



ROAD TO RECOVERY



BACK-TO-BUSINESS TOOLKIT



ROAD TO RECOVERY

EMPLOYEE HEALTH

Managing sick workers

Workers who appear to have symptoms (e.g., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from others at the workplace and sent home. Disinfect the workstation used and any tools handled by the symptomatic worker. Ensure that personnel managing sick employees are appropriately protected from exposure.

If a worker is confirmed to have COVID-19, employers should inform anyone they have come into contact with (including fellow workers, inspectors, contractors, etc.) of their possible exposure to COVID-19 in the workplace, but should maintain confidentiality. The employer should instruct fellow workers about how to proceed based on the CDC Public Health Recommendations for Community-Related Exposure. Employers should work with health officials to facilitate the identification of other exposed and potentially exposed individuals.

Addressing return to work

Employers have an obligation to manage the continuation of work and return to work of their workers in ways that best protect the health of workers, their coworkers, and the general public.

Employers may permit workers who have been **exposed** to COVID-19, but remain **without symptoms**, to continue to work, provided they adhere to additional safety precautions. Consultation with an occupational health provider and health officials will help employers develop the most appropriate plan consistent with CDC guidance.

Workers with COVID-19 who have symptoms and have stayed home (home isolated) should not return to work until they have met the criteria to discontinue home isolation, and have consulted with their healthcare providers and the health department.

1). Symptom-based strategy

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation if:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
- At least 10 days have passed since symptoms first appeared.

2). Test-based strategy

Previous recommendations for a test-based strategy remain applicable but are contingent on the availability of testing, supplies and laboratory capacity as well as convenient access to testing.

Persons who have COVID-19 symptoms and were directed to care for themselves at home may discontinue isolation if:

- Resolution of fever without the use of fever-reducing medications and
- Improvement in respiratory symptoms (e.g., cough, shortness of breath), and
- Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens)*. See Interim

The situation is constantly changing, so employers will need to continue to reassess the virus's transmission levels in their area.

INDUSTRY SPECIFIC GUIDANCE DOCUMENTS



ROAD TO RECOVERY

CHARLOTTE COUNTY

Continue to adhere to State and local guidance as well as CDC guidance, particularly with respect to face coverings, personal protection equipment, and hygiene.

CONTINUE TO PRACTICE GOOD HYGIENE

- ✓ Wash your hands with soap and water or use hand sanitizer.
- ✓ Avoid touching your face.
- ✓ Sneeze or cough into a tissue, or the inside of your elbow.
- ✓ Disinfect frequently used items and surfaces.
- ✓ Strongly consider using face coverings while in public.

PEOPLE WHO FEEL SICK SHOULD STAY HOME

- ✓ Do not go to work or school.
- ✓ Contact and follow the advice of your medical provider.

WHEN IN PUBLIC

- ✓ Maximize physical distance from others.
- ✓ Avoid settings of more than 10 people.
- ✓ Minimize non-essential travel.
- ✓ Adhere to CDC guidelines regarding isolation following travel.

VULNERABLE POPULATION

Continue to shelter in place. Members of households with vulnerable residents should be aware that by returning to work or other environments where distancing is not practical, they could carry the virus back home. Precautions should be taken to isolate vulnerable residents.

SAFELY PROTECT EACH OTHER

SAFELY SERVE OTHERS

BANKING BEST PRACTICES

- Work separately when possible.
- Develop a branch cleaning log for tracking
- Follow CDC guidance for personal protection and hygiene.
- Review business COOP pandemic plan.
- Lobby by appointment only.
- Utilize electronic signatures.
- Closings by appointments.
- Use secure drop boxes where possible.
- Clean common surfaces including ATMs.

For the latest rules on reopening please visit:



CONTINUE TO:



STAY HOME WHEN SICK



WASH HANDS OFTEN



WEAR A FACE MASK



ROAD TO RECOVERY

CHARLOTTE COUNTY

Continue to adhere to State and local guidance as well as CDC guidance, particularly with respect to face coverings, personal protection equipment, and hygiene.

CONTINUE TO PRACTICE GOOD HYGIENE

- ✓ Wash your hands with soap and water or use hand sanitizer.
- ✓ Avoid touching your face.
- ✓ Sneeze or cough into a tissue, or the inside of your elbow.
- ✓ Disinfect frequently used items and surfaces.
- ✓ Strongly consider using face coverings while in public.

PEOPLE WHO FEEL SICK SHOULD STAY HOME

- ✓ Do not go to work or school.
- ✓ Contact and follow the advice of your medical provider.

WHEN IN PUBLIC

- ✓ Maximize physical distance from others.
- ✓ Avoid settings of more than 10 people.
- ✓ Minimize non-essential travel.
- ✓ Adhere to CDC guidelines regarding isolation following travel.

VULNERABLE POPULATION

Continue to shelter in place. Members of households with vulnerable residents should be aware that by returning to work or other environments where distancing is not practical, they could carry the virus back home. Precautions should be taken to isolate vulnerable residents.

SAFELY PROTECT EACH OTHER

SAFELY SERVE OTHERS

HOTELS BEST PRACTICES

- Discourage shared items, e.g., workers' phones, desks, offices, or other work tools and equipment.
- Reduce shared customer service phones.
- Increase time between vacancy and cleanings.
- Clean all frequently touched areas often, such as front desk, elevator buttons, coffee stations, doorknobs, etc.
- Room service restrictions, e.g., delivery to door.
- Reduce in-person check-in/checkout with technology.
- Request guests to minimize direct contact with employees.

For the latest rules on reopening please visit:



CONTINUE TO:



STAY HOME WHEN SICK



WASH HANDS OFTEN



WEAR A FACE MASK



ROAD TO RECOVERY

CHARLOTTE COUNTY

Continue to adhere to State and local guidance as well as CDC guidance, particularly with respect to face coverings, personal protection equipment, and hygiene.

CONTINUE TO PRACTICE GOOD HYGIENE

- ✓ Wash your hands with soap and water or use hand sanitizer.
- ✓ Avoid touching your face.
- ✓ Sneeze or cough into a tissue, or the inside of your elbow.
- ✓ Disinfect frequently used items and surfaces.
- ✓ Strongly consider using face coverings while in public.

PEOPLE WHO FEEL SICK SHOULD STAY HOME

- ✓ Do not go to work or school.
- ✓ Contact and follow the advice of your medical provider.

WHEN IN PUBLIC

- ✓ Maximize physical distance from others.
- ✓ Avoid settings of more than 10 people.
- ✓ Minimize non-essential travel.
- ✓ Adhere to CDC guidelines regarding isolation following travel.

VULNERABLE POPULATION

Continue to shelter in place. Members of households with vulnerable residents should be aware that by returning to work or other environments where distancing is not practical, they could carry the virus back home. Precautions should be taken to isolate vulnerable residents.

SAFELY PROTECT EACH OTHER

SAFELY SERVE OTHERS

RESTAURANT BEST PRACTICES

- Avoid cafeteria-style dining arrangements.
- "Grab and go" service, stock to minimum levels.
- Clean and sanitize reusable menus. Discard paper menus after use.
- Between diners, sanitize condiments, ordering devices, check presenters, self-service areas, tabletops and commonly touch areas.
- Single use items should be discarded. Consider rolled silverware and eliminating table presets.
- Reduce person-to-person interaction: mobile ordering; mobile access to menus to plan-in-advance; text on arrival for seating; contactless payment options.

For the latest rules on reopening please visit:



CONTINUE TO:



STAY HOME WHEN SICK



WASH HANDS OFTEN



WEAR A FACE MASK



ROAD TO RECOVERY

CHARLOTTE COUNTY

Continue to adhere to State and local guidance as well as CDC guidance, particularly with respect to face coverings, personal protection equipment, and hygiene.

