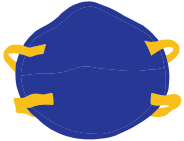


# RE-OPENING GUIDE

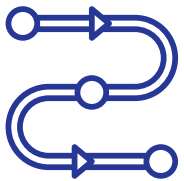
Work Hard | Work Smart | Work Safe

This playbook provides specific measures for business categories to aid in a safe, thoughtful reopening. The specific recommendations in each category support the overall goal of opening businesses in a way that protects employees and customers from exposure to COVID-19 and helps prevent the virus's spread.

## Employee & Customer Protection



- Employees should wear PPE when possible.
- Customers should consider using face coverings while in public.



- Practice sensible social distancing, maintaining six feet between co-workers.
- All persons in the store will be required to maintain a social distance of at least six feet between each other. Sales registers must be at least six feet apart.
- The number of people inside the store will be limited to 50% of fire marshal capacity or 8 people per 1,000 square feet.
- When possible, open all non-essential doors to reduce the need for direct contact.
- Stores with higher traffic will mark spaces 6 feet apart at the sales registers and outside the entrance to the store



- Employees who have a fever or are otherwise exhibiting COVID-19 symptoms will not be allowed to work.
- A sign will be posted on the store that individuals who have a fever, cough or any sign of sickness should not enter.
- Employees should avoid touching your eyes, nose and mouth – Do NOT shake hands.
- Employees will be required to take reasonable steps to comply with guidelines on sanitation from the Center for Disease Control and Prevention and the Fayette County Health Dept.
- Encourage workers to report any safety and health concerns to the employer



- Provide a place to wash hands or alcohol-based hand rubs containing at least 60% alcohol.
- Train workers in proper hygiene practices.
- Sanitize any high-traffic areas, such as doorknobs, counters, etc.
- Customers will be required to use hand sanitizer upon entering the store.



- Limit cash handling.
- Encourage customers to use credit/debit cards, tap to pay, Venmo, PayPal or another form of contact-less payment.
- Sanitize point of sale equipment after each use, including pens.
- Provide hand sanitizer and disinfectant wipes at register locations.



# RE-OPENING GUIDE

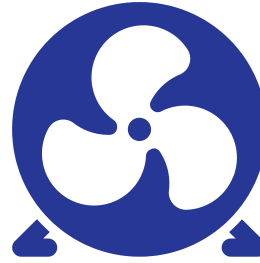
Work Hard | Work Smart | Work Safe



**PRACTICE GOOD  
HYGIENE**



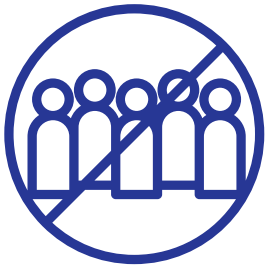
**AVOID HANDSHAKING  
& TOUCHING YOUR FACE**



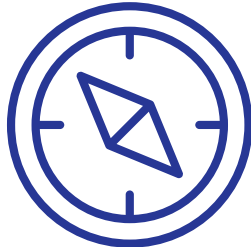
**INCREASE  
VENTILATION**



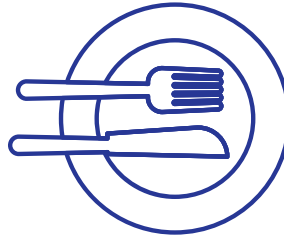
**MEET  
VIRTUALLY**



**AVOID LARGE  
GATHERINGS**



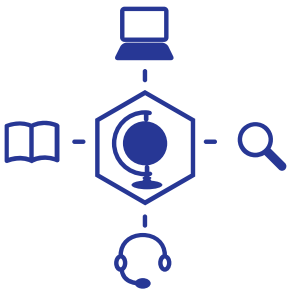
**LIMIT BUSINESS  
TRAVEL**



**LIMIT SHARING  
FOOD**



**STAY HOME IF  
YOU OR A FAMILY  
MEMBER IS SICK**



**USE BOOKING SYSTEMS  
TO STAGGER CUSTOMERS**



**LIMIT CASH  
HANDLING**



**USE ONLINE  
TRANSACTIONS**



**PRACTICE  
PHYSICAL  
DISTANCING**



**HOLD MEETINGS  
IN OPEN SPACES**



**REMAND STAFF OF  
HANDWASHING**



**SANITIZE  
FREQUENTLY**



**COMMUNICATE WITH  
STAFF & PUBLIC**



**FAYETTE COUNTY**  
CHAMBER of COMMERCE  
WEST VIRGINIA

# RE-OPENING GUIDE

Work Hard | Work Smart | Work Safe

## Preparing Your Space

Before reopening, you must sanitize your business to limit the spread of germs to your employees and customers. Keep this process limited to as few people as possible.



