

Guiding Principle	Suggested Strategies to Implement and Key Considerations
Hazard Assessment	<ul style="list-style-type: none"> • Determine which job tasks or job categories involve occupational exposure. • Consider exposures from members of the public (e.g., customers and visitors) with whom employees may interact, as well as exposures from close contact with coworkers in the workplace. • Consider current outbreak conditions in the community.
Hygiene Practices	<ul style="list-style-type: none"> • Provide soap, water, and paper towels for employees, customers, and visitors to wash their hands, and encourage frequent and proper handwashing. • Provide hand sanitizer with at least 60% alcohol and encourage employees to use it frequently when they cannot readily wash their hands. • Identify high-traffic areas and frequently-touched surfaces and target them for enhanced cleaning and disinfection.
Social Distancing	<ul style="list-style-type: none"> • Limit business occupancy to a number of employees and customers that can safely be accommodated to allow for social distancing. • Demarcate flooring in six-foot zones in frequently-visited areas like restrooms and check-out lines to encourage people to keep appropriate social distance between themselves and others. • Post signage reminding employees, customers, and visitors to maintain at least six feet between one another. • Post directional signs in hallways and corridors where the width restricts movement and limits social distancing.
	<ul style="list-style-type: none"> • Ask employees to evaluate themselves for signs and symptoms of COVID-19 before coming to work, and to stay home if they are not well.

<p>Identification and Isolation of Sick Employees</p>	<ul style="list-style-type: none"> • Establish a protocol for managing people who become ill in the workplace, including details about how and where a sick person will be isolated, and cleaning and disinfecting spaces the ill person has occupied to prevent exposure to others.
<p>Return to Work After Illness or Exposure</p>	<ul style="list-style-type: none"> • Follow CDC guidance for discontinuing self-isolation and returning to work after illness, as appropriate for the workplace. • Ensure employees who have been exposed to someone with COVID-19 routinely monitor themselves or receive monitoring.
<p>Controls</p>	<ul style="list-style-type: none"> • Select and implement appropriate engineering controls (e.g., physical barriers or shield to separate workers, enhanced ventilation) and administrative controls (e.g., staggering work shifts, limiting breakroom capacity, practicing social distancing) and providing and ensuring employees use appropriate PPE.
<p>Workplace Flexibilities</p>	<ul style="list-style-type: none"> • Evaluate existing policies and consider new ones that facilitate appropriate uses of telework, sick or other types of leave, and other options that help minimize employees' exposure risks. • Ensure employees understand how to make use of available workplace flexibility options.
<p>Training</p>	<ul style="list-style-type: none"> • Train employees about their risks of exposure to COVID-19, what their employer is doing to protect them, and how they can protect themselves. • Train employees about wearing cloth face coverings in the workplace. • Train employees on how to put on, use, and take off PPE; how to clean, maintain, store, and dispose of PPE; and what the limitations of PPE are (for those employees whose jobs require the use of PPE).

Anti-Retaliation

- Ensure employees understand their rights to a safe and healthful work environment, who to contact with questions or concerns about workplace safety and health, and prohibitions against retaliation for raising workplace safety and health concerns.
- Ensure employees understand their right to raise workplace safety and health concerns and seek an OSHA inspection.
- Ensure supervisors are familiar with workplace flexibilities and other human resources, policies, and procedures, as well as with employee's rights in general.