CONTINUE TO PRACTICE GOOD HYGIENE

- ✓ Wash your hands with soap and water or use hand sanitizer.
- ✓ Avoid touching your face.
- ✓ Sneeze or cough into a tissue, or the inside of your elbow.
- ✓ Disinfect frequently used items and surfaces.
- ✓ Strongly consider using face coverings while in public.

PEOPLE WHO FEEL SICK SHOULD STAY HOME

- ✓ Do not go to work or school.
- ✓ Contact and follow the advice of your medical provider.

WHEN IN PUBLIC

- ✓ Maximize physical distance from others.
- ✓ Avoid settings of more than 10 people.
- ✓ Minimize non-essential travel.
- ✓ Adhere to CDC guidelines regarding isolation following travel.

VULNERABLE POPULATION

Continue to shelter in place. Members of households with vulnerable residents should be aware that by returning to work or other environments where distancing is not practical, they could carry the virus back home. Precautions should be taken to isolate vulnerable residents.

SAFELY PROTECT EACH OTHER

SAFELY SERVE OTHERS

FOOD DELIVERIES BEST PRACTICES

- Avoid close contact with individuals as much as possible during pick up or delivery.
- Practice contactless deliveries to the greatest extent possible.
- Limit your contact with frequently touched surfaces during pickups and deliveries, such as countertops, elevator buttons, doorbells, door handles, radio buttons, etc.
- Avoid sharing scanners, pens, or other tools with customers.
- Use a foot, shoulder, elbow, hip, or forearm instead of hands when opening doors at pick-up and delivery sites, if possible.

For the latest rules on reopening please visit:



CONTINUE TO:



STAY HOME WHEN SICK



WASH HANDS OFTEN



WEAR A FACE MASK



ROAD TO RECOVERY

CHARLOTTE COUNTY

Continue to adhere to State and local guidance as well as CDC guidance, particularly with respect to face coverings, personal protection equipment, and hygiene.

CONTINUE TO PRACTICE GOOD HYGIENE

- ✓ Wash your hands with soap and water or use hand sanitizer.
- ✓ Avoid touching your face.
- ✓ Sneeze or cough into a tissue, or the inside of your elbow.
- ✓ Disinfect frequently used items and surfaces.
- ✓ Strongly consider using face coverings while in public.

PEOPLE WHO FEEL SICK SHOULD STAY HOME

- ✓ Do not go to work or school.
- ✓ Contact and follow the advice of your medical provider.

WHEN IN PUBLIC

- ✓ Maximize physical distance from others.
- ✓ Avoid settings of more than 10 people.
- ✓ Minimize non-essential travel.
- ✓ Adhere to CDC guidelines regarding isolation following travel.

VULNERABLE POPULATION

Continue to shelter in place. Members of households with vulnerable residents should be aware that by returning to work or other environments where distancing is not practical, they could carry the virus back home. Precautions should be taken to isolate vulnerable residents.

SAFELY PROTECT EACH OTHER

SAFELY SERVE OTHERS

GROCERY/FOOD RETAIL BEST PRACTICES

- Encourage customers to use touchless payment options, when available.
- When exchanging paper money do not touch your face afterward.
- Clean and disinfect frequently touched surfaces such as workstations, cash registers, payment terminals, door handles, tables, and countertops on a routine basis.
- Increase distance between employees, coworkers, and customers.
- Provide remote shopping alternatives.
- Provide disposable disinfectant wipes or cleaner.
- Wipe down frequently touched surfaces.

For the latest rules on reopening please visit:



CONTINUE TO:



STAY HOME WHEN SICK



WASH HANDS OFTEN



WEAR A FACE MASK



ROAD TO RECOVERY

CHARLOTTE COUNTY

Continue to adhere to State and local guidance as well as CDC guidance, particularly with respect to face coverings, personal protection equipment, and hygiene.

CONTINUE TO PRACTICE GOOD HYGIENE

- ✓ Wash your hands with soap and water or use hand sanitizer.
- ✓ Avoid touching your face.
- ✓ Sneeze or cough into a tissue, or the inside of your elbow.
- ✓ Disinfect frequently used items and surfaces.
- ✓ Strongly consider using face coverings while in public.

PEOPLE WHO FEEL SICK SHOULD STAY HOME

- ✓ Do not go to work or school.
- ✓ Contact and follow the advice of your medical provider.

WHEN IN PUBLIC

- ✓ Maximize physical distance from others.
- ✓ Avoid settings of more than 10 people.
- ✓ Minimize non-essential travel.
- ✓ Adhere to CDC guidelines regarding isolation following travel.

VULNERABLE POPULATION

Continue to shelter in place. Members of households with vulnerable residents should be aware that by returning to work or other environments where distancing is not practical, they could carry the virus back home. Precautions should be taken to isolate vulnerable residents.

SAFELY PROTECT EACH OTHER

SAFELY SERVE OTHERS

MAIL & PARCEL DELIVERY BEST PRACTICES

- Practice contactless deliveries when you can.
- Maintain distancing from those you speak to while making deliveries.
- Limit contact with frequently touched surfaces during deliveries, such as doorbells or door handles.
- Use a foot, shoulder, elbow, hip, or forearm when opening doors.
- Avoid sharing scanners, pens, etc. with customers.
- Carry disinfectant wipes and a trash bag with you.
- If you are wearing washable work gloves throughout your shift, do not touch your face with gloved hands. Wash your hands when removing.

For the latest rules on reopening please visit:



CONTINUE TO:



STAY HOME WHEN SICK



WASH HANDS OFTEN



WEAR A FACE MASK



ROAD TO RECOVERY

CHARLOTTE COUNTY

Continue to adhere to State and local guidance as well as CDC guidance, particularly with respect to face coverings, personal protection equipment, and hygiene.

CONTINUE TO PRACTICE GOOD HYGIENE

- ✓ Wash your hands with soap and water or use hand sanitizer.
- ✓ Avoid touching your face.
- ✓ Sneeze or cough into a tissue, or the inside of your elbow.
- ✓ Disinfect frequently used items and surfaces.
- ✓ Strongly consider using face coverings while in public.

PEOPLE WHO FEEL SICK SHOULD STAY HOME

- ✓ Do not go to work or school.
- ✓ Contact and follow the advice of your medical provider.

WHEN IN PUBLIC

- ✓ Maximize physical distance from others.
- ✓ Avoid settings of more than 10 people.
- ✓ Minimize non-essential travel.
- ✓ Adhere to CDC guidelines regarding isolation following travel.

VULNERABLE POPULATION

Continue to shelter in place. Members of households with vulnerable residents should be aware that by returning to work or other environments where distancing is not practical, they could carry the virus back home. Precautions should be taken to isolate vulnerable residents.

SAFELY PROTECT EACH OTHER

SAFELY SERVE OTHERS

MEAT & POULTRY PROCESSING BEST PRACTICES

- Monitor distancing on processing floor.
- Encourage single-file movement with a six-foot distance throughout the facility, where possible.
- Stagger times to avoid groups of workers during breaks/arrivals/departures.
- Consider grouping workers together so they are always assigned to the same shifts with the same coworkers to minimize exposure to others.
- Monitor and respond to absenteeism.
- Limit ride-sharing when possible.
- Increase sanitization of common areas.

For the latest rules on reopening please visit:



CONTINUE TO:



STAY HOME WHEN SICK



WASH HANDS OFTEN



WEAR A FACE MASK



ROAD TO RECOVERY

CHARLOTTE COUNTY

Continue to adhere to State and local guidance as well as CDC guidance, particularly with respect to face coverings, personal protection equipment, and hygiene.

