or Heart
  - Asthma
  - Severe Obesity
- Otherwise Immunocompromised
  - Cancer, Smoker, Transplant, HIV/AIDS
- Corticosteroid or other immune weakening meds
HIGH RISK EMPLOYEES

Do Not Discriminate (Age and Disability)
Remote Worksite / Work From Home
Sanitation of Work Space/Equipment
Wash Hands Before Interactions
Provide Space (Isolation)
Limit Contact to 1 or Same People
**FFCRA**

2 Weeks Sick Leave at Regular Pay  
(Employee COVID Related)

2 Weeks Sick leave at 2/3rds Pay  
(COVID related sick or care)

10 Weeks at 2/3rds Pay  
(COVID related Care For Child)
SUMMARY

- Return to “Normal” Takes Time
- Follow Phased Guidelines
- Prepare Policies and Facilities
- Train Employees To:
  - Keep Themselves Health & Safe
  - Follow New Practices
- Be Prepared for What May Come
CONTACT THE PRESENTER

Doug Folsom
801.673.1965
doug@utahtrust.gov