COVID19 Prevention Checklist
General Guidance
Updated May 8, 2020

As the number of COVID-19 cases begins to decrease, the State of Maine is adopting a staged approach, supported by science, public health expertise and industry collaboration, to allow Maine businesses to safely open when the time is right.

This is one of many industry guidance documents for business that the State is preparing for businesses so they can be prepared to meet health guidelines and reopen safely. Please make sure you pair this document with the general guidance document that applies to all industries, which is available on maine.gov/DECD.

Please note: This document may be updated as additional information and resources become available.

Employers, please review the CDC guidance *Prepare your Small Business and Employees for the Effects of COVID-19*

- Know where to find local information on COVID-19 and local trends of COVID-19 cases

Prevention and Preparation

Physical Distancing and Good Hygiene to Prevent the Spread of Disease

- Maintain 6 feet physical distancing for staff, customers, and vendors.
- Require employees to wear cloth face coverings.
    - Cloth face coverings are intended to prevent transmission.
    - The degree to which cloth face coverings, masks and face shields are recommended is based on proximity and duration of contact. Please see industry specific guidance.
- Require employees to practice good hand hygiene. Good hand hygiene prevents spread of disease. The best hand hygiene is frequent handwashing. Remind employees to practice good hand hygiene with frequent handwashing and hand sanitizing especially between contact with customers and customer items.

Screening

- Ask employees and customers the following questions to screen for illness:
    - Have you had a cough or sore throat?
    - Have you had a fever or do you feel feverish?
    - Do you have shortness of breath?
    - Do you have a loss of taste or smell?

- o Have you been around anyone exhibiting these symptoms within the past 14 days?
  - o Are you living with anyone who is sick or quarantined?
  - o Have you been out of state in the last 14 days?
- Based on currently available information and clinical expertise, **older adults and people of any age who have serious underlying medical conditions** might be at higher risk for severe illness from COVID-19. Higher risk employees may include:
  - o Individuals over 65 years of age.
  - o People of all ages with underlying medical conditions, particularly if not well controlled, including:
  - o People with chronic lung disease or moderate to severe asthma
  - o People who have serious heart conditions
  - o People with hypertension
  - o People who are immunocompromised:
    - ▪ Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
  - o People with severe obesity (body mass index [BMI] of 40 or higher)
  - o People with diabetes
  - o People with chronic kidney disease undergoing dialysis
  - o People with liver disease

Operations

- Use posters to remind staff, vendors, and customers regarding hand hygiene and physical distancing.
- Ensure that employees have access to hand soap, cloth face coverings, gloves, tissues, paper towels, and a designated trash bin to dispose of used items.
- Provide access to hand washing areas for staff, vendors, and customers.
- Provide hand sanitizer (at least 60% alcohol) in multiple locations around work and public spaces.
- Face-to-face staff meetings should be limited and respect physical distancing.
- Consider staggered work shifts and expanding hours to reduce number of individuals working together at the same time and spread out the contact with members of the public.
- Increase electronic workplace communications (texts, emails, instant messaging, phone calls) with staff to reduce frequent face-to-face contact.
- Adjust break/meal times to limit contact between employees.
- Provide resources and a work environment that promotes personal hygiene such as tissues, no-touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for workers to clean their work surfaces.
- Ventilate workspace with open windows and doors to the extent possible.
- Disinfect phones, shared tools, scanning devices, and other shared items regularly.
- Discourage shared use of desks, offices, or phones.
- Avoid out of state travel.

- Non-essential business travel should be limited as much as possible. Consult Maine CDC website for current travel advisories.
- Limit staff travel between multiple locations.
- Make sure you have a safe process to receive supplies and other deliveries.
- For contact tracing purposes, establishments should maintain a record including contact information for clients, and those personnel who had direct prolonged interaction with them. Based on our current knowledge, a close contact is someone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the patient is isolated. They should stay home, maintain social distancing, and self-monitor until 14 days from the last date of exposure.

Cleaning, Disinfecting, and Sanitizing

Employers, please review the CDC guidance *Cleaning and Disinfecting Your Facility: Everyday Steps, Steps When Someone is Sick, and Considerations for Employers*

Clean

- Clean surfaces using soap and water. Practice routine cleaning of frequently touched surfaces. High touch surfaces include: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use disinfectant.
- Recommend use of EPA-registered household disinfectant.
- Diluted household bleach solutions may also be used if appropriate for the surface.
- Alcohol solutions with at least 70% alcohol may also be used.

Soft surfaces: For soft surfaces such as carpeted floor, rugs, and drapes

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- Disinfect with an EPA-registered household disinfectant.

Electronics: For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines

- Consider putting a wipeable cover on electronics.
- Follow manufacturer's instruction for cleaning and disinfecting. If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

In Case of Illness

- Know the signs and symptoms of COVID-19. Know what to do if staff become symptomatic at the workplace.
- Require employees to stay home and notify workplace administrators when sick (workplaces should provide non-punitive sick leave options to allow staff to stay home when ill).
- Consider conducting thermal temperature checks (optional)
- Review, update, or develop workplace plans to include leave policies for people with COVID-19 symptoms.
- When an employee feels ill:
  - Instruct employees to not come to work with symptoms of COVID-like illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19:
  - Cough
  - Shortness of breath or difficulty breathing

    Or at least two of these symptoms:

  - Fever
  - Chills
  - Repeated shaking with chills
  - Muscle pain
  - Headache
  - Sore throat
  - New loss of taste or smell
- Becomes ill on the job
  - Have a plan for a room or space where the employee can be isolated until transferred to home or health care facility and provide a facemask, if available and tolerated.
  - Call 911 for guidance/assistance.
  - Notify personnel who came into contact with ill person of their possible exposure to COVID-19 in the workplace, but should maintain confidentiality as required by the Americans with Disabilities Act (ADA).
  - Return to work
    - Know the current CDC guidance for employee infected by COVID
- Members of the public who become ill while at your business:
  - Have a plan for a room or space where individual can be isolated until transferred to home or health care facility and provide a facemask, if available and tolerated.
    - Notify personnel who came into contact with ill person of their possible exposure to COVID-19 in the workplace, but should maintain confidentiality as required by the Americans with Disabilities Act (ADA).

For the latest guidance, please visit the U.S. CDC website.