CONTINUE TO PRACTICE GOOD HYGIENE

- ✓ Wash your hands with soap and water or use hand sanitizer.
- ✓ Avoid touching your face.
- ✓ Sneeze or cough into a tissue, or the inside of your elbow.
- ✓ Disinfect frequently used items and surfaces.
- ✓ Strongly consider using face coverings while in public.

PEOPLE WHO FEEL SICK SHOULD STAY HOME

- ✓ Do not go to work or school.
- ✓ Contact and follow the advice of your medical provider.

WHEN IN PUBLIC

- ✓ Maximize physical distance from others.
- ✓ Avoid settings of more than 10 people.
- ✓ Minimize non-essential travel.
- ✓ Adhere to CDC guidelines regarding isolation following travel.

VULNERABLE POPULATION

Continue to shelter in place. Members of households with vulnerable residents should be aware that by returning to work or other environments where distancing is not practical, they could carry the virus back home. Precautions should be taken to isolate vulnerable residents.

SAFELY PROTECT EACH OTHER

SAFELY SERVE OTHERS

REAL ESTATE/RENTAL/LEASING BEST PRACTICES

- Limit in-person showing to pre-approved buyers.
- Present offers virtually when possible.
- Perform regular environmental cleaning with special attention to frequently touched surfaces.
- Utilize alternative marketing opportunities (3D property scans, virtual tours, etc.)
- Consider allowing tenants to remain in place if their lease ends during COVID-19 quarantine.
- Utilize electronic signatures.
- Consider an addendum in purchase agreements to addresses potential delays due to COVID-19.

For the latest rules on reopening please visit:



CONTINUE TO:



STAY HOME WHEN SICK



WASH HANDS OFTEN



WEAR A FACE MASK



ROAD TO RECOVERY

CHARLOTTE COUNTY

Continue to adhere to State and local guidance as well as CDC guidance, particularly with respect to face coverings, personal protection equipment, and hygiene.

CONTINUE TO PRACTICE GOOD HYGIENE

- ✓ Wash your hands with soap and water or use hand sanitizer.
- ✓ Avoid touching your face.
- ✓ Sneeze or cough into a tissue, or the inside of your elbow.
- ✓ Disinfect frequently used items and surfaces.
- ✓ Strongly consider using face coverings while in public.

PEOPLE WHO FEEL SICK SHOULD STAY HOME

- ✓ Do not go to work or school.
- ✓ Contact and follow the advice of your medical provider.

WHEN IN PUBLIC

- ✓ Maximize physical distance from others.
- ✓ Avoid settings of more than 10 people.
- ✓ Minimize non-essential travel.
- ✓ Adhere to CDC guidelines regarding isolation following travel.

VULNERABLE POPULATION

Continue to shelter in place. Members of households with vulnerable residents should be aware that by returning to work or other environments where distancing is not practical, they could carry the virus back home. Precautions should be taken to isolate vulnerable residents.

SAFELY PROTECT EACH OTHER

SAFELY SERVE OTHERS

RIDESHARE/TAXI/PASSENGER DRIVERS BEST PRACTICES

- Avoid providing pooled rides.
- Do not let passengers sit in the front seat.
- Avoid close contact with passengers.
- Avoid using the recirculated air option.
- Avoid offering items such as water bottles or magazines to passengers.
- Disinfect frequently touched surfaces in the vehicle often.
- Carry tissues in your vehicle to use when you cough, sneeze, or touch your face.
- Ask passengers to wear a cloth face covering.

For the latest rules on reopening please visit:



CONTINUE TO:



STAY HOME WHEN SICK



WASH HANDS OFTEN



WEAR A FACE MASK

COMMUNITY RESOURCES



ASSISTANCE IS NOW AVAILABLE!

The Charlotte County Community Organizations Active in a Disaster (COAD) created a point of entry to assist residents with the economic hardships they may experience as a result of COVID-19



Funding will be available for rental/mortgage, transportation, utilities, childcare, food needs, etc. once an initial screening has been completed

VISIT WWW.COADFL.ORG

Or

Call 2-1-1

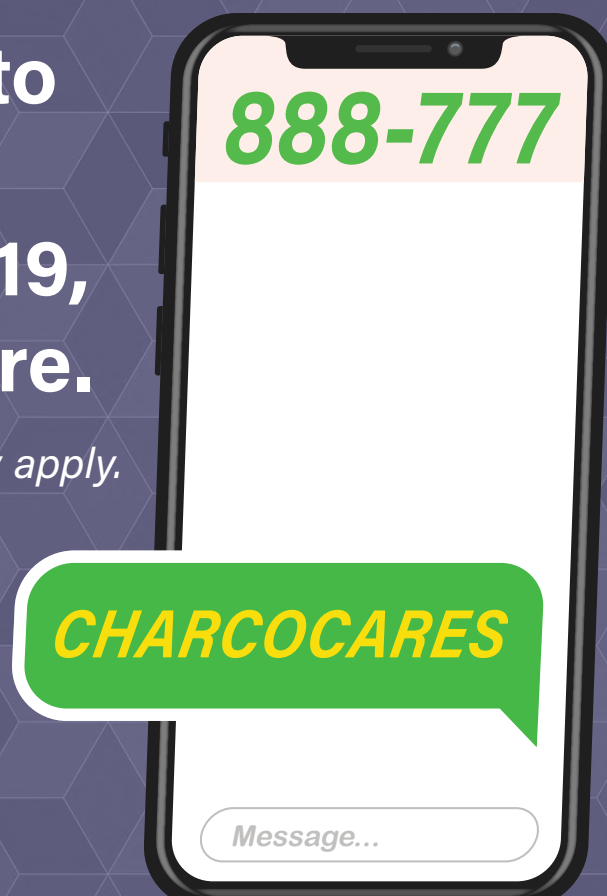
(or 941.205.2161 for TTY, Englewood and out of area cell phone callers)

The Charlotte County COAD is a public/private partnership between community organizations that are activated during all types of disasters to coordinate and respond to emerging community needs.

CHARLOTTE COUNTY CARES ABOUT ITS RESIDENTS.

Text **CHARCOCARES** to
888-777
for updates on COVID-19,
area resources and more.

The service is free; message and data rates may apply.



In addition to CharCoCares text messaging, for more information on COVID-19 call the Florida Department of Health Call Center **1-866-779-6121** or email **COVID-19@flhealth.gov**.

For local resources and assistance call **2-1-1** (Englewood, out of area and TTY users dial **941-205-2161**).

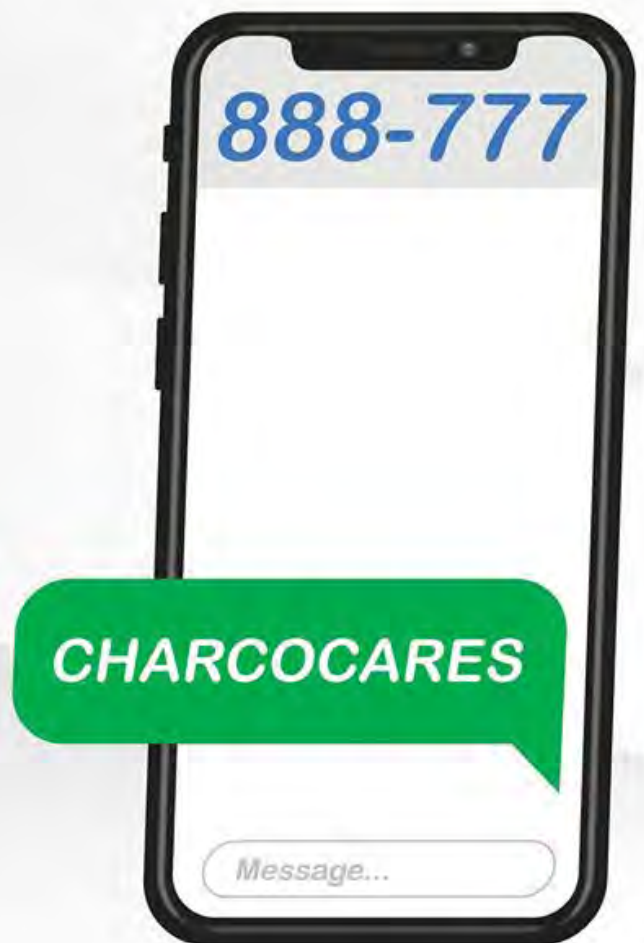
All these contacts are available 24/7.