Disinfect your business before anyone returns to work. Sanitize and disinfect all areas, giving special attention to tools, workstations and equipment, restrooms, food service areas, common surface areas, phones, computers and other electronics.



Replace HVAC air filters or clean/disinfect existing filters. Increase ventilation by opening windows or adjusting air conditioning.



Put tight controls in place on who enters and exits the site during the cleaning shutdown. Limit the number of workers during this time.

**Your business should be 100% disinfected prior to anyone returning to work (other than those assisting with the disinfection process).**

## Deep Cleaning

COVID-19 “deep-cleaning” is triggered when an active employee is identified as being COVID-19 positive by testing. Sites may opt to have a deep cleaning performed for presumed cases, at their discretion. Identify an approved external company that should carry out the deep cleaning activity; this company must have the minimum requirements of:

- Trained personnel to execute the process of cleaning, disinfection and disposal of hazardous waste
- Proper equipment and PPE to perform the task
- All necessary procedures and local authorizations or permits to perform disinfection services and manage any wastes generated
- Use of approved COVID-19 disinfectant chemicals to perform this activity



# Cleaning & Disinfecting After Opening

## 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** We recommend use of EPA-registered household disinfectant.

Follow the instructions on the label to ensure safe and effective use of the product. Many products recommend:

- Keeping surface wet for a period of time (see product label)
- Precautions such as wearing gloves and making sure you have good ventilation during use surfaces include: Tables, doorknobs, light switches, counter tops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Water-diluted household bleach solutions may also be used if appropriate for the surface.

- Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
- Unexpired household bleach will be effective against coronaviruses when properly diluted. Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser. Leave solution on the surface for at least 1 minute.

Alcohol solutions with at least 70% alcohol may also be used.

**Soft Surfaces** For soft surfaces such as carpeted floors, rugs, upholstery 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.
- Disinfect with an EPA-registered household disinfectant if laundry isn't possible.

**Electronics** tablets, touch screens, keyboards, remote controls, and ATMs:

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

**Laundry** clothing, towels, linens and other items:

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- Wear disposable gloves when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people's items.
- Do not shake dirty laundry.
- Clean and disinfect clothes hampers according to guidance above for surfaces.
- Remove gloves, and wash hands right away.



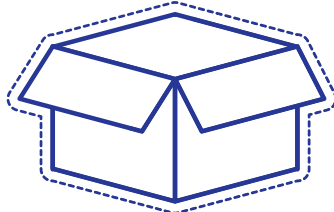
# RE-OPENING GUIDE

Work Hard | Work Smart | Work Safe

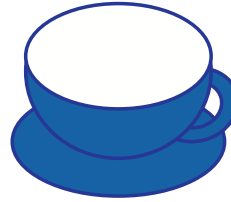
## How long covid-19 lives on surfaces



**ALUMINUM**  
2-8 Hours



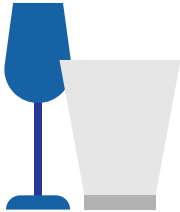
**CARDBOARD**  
24 Hours



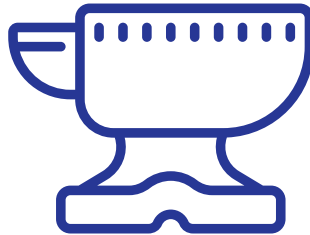
**CERAMICS**  
5 Days



**COPPER**  
4 Hours



**GLASS**  
5 Days



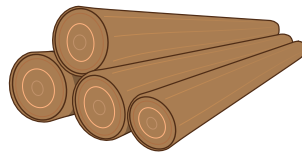
**METAL**  
5 Days



**PAPER**  
Minutes - 5 Days



**PLASTIC**  
2-3 Days



**WOOD**  
4 Days



**STAINLESS STEEL**  
2-3 Days

### Food

Coronavirus doesn't seem to spread through exposure to food. Still, it's a good idea to wash fruits and vegetables under running water before you eat them. Scrub them with a brush or your hands to remove any germs that might be on their surface. Wash your hands after you visit the supermarket. If you have a weakened immune system, you may consider buying frozen or canned produce.

### Water

Coronavirus hasn't been found in drinking water. If it does get into the water supply, your local water treatment plant filters and disinfects the water, which should kill any germs.

To reduce your chance of catching or spreading coronavirus, clean and disinfect all surfaces and objects in your home and office every day.