CharlotteCountyFL.gov

CHARlotte COunty CARES about its residents.

Text **CHARCOCARES** to
888-777 to receive texts
of local updates related
to COVID-19, area
resources and more.

*Free service - message & data rates
may apply.*



ARE YOU OR SOMEONE YOU LOVE IN NEED OF MENTAL HEALTH SERVICES?

SERVICES PROVIDED IN CHARLOTTE COUNTY



Provider	What they do:	Serves:	Accepts:	Service Type:	Contact Info.
Charlotte Behavioral Health Care	Crisis Response Services Youth Counseling Services Substance Abuse, Mental & Behavioral Health	Children/Adolescents/ Adults	Medicaid/Medicare/ Commercial Insurance / Grant Funds/Uninsured	Normal Operation: In person Telehealth COVID-19: Telehealth	941-639-8300
Riverside Behavioral Center	Mental Health Psychiatry	Adults/ Geriatric	Medicaid/Medicare/ Commercial Insurance	Normal Operation: In –patient only COVID-19: In –patient only	941-637-2474
Coastal Behavioral Healthcare	Substance Abuse	Adults/ Geriatric	State Funding	Normal Operation: In person Telehealth COVID-19: Telehealth	941-833-8400
Coastal Behavioral Healthcare Compass Center	Substance Abuse	Children/Adolescents	Medicaid/ Commercial Insurance / Grant Funds/Uninsured	Normal Operation: In person Telehealth COVID-19: Telehealth	941-639-5535
Southwest Florida Counseling Center	Trauma, Psychotherapy, Cognitive Behavioral Therapy	Children & Adults	Commercial Insurance / Private Pay	Normal Operation: In person Telehealth COVID-19: Telehealth	941-249-4354
Peace River Psychology Center	Psychotherapy, Mental Health	Children/Adolescents/ Adults	Medicaid/ Commercial Insurance / Private Pay	Normal Operation: In person Telehealth COVID-19: Telehealth	941-505-6162 941-255-5489
Elite DNA Therapy Services	Psychological, Emotional and Behavioral	Children/Adolescents/ Adults	Medicaid/ Commercial Insurance / Private Pay	Normal Operation: In person Telehealth COVID-19: Telehealth	239-223-2751

LINKS & INFO

Charlotte County Florida Department of Health - <http://charlotte.floridahealth.gov/>

Charlotte County, Florida - <https://www.charlottecountyfl.gov>

CDC COVID-19 Information - [cdc.gov/coronavirus/2019-ncov](https://www.cdc.gov/coronavirus/2019-ncov)

ADDITIONAL COVID-19 GUIDANCE DOCUMENTS



COVID-19

Small Business Guidance

Florida Department of Health • [FloridaHealthCOVID19.gov](https://www.floridahealth.gov/covid-19)

PROTECT YOUR BUSINESS:

- Identify a workplace coordinator who will be responsible for all COVID-19 issues.
- Consider putting flexible sick leave and supportive policies and practices, like telework, in place. Review policies and response plans with your employees. Clearly communicate expectations.
- Know the policies of companies that provide your business with contract or temporary employees.
- Follow CDC travel guidance: [CDC.gov/travel](https://www.cdc.gov/travel).
- Use teleconferencing and video conferencing for meetings.

ENCOURAGE EMPLOYEES TO:



Know the symptoms that can include fever, cough or difficulty breathing.



Practice hand and face hygiene. Wash hands with soap and water for at least 20 seconds or use hand sanitizer that's at least 60% alcohol. Cough and sneeze into a sleeve or tissues. Remind employees to avoid touching their faces.



Stay home if sick or if someone at home has COVID-19.



Practice social distancing. Keep at least 6 feet between co-workers and customers. Consider cloth face coverings.



Daily clean and disinfect "high-touch" surfaces: workstations, counter tops, handrails, doorknobs, etc. Follow CDC guidelines for cleaning and disinfecting areas where a sick employee has been.



Avoid sharing tools and equipment, if feasible.

PROTECT EMPLOYEES AND CUSTOMERS:



Provide tissues, no-touch trash cans, soap and water, and hand sanitizer that's at least 60% alcohol.



Increase ventilation in buildings and vehicles: open windows or adjust air conditioning.



Use booking and scheduling to stagger customer flow.



Limit handling of cash: consider offering tap and pay, and on-line transactions.



The source for this fact sheet is the Centers for Disease Control and Prevention (CDC). For more information on the guidance above, visit [CDC.gov/coronavirus](https://www.cdc.gov/coronavirus) or scan the code using your phone's camera app.



COVID-19

Guidance for Businesses & Employees

Florida Department of Health • [FloridaHealthCOVID19.gov](https://www.floridahealth.gov/covid-19)

Reduce Transmission Among Employees

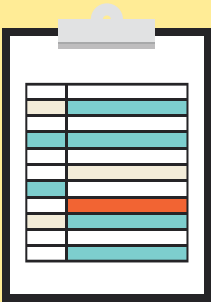
Encourage sick employees to stay home

- Employees who have symptoms (**fever, cough, or shortness of breath**) should notify their supervisor and stay home.
- Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers. **Learn more at tinyurl.com/vgx83aq.**
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor. Follow the Centers for Disease Control and Prevention’s (CDC) recommended precautions at **tinyurl.com/sdf3p46**.
- Reduce the in-office workforce to 50% by encouraging employees to telecommute if possible.
- For more information, refer to the Florida Public Health Advisory at **[FloridaHealthCOVID19.gov/News](https://www.floridahealth.gov/covid-19)**.



Have Flexible Sick Leave Policies

- Ensure that sick leave policies are flexible and consistent with public health guidance and that employees are aware of and understand these policies.
- Maintain flexible policies that permit employees to stay home to care for a sick family member or take care of children due to school and childcare closures.
- Employers should not require a positive COVID-19 test result or a healthcare provider’s (HCP) note for employees who are sick to validate their illness, qualify for sick leave, or to return to work. HCP offices and medical facilities may be extremely busy and not able to provide such documentation quickly.



Maintain a Healthy Work Environment

- Provide tissues and no-touch disposal receptacles if possible.
- Provide soap and water in the workplace.
- Place hand sanitizers with at least 60% alcohol in multiple locations to encourage hand hygiene.
- Discourage handshaking—encourage the use of other noncontact methods of greeting.
- Encourage social distancing by maintaining a distance of **6 feet** from others when possible.



Perform Routine Cleaning and Disinfection

- Routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
- Discourage workers from using other workers’ phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Provide disposable wipes so that commonly used surfaces can be wiped down by employees before each use.



Advise Employees Before Travel

- Check the CDC’s Traveler’s Health Notices for the latest guidance and recommendations for each country to which you will travel.
- Advise employees to check themselves for symptoms of COVID-19 (fever, cough, or shortness of breath) before starting travel and notify their supervisor and stay home if they are sick.
- Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and promptly call a healthcare provider for advice if needed.



Screening for COVID-19

FloridaHealth.gov/COVID-19 • Florida Department of Health

Are you experiencing symptoms?

Symptoms may appear in 2–14 days after exposure to the virus.

1



FEVER



COUGH



SHORTNESS OF BREATH

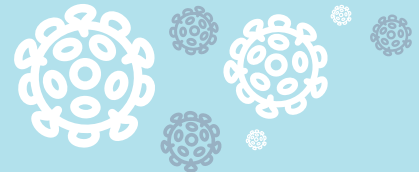
2

Have you returned from international travel or a cruise within the last 14 days and have any of the symptoms above?



3

Have you been around someone diagnosed with COVID-19?

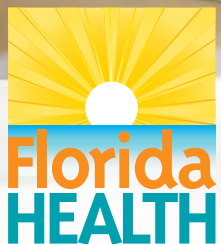


If you answered “yes” to any of the above questions, call your health care provider or your county health department (CHD) by scanning the code for the local CHD finder. Or call 1-866-779-6121.



Guidance

- Self monitor for fever, cough, or other respiratory symptoms for 14 days.
- Avoid contact with sick people.
- Delay any additional travel plans until no longer sick.
- Wash hands often with soap and water for at least 20 seconds.
- Cover mouth and nose with a tissue or sleeve when coughing or sneezing. Throw the tissue in the trash.



wash your hands



Protect yourself from [#COVID19](#) by frequently washing your hands and avoid touching your face.

It's vital to practice good handwashing practices to prevent spread of #COVID19.

For more information: [**FloridaHealth.gov/COVID-19**](https://www.floridahealth.gov/COVID-19).



FAQs for EXECUTIVE ORDER 20-112

Phase 1: Safe. Smart. Step-by-Step.

Plan For Florida's Recovery Post COVID-19 Emergency

GENERAL QUESTIONS

When did the Governor's Executive Order take effect? How long does it last?

The Governor's Executive Order takes effect Monday, May 4, 2020 at 12:01 a.m. and lasts until the Governor issues a subsequent order.

Is the "Safer at Home" Order over?

The Governor's [Executive Order 20-91](#), Essential Services and Activities is extended until 12:01 a.m. Monday, May 4, by Executive Order 20-112. At that point, Executive Order 20-112 will maintain limitations on the movements of persons except for those businesses and services that are currently open and those businesses that re-open at 25 percent building occupancy.

Does this order apply to all Florida counties?

This order is in effect statewide, however in coordination with Miami-Dade, Broward, and Palm Beach county mayors, these three counties will follow stricter protocol without the re-open provisions of Executive Order 20-112.

Is the Governor's Executive Order consistent with the President's Opening Up America Again Plan?

Governor DeSantis met with President Trump on April 28th to discuss this plan and the President was very supportive of Florida's efforts to take a safe, smart, step-by-step approach to re-open Florida. See President Trump's guidance here: <https://www.whitehouse.gov/openingamerica/>.

Does this executive order supersede local law?

The Governor's [Executive Order 20-91](#), limiting the movements of persons has been incorporated and modified in the new Executive Order 20-112 to include businesses currently open and certain businesses re-opening at 25 percent building occupancy. The Governor's Executive Orders do not contain a preemption on local rules where those rules restrict or close businesses or buildings.

When can we expect Phase 2 to start?

Once the Governor determines it is suitable to continue re-opening and after fully considering medical data in consultation with state health officials.

MEDICAL

Can I go to my doctor if it's not COVID-19 related?

Medical services, including elective procedures, surgical centers, office surgery centers, dental offices, orthodontic offices, endodontic office and other health care practitioners' offices may fully re-open. As a condition of resuming elective procedures, hospitals will be required to assist nursing homes and long-term care facilities in their efforts to protect the vulnerable.

However, they must maintain adequate bed capacity and PPE. They must also have the capacity to immediately convert additional surgical and intensive care beds in a surge situation and must not have received or sought any additional federal, state or local government assistance regarding PPE after resuming elective procedures.



FAQs continued for EXECUTIVE ORDER 20-112

Phase 1: **Safe. Smart. Step-by-Step.** (continued)

May senior citizens and individuals with significant medical conditions leave their homes to go to the grocery store or pharmacy, or go for a walk, or go to work?

Yes, they may leave their homes to obtain or provide open services or conduct open activities.

Can individuals visit nursing homes and long-term care facilities?

No, those restrictions will remain in place in Phase 1 of the Safe. Smart. Step-by-Step Plan for Florida's Recovery and with conditions set by the Agency for Health Care Administration.

TRAVEL

Is airport screening and isolation in effect for visitors from highly affected COVID-19 areas?

Yes, this order extends [Executive Order 20-80](#), Airport Screening and Isolation, and [Executive Order 20-82](#), Isolation of Individuals traveling to Florida, with exceptions for military, emergency, health, infrastructure or commercial related activity.

BUSINESS

Can I open my business?

Restaurants will be allowed to re-open, with full outdoor seating. Indoor seating will be allowed at 25 percent of building capacity. On-site sale and retail businesses will be allowed to operate at 25 percent occupancy.

If your business is open, it may remain open and should continue appropriate social distancing and sanitation measures. Also, any activity or work that has been available under the previous order remains available. Businesses should adopt appropriate social distancing and sanitation measures.

What businesses will remain closed?

Bars, nightclubs and gyms will remain closed during Phase 1 of re-opening. While personal care services such as barbershops and salons with close contact should remain closed, the portions of those businesses with on-site retail sales may re-open at 25 percent building occupancy.

May my business and its employees continue to operate remotely and provide delivery of our product?

Yes, all businesses are encouraged to provide delivery or pickup and to take orders online or by telephone.

Are there minimum health protocols that must be met to open my business?

Yes, the Governor's Executive Order 20-112 requires appropriate social distancing and limits groups to 10 people or fewer. Regulated businesses should adhere to agency guidance. Additionally, businesses should consult with the most up-to-date [Centers for Disease Control and Prevention \(CDC\) guidance](#).

What do I need to do to open my business?

Review the requirements of the Governor's Executive Order 20-112. Also, review any guidance that has been provided from state and federal regulatory agencies including the Centers for Disease and Control and Prevention, the Florida Department of Health and the Department of Business and Professional Regulation.

Do employee temperature checks need to be done?

For restaurants, employee protocols remain in place under the Governor's Executive Order. Other businesses should adopt appropriate measures based on [CDC guidance](#).



FAQs continued for EXECUTIVE ORDER 20-112

Phase 1: **Safe. Smart. Step-by-Step.**
(continued)

Are masks required for employees and customers?

The Governor's Executive Order does not mandate the use of masks. However customers, employees and employers should consult [CDC guidance](#).

If a business exceeds 25 percent capacity, do they get fined?

Yes, enforcement penalties remain in place including a second-degree misdemeanor with a fine up to \$500. Certain regulated businesses may face enforcement action for violations from their regulatory agency.

Should individuals go to facilities that have not re-opened?

Individuals should travel only to businesses that have been open or are now re-opened.

Who enforces compliance?

Local and state law enforcement continue to enforce Executive Orders, along with the regulatory agencies that oversee businesses.

ACTIVITIES

Can I visit or travel to a family member?

Yes, if caring for or otherwise assisting a loved one or friend.

May I exercise outside or participate in recreational activities?

Yes, if consistent with social distancing guidelines as published by the CDC.

Are gyms open?

No, gyms and fitness centers should remain closed.

Can I go to a professional sporting event?

No, sporting venues may operate but without spectators.

May churches, synagogues, or other houses of worship hold services?

Yes. The Governor's [Executive Order 20-91](#), identified attending religious services at churches, synagogues and places of worship as an open activity. While that order did not place restrictions directly on any building or venue, many local orders have done so. Any building or venue that is open should continue to follow appropriate social distancing and sanitation procedures.

The Florida Department of Health encourages them to [follow CDC guidance specific to faith organizations](#).

Can I rent or stay at a vacation rental?

No, the prohibition on vacation rentals remains in effect.

Are state parks and beaches open?

The Governor's Executive Orders have not closed beaches other than those at the request of Broward and Palm Beach counties ([Executive Order 20-90](#)). Florida's Department of Environmental Protection will announce a phased-in re-opening of state parks.

May childcare centers remain open?

Yes, if currently able to open and as long as they follow proper social distancing protocols. Florida Department of Education has prioritized children of medical professionals and first responders working at businesses or operations that are essential services, to the extent those childcare centers adhere to social distancing.



FAQs continued for EXECUTIVE ORDER 20-112

Phase 1: **Safe. Smart. Step-by-Step.**
(continued)

Are museums and libraries open?

Museums and libraries may open at no more than 25 percent of their building occupancy as long as their local government allows. Interactive shared exhibits, like child play areas, remain closed.

LOCAL GOVERNANCE & ENFORCEMENT

Are local authorities allowed to adopt requirements directly on businesses, operations or venues, including buildings, beaches and parks, that may be stricter than the Governor's Executive Order?

Yes.

How is the Governor's Executive Order enforced?

By law enforcement. Violation of the Governor's Executive Order is a second-degree misdemeanor.

Where can I report a business that violates the Governor's Executive Order?

Local law enforcement.

Do I need a special permit to leave my house if I am going to an essential service or essential activity?

No. Some businesses may wish to provide a letter to employees to clarify that their business is indeed an open service.

GUIDANCE FOR CLEANING & DISINFECTING

PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES



SCAN HERE
FOR MORE
INFORMATION

1 DEVELOP YOUR PLAN

DETERMINE WHAT NEEDS TO BE CLEANED.

Areas unoccupied for 7 or more days need only routine cleaning. Maintain existing cleaning practices for outdoor areas.

DETERMINE HOW AREAS WILL BE DISINFECTED. Consider the type of surface and how often the surface is touched. Prioritize disinfecting frequently touched surfaces.

CONSIDER THE RESOURCES AND EQUIPMENT NEEDED. Keep in mind the availability of cleaning products and personal protective equipment (PPE) appropriate for cleaners and disinfectants.

Follow guidance from state, tribal, local, and territorial authorities.

2 IMPLEMENT

CLEAN VISIBLY DIRTY SURFACES WITH SOAP AND WATER prior to disinfection.

USE THE APPROPRIATE CLEANING OR DISINFECTANT PRODUCT. Use an EPA-approved disinfectant against COVID-19, and read the label to make sure it meets your needs.

ALWAYS FOLLOW THE DIRECTIONS ON THE LABEL. The label will include safety information and application instructions. Keep disinfectants out of the reach of children.

3 MAINTAIN AND REVISE

CONTINUE ROUTINE CLEANING AND DISINFECTION.

Continue or revise your plan based upon appropriate disinfectant and PPE availability. Dirty surfaces should be cleaned with soap and water prior to disinfection. Routinely disinfect frequently touched surfaces at least daily.

MAINTAIN SAFE PRACTICES such as frequent handwashing, using cloth face coverings, and staying home if you are sick.

CONTINUE PRACTICES THAT REDUCE THE POTENTIAL FOR EXPOSURE. Maintain social distancing, staying six feet away from others. Reduce sharing of common spaces and frequently touched objects.

For more information, please visit **CORONAVIRUS.GOV**



MAKING YOUR PLAN TO CLEAN AND DISINFECT

Cleaning with soap and water removes germs, dirt, and impurities from surfaces. It lowers the risk of spreading infection.

Disinfecting kills germs on surfaces. By killing germs on a surface after cleaning, it can further lower the risk of spreading infection.



Is the area indoors?

YES

It is an indoor area.

NO

Maintain existing cleaning practices.

Coronaviruses naturally die in hours to days in typical indoor and outdoor environments. Viruses are killed more quickly by warmer temperatures and sunlight.

Has the area been occupied within the last 7 days?

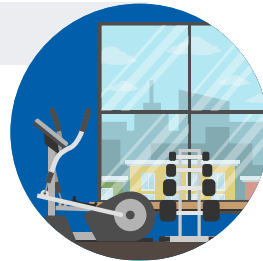
YES

Yes, the area has been occupied within the last 7 days.

NO

The area has been unoccupied within the last 7 days.

The area will need only routine cleaning.



Is it a frequently touched surface or object?

YES

Yes, it is a frequently touched surface or object.

NO

Thoroughly clean these materials.

Consider setting a schedule for routine cleaning and disinfection, as appropriate.

What type of material is the surface or object?

**Hard and non-porous materials
like glass, metal, or plastic.**

Visibly dirty surfaces should be cleaned prior to disinfection.

Consult EPA's list of disinfectants for use against COVID-19, specifically for use on hard, non-porous surfaces and for your specific application need. More frequent cleaning and disinfection is necessary to reduce exposure.

**Soft and porous materials like carpet,
rugs, or material in seating areas.**

Thoroughly clean or launder materials.

Consider removing soft and porous materials in high traffic areas. Disinfect materials if appropriate products are available.



GUIDANCE FOR CLEANING AND DISINFECTING

PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES



SCAN HERE
FOR MORE
INFORMATION

This guidance is intended for all Americans, whether you own a business, run a school, or want to ensure the cleanliness and safety of your home. Reopening America requires all of us to move forward together by practicing social distancing and other [daily habits](#) to reduce our risk of exposure to the virus that causes COVID-19. Reopening the country also strongly relies on public health strategies, including increased testing of people for the virus, social distancing, isolation, and keeping track of how someone infected might have infected other people. This plan is part of the larger [United States Government plan](#) and focuses on cleaning and disinfecting public spaces, workplaces, businesses, schools, and can also be applied to your home.

Cleaning and disinfecting public spaces including your workplace, school, home, and business will require you to:

- Develop your plan
- Implement your plan
- Maintain and revise your plan

Reducing the risk of exposure to COVID-19 by cleaning and disinfection is an important part of reopening public spaces that will require careful planning. Every American has been called upon to slow the spread of the virus through social distancing and prevention hygiene, such as frequently washing your hands and wearing face coverings. Everyone also has a role in making sure our communities are as safe as possible to reopen and remain open.

The virus that causes COVID-19 can be killed if you use the right products. EPA has compiled a list of disinfectant products that can be used against COVID-19, including ready-to-use sprays, concentrates, and wipes. Each product has been shown to be effective against viruses that are harder to kill than viruses like the one that causes COVID-19.

For more information, please visit **CORONAVIRUS.GOV**



This document provides a general framework for cleaning and disinfection practices. The framework is based on doing the following:

1. Normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure.
2. Disinfection using [EPA-approved disinfectants against COVID-19](#) can also help reduce the risk. Frequent disinfection of surfaces and objects touched by multiple people is important.
3. When [EPA-approved disinfectants](#) are not available, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Do not mix bleach or other cleaning and disinfection products together--this can cause fumes that may be very dangerous to breathe in. Keep all disinfectants out of the reach of children.

Links to specific recommendations for many public spaces that use this framework, can be found at the end of this document.

It's important to continue to follow federal, state, tribal, territorial, and local guidance for reopening America.

A Few Important Reminders about Coronaviruses and Reducing the Risk of Exposure:

- Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects.
- Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection.
- Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infection. [EPA-approved disinfectants](#) are an important part of reducing the risk of exposure to COVID-19. If disinfectants on this list are in short supply, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions).
- Store and use disinfectants in a responsible and appropriate manner according to the label. Do not mix bleach or other cleaning and disinfection products together--this can cause fumes that may be very dangerous to breathe in. Keep all disinfectants out of the reach of children.
- Do not overuse or stockpile disinfectants or other supplies. This can result in shortages of appropriate products for others to use in critical situations.
- Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product. For more information, see [CDC's website on Cleaning and Disinfection for Community Facilities](#).
- Practice social distancing, wear facial coverings, and follow proper prevention hygiene, such as washing your hands frequently and using alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available.

If you oversee staff in a workplace, your plan should include considerations about the safety of custodial staff and other people who are carrying out the cleaning or disinfecting. These people are at increased risk of being exposed to the virus and to any toxic effects of the cleaning chemicals. These staff should wear appropriate PPE for cleaning and disinfecting. To protect your staff and to ensure that the products are used effectively, staff should be instructed on how to apply the disinfectants according to the label. For more information on concerns related to cleaning staff, visit the Occupational Safety and Health Administration's website on [Control and Prevention](#).

DEVELOP YOUR PLAN

Evaluate your workplace, school, home, or business to determine what kinds of surfaces and materials make up that area. Most surfaces and objects will just need normal routine cleaning. Frequently touched surfaces and objects like light switches and doorknobs will need to be cleaned and then disinfected to further reduce the risk of germs on surfaces and objects.

- First, clean the surface or object with soap and water.
- Then, disinfect using an [EPA-approved disinfectant](#).
- If an EPA-approved disinfectant is unavailable, you can use 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions to disinfect. Do not mix bleach or other cleaning and disinfection products together. Find additional information at [CDC's website on Cleaning and Disinfecting Your Facility](#).

You should also consider what items can be moved or removed completely to reduce frequent handling or contact from multiple people. Soft and porous materials, such as area rugs and seating, may be removed or stored to reduce the challenges with cleaning and disinfecting them. Find additional reopening guidance for cleaning and disinfecting in the [Reopening Decision Tool](#).

It is critical that your plan includes how to maintain a cleaning and disinfecting strategy after reopening. Develop a flexible plan with your staff or family, adjusting the plan as federal, state, tribal, territorial, or local guidance is updated and if your specific circumstances change.

Determine what needs to be cleaned

Some surfaces only need to be cleaned with soap and water. For example, surfaces and objects that are not frequently touched should be cleaned and do not require additional disinfection. Additionally, disinfectants should typically not be applied on items used by children, especially any items that children might put in their mouths. Many disinfectants are toxic when swallowed. In a household setting, cleaning toys and other items used by children with soap and water is usually sufficient. Find more information on cleaning and disinfection toys and other surfaces in the childcare program setting at [CDC's Guidance for Childcare Programs that Remain Open](#).

These questions will help you decide which surfaces and objects will need normal routine cleaning.

Is the area outdoors?

Outdoor areas generally require normal routine cleaning and do not require disinfection. Spraying disinfectant on sidewalks and in parks is not an efficient use of disinfectant supplies and has not been proven to reduce the risk of COVID-19 to the public. You should maintain existing cleaning and hygiene practices for outdoor areas.

The targeted use of disinfectants can be done effectively, efficiently and safely on outdoor hard surfaces and objects frequently touched by multiple people. Certain outdoor areas and facilities, such as bars and restaurants, may have additional requirements. More information can be found on CDC's website on [Food Safety and the Coronavirus Disease 2019 \(COVID-19\)](#).

There is no evidence that the virus that causes COVID-19 can spread directly to humans from water in pools, hot tubs or spas, or water play areas. Proper operation, maintenance, and disinfection (for example, with chlorine or bromine) of pools, hot tubs or spas, and water playgrounds should kill the virus that causes COVID-19. However, there are additional concerns with outdoor areas that may be maintained less frequently, including playgrounds, or other facilities located within local, state, or national parks. For more information, visit CDC's website on [Visiting Parks & Recreational Facilities](#).

Has the area been unoccupied for the last 7 days?

If your workplace, school, or business has been unoccupied for 7 days or more, it will only need your normal routine cleaning to reopen the area. This is because the virus that causes COVID-19 has not been shown to survive on surfaces longer than this time.

There are many public health considerations, not just COVID-19 related, when reopening public buildings and spaces that have been closed for extended periods. For example, take measures to ensure the [safety of your building water system](#). It is not necessary to clean ventilation systems, other than routine maintenance, as part of reducing risk of coronaviruses. For healthcare facilities, additional guidance is provided on [CDC's Guidelines for Environmental Infection Control in Health-Care Facilities](#).

Determine what needs to be disinfected

Following your normal routine cleaning, you can disinfect frequently touched surfaces and objects using a product from [EPA's list of approved products that are effective against COVID-19](#).

These questions will help you choose appropriate disinfectants.

Are you cleaning or disinfecting a hard and non-porous material or item like glass, metal, or plastic?

Consult [EPA's list of approved products for use against COVID-19](#). This list will help you determine the most appropriate disinfectant for the surface or object. You can use diluted household bleach solutions if appropriate for the surface. Pay special attention to the personal protective equipment (PPE) that may be needed to safely apply the disinfectant and the manufacturer's recommendations concerning any additional hazards. Keep all disinfectants out of the reach of children. Please visit CDC's website on [How to Clean and Disinfect](#) for additional details and warnings.

Examples of frequently touched surfaces and objects that will need routine disinfection following reopening are:

- tables,
- doorknobs,
- light switches,
- countertops,
- handles,
- desks,
- phones,
- keyboards,
- toilets,
- faucets and sinks,
- gas pump handles,
- touch screens, and
- ATM machines.

Each business or facility will have different surfaces and objects that are frequently touched by multiple people. Appropriately disinfect these surfaces and objects. For example, transit stations have [specific guidance](#) for application of cleaning and disinfection.

Are you cleaning or disinfecting a soft and porous material or items like carpet, rugs, or seating in areas?

Soft and porous materials are generally not as easy to disinfect as hard and non-porous surfaces. [EPA has listed a limited number of products approved for disinfection for use on soft and porous materials](#). Soft and porous materials that are not frequently touched should only be cleaned or laundered, following the directions on the item's label, using the warmest appropriate water setting. Find more information on [CDC's website on Cleaning and Disinfecting Your Facility](#) for developing strategies for dealing with soft and porous materials.

Consider the resources and equipment needed

Keep in mind the availability of cleaning and disinfection products and appropriate PPE. Always wear gloves appropriate for the chemicals being used for routine cleaning and disinfecting. Follow the directions on the disinfectant label for additional PPE needs. In specific instances, personnel with specialized training and equipment may be required to apply certain disinfectants such as fumigants or fogs. For more information on appropriate PPE for cleaning and disinfection, see [CDC's website on Cleaning and Disinfection for Community Facilities](#).

IMPLEMENT YOUR PLAN

Once you have a plan, it's time to take action. Read all manufacturer's instructions for the cleaning and disinfection products you will use. Put on your gloves and other required personal protective equipment (PPE) to begin the process of cleaning and disinfecting.

Clean visibly dirty surfaces with soap and water

Clean surfaces and objects using soap and water prior to disinfection. Always wear gloves appropriate for the chemicals being used for routine cleaning and disinfecting. Follow the directions on the disinfectant label for additional PPE needs. When you finish cleaning, remember to wash hands thoroughly with soap and water.

Clean or launder soft and porous materials like seating in an office or coffee shop, area rugs, and carpets. Launder items according to the manufacturer's instructions, using the warmest temperature setting possible and dry items completely.

Use the appropriate cleaning or disinfectant product

[EPA approved disinfectants](#), when applied according to the manufacturer's label, are effective for use against COVID-19. Follow the instructions on the label for all cleaning and disinfection products for concentration, dilution, application method, contact time and any other special considerations when applying.

Always follow the directions on the label

Follow the instructions on the label to ensure safe and effective use of the product. Many product labels recommend keeping the surface wet for a specific amount of time. The label will also list precautions such as wearing gloves and making sure you have good ventilation during use of the product. Keep all disinfectants out of the reach of children.

MAINTAIN AND REVISE YOUR PLAN

Take steps to reduce your risk of exposure to the virus that causes COVID-19 during daily activities. [CDC provides tips](#) to reduce your exposure and risk of acquiring COVID-19. Reducing exposure to yourself and others is a shared responsibility. Continue to update your plan based on updated guidance and your current circumstances.

Continue routine cleaning and disinfecting

Routine cleaning and disinfecting are an important part of reducing the risk of exposure to COVID-19. Normal routine cleaning with soap and water alone can reduce risk of exposure and is a necessary step before you disinfect dirty surfaces.

Surfaces frequently touched by multiple people, such as door handles, desks, phones, light switches, and faucets, should be cleaned and disinfected at least daily. More frequent cleaning and disinfection may be required based on level of use. For example, certain surfaces and objects in public spaces, such as shopping carts and point of sale keypads, should be cleaned and disinfected before each use.

Consider choosing a different disinfectant if your first choice is in short supply. Make sure there is enough supply of gloves and appropriate personal protective equipment (PPE) based on the label, the amount of product you will need to apply, and the size of the surface you are treating.

Maintain safe behavioral practices

We have all had to make significant behavioral changes to reduce the spread of COVID-19. To reopen America, we will need to continue these practices:

- social distancing (specifically, staying 6 feet away from others when you must go into a shared space)
- frequently washing hands or use alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available
- wearing cloth face coverings
- avoiding touching eyes, nose, and mouth
- staying home when sick
- cleaning and disinfecting frequently touched objects and surfaces

It's important to continue to follow federal, state, tribal, territorial, and local guidance for reopening America. Check this resource for [updates on COVID-19](#). This will help you change your plan when situations are updated.

Consider practices that reduce the potential for exposure

It is also essential to change the ways we use public spaces to work, live, and play. We should continue thinking about our safety and the safety of others.

To reduce your exposure to or the risk of spreading COVID-19 after reopening your business or facility, consider whether you need to touch certain surfaces or materials. Consider wiping public surfaces before and after you touch them. These types of behavioral adjustments can help reduce the spread of COVID-19. There are other resources for more information on [COVID-19](#) and how to [Prevent Getting Sick](#).

Another way to reduce the risk of exposure is to make long-term changes to practices and procedures. These could include reducing the use of porous materials used for seating, leaving some doors open to reduce touching by multiple people, opening windows to improve ventilation, or removing objects in your common areas, like coffee creamer containers. There are many other steps that businesses and institutions can put into place to help reduce the spread of COVID-19 and protect their staff and the public. More information can be found at [CDC's Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission](#).

CONCLUSION

Reopening America requires all of us to move forward together using recommended best practices and maintaining safe daily habits in order to reduce our risk of exposure to COVID-19. Remember: We're all in this together!

Additional resources with more specific recommendations.

HEALTHCARE SETTINGS	Long-term Care Facilities, Nursing Homes	Infection Control in Healthcare Settings
		Using Personal Protective Equipment
		Hand Hygiene
		Interim Guidance for Infection Prevention
		Preparedness Checklist
		Things Facilities Should Do Now to Prepare for COVID-19
		When there are Cases in the Facility
	Dialysis Facilities	Infection Control in Healthcare Settings
		Using Personal Protective Equipment
		Hand Hygiene
		Interim guidance for Outpatient Hemodialysis Facilities
		Patient Screening
	Blood and Plasma Facilities	Infection control in Healthcare Settings
		Infection Control and Environmental Management
		Using Personal Protective Equipment
		Hand Hygiene
		Interim Guidance for Blood and Plasma Collection Facilities
	Alternate Care Sites	Infection Prevention and Control
	Dental Settings	Infection Control in Healthcare Settings
		Using Personal Protective Equipment
		Hand Hygiene
		Interim Guidance for Dental Settings
	Pharmacies	Infection Control in Healthcare Settings
		Using Personal Protective Equipment
		Hand Hygiene
		Interim Guidance for Pharmacies
		Risk-Reduction During Close-Contact Services
	Outpatient and ambulatory care facilities	Infection Control in Healthcare Settings
		Using Personal Protective Equipment
		Hand Hygiene
		Interim Guidance for Outpatient & Ambulatory Care Settings
	Postmortem Care	Using Personal Protective Equipment
		Hand Hygiene
		Collection and Submission of Postmortem Samples
		Cleaning and Waste Disposal
		Transportation of Human Remains

COMMUNITY LOCATIONS	Critical Infrastructure Employees	Interim Guidance for Critical Infrastructure Employees
		Cleaning and Disinfecting your Facility
	Schools and childcare programs	K-12 and Childcare Interim Guidance
		Cleaning and Disinfecting your Facility
		FAQ for Administrators
		Parent and Teacher Checklist
	Colleges and universities	Interim Guidance for Colleges & Universities
		Cleaning and Disinfecting your Facility
		Guidance for Student Foreign Travel
		FAQ for Administrators
	Gatherings and community events	Interim Guidance for Mass Gatherings and Events
		Election Polling Location Guidance
		Events FAQ
	Community- and faith-based organizations	Interim Guidance for Organizations
		Cleaning and Disinfecting your Facility
	Businesses	Interim Guidance for Businesses
	Parks & Rec Facilities	Guidance for Administrators of Parks
	Law Enforcement	What Law Enforcement Personnel Need to Know about COVID-19
	Homeless Service Providers	Interim Guidance for Homeless Service Providers
	Retirement Homes	Interim Guidance for Retirement Communities
		FAQ for Administrators
	Correction & Detention Facilities	Interim Guidance for Correction & Detention Facilities
		FAQ for Administrators
HOME SETTING	Preventing Getting Sick	How to Protect Yourself and Others
		How to Safely Sterilize/Clean a Cloth Face Covering
		Cleaning and Disinfecting your Home
		Tribal - How to Prevent the Spread of Coronavirus (COVID-19) in Your Home
		Tribal - How to Care for Yourself at Home During Covid-19
	Running Errands	Shopping for Food and Other Essential Items
		Accepting Deliveries and Takeout
		Banking
		Getting Gasoline
		Going to the Doctor and Pharmacy
	If you are sick	Steps to Help Prevent the Spread of COVID19 if You are Sick

TRANSPORTATION	Ships	Interim Guidance for Ships on Managing Suspected COVID-19
	Airlines	Cleaning Aircraft Carriers
		Airline Agents Interim Guidance
	Buses	Bus Transit Operator
	Rail	Rail Transit Operators
		Transit Station Workers
	EMS Transport Vehicles	Interim Guidance for EMS
	Taxis and Rideshares	Keeping Commercial Establishments Safe
RESTAURANTS & BARS		Best Practices from FDA