GET BACK TO BUSINESS WITH CONFIDENCE

Your guide to creating a safe, healthy environment in your business

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YOUR TRUSTED COMMUNITY HEALTH PARTNER

For decades, it's been our honor to care for the health and safety of our North Texas communities. And while the coronavirus pandemic has changed how we interact with each other in our community, our commitment to improving and saving lives has only grown stronger. That includes helping businesses stay informed on the latest guidelines for creating a safe, healthy environment.

In recent months, our local communities have rallied around us as we worked tirelessly to protect the health of those we serve. Now, as you get back to business, we want to stand by you. In this guide, we've gathered several resources and tools to help you protect your business, employees, and customers.

As a trusted healthcare provider, we've taken numerous steps to adapt to our community's evolving safety needs. If you need additional COVID-19 resources or help for your business, we're here for you.

For additional information visit the COVID-19 page on: ShineOnlineHealth.com

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How the coronavirus spreads

Protecting yourself and your employees starts with understanding how the coronavirus spreads. The virus that causes coronavirus disease 2019 (COVID-19) is spread mostly through person-to-person contact:

- Droplets are expelled when you talk, cough, or sneeze.

- These droplets can then be inhaled by those nearby.

- Spread is most likely when people are close to each other — less than 6 feet apart.

- The virus may also spread by touching a surface with coronavirus on it and then touching your eyes, nose, or mouth.

Health checks

Create a process for daily health monitoring for yourself and your employees. If an employee has symptoms, he or she should not come to work. Symptoms of COVID-19 include:

- Fever or chills

- Cough

- Shortness of breath

- Muscle or body aches

- Fatigue

- Loss of taste or smell

- Headache

- Sore throat

- Congestion or runny nose

- Diarrhea

- Nausea or vomiting.

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Distancing

When possible, keep employees and customers at least 6 feet away from each other. To help remind people to keep their distance in your business, use:

- Signs

- Changes in layout

- Barriers.

If possible, consider moving dining tables or displays outdoors to take advantage of increased air circulation.

Masks

When employees and customers wear masks, it reduces the spread of respiratory droplets.

- Wear a mask that covers both the nose and mouth.

- Avoid touching the front of your mask.

- Even when wearing a mask, continue to use distancing whenever possible.

- When removing a mask, only touch the ties or ear loops. Then, carefully fold the outside corners together.

- Train your employees on what to do when a customer is not wearing a mask. Consider a phrase like, "To help us stay healthy and continue to provide you with excellent service, we ask you to please wear a mask."

- Designate a manager who is ready to help with difficult mask situations, and make sure you have clear signage on every door.

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Hand-washing and hand sanitizing

Employees should wash their hands for at least 20 seconds with soap and water. When soap and water aren't available, use hand sanitizer with at least 60% alcohol).

Always wash hands:

- Before preparing or touching food

- Before touching your face

- Before and after breaks or shifts

- After using the bathroom

- After touching your mask

- After coughing or sneezing

- After blowing your nose.

Adapted from the Centers for Disease Control and Prevention (CDC) guidelines:

cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

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One of the best ways to protect your business and the health of your employees is by having a plan in place before someone gets sick. From cleaning protocols to communicating about temporary pauses in your business, create a checklist of what your business would if you or one of your employees gets COVID-19.

Steps to take in your business

The CDC recommends that you consider the following steps when someone in your business gets sick with COVID-19:

- Close off the area in your business used by that person. If the person who is sick was only in one area of your business, you may not need to close the entire business.

- Be sure to disinfect all surfaces used by that person. See cleaning and disinfecting guidelines on the next page.

- To increase air circulation, open windows or doors in the area.

- Use a vacuum that has a HEPA filter to clean the floor.

- Identify those who were in close contact with the person who is sick and ask that they self-quarantine (see "When an employee has been exposed to COVID-19."). Those without close contact can return to work after the area is disinfected.

When a sick employee can return to work

For a suspected or confirmed COVID-19 case that has mild symptoms, an employee can return to work after he or she completes all of the following:

- 24 hours without a fever (without using fever-reducing medication)

- 10 days since the first symptoms

- Other symptoms improving.

Those with a more severe case of COVID-19 or weakened immune system should consult their doctor before returning to work.

When an employee has been exposed to covid-19

Even if the employee has no symptoms, he or she should stay home for 14 days after the exposure.

Adapted from the CDC isolation guidelines:
cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html

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CREATE A PLAN FOR CLEANING AND DISINFECTING

It's likely you already have cleaning and disinfecting as part of your business routine. But a clear, consistent plan for these tasks is more essential than ever. Cleaning uses soap and water to reduce the amount of dirt and germs on surfaces first. Disinfecting then kills germs on these surfaces. Your routine should include both.

We've gathered guidance from the CDC on how to clean and disinfect — and how to keep your employees safe while doing it. Think through how these recommendations fit your business. Make a list of high-touch areas, how often they need to be cleaned, and which disinfecting supplies you need. Then, communicate the plan to your employees.

Keeping employees safe while disinfecting

Special precautions can help your employees use disinfectant products safely and effectively:

- Provide training on the correct use of disinfecting chemicals.

- Wear disposable gloves while disinfecting, and carefully remove them when finished.

- Ensure proper ventilation.

- Never mix different cleaners together.

- Wash hands immediately after cleaning and disinfecting.

Read more on cleaning and disinfecting:
cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

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What To Disinfect

Provide a checklist of high-touch areas to your employees. Depending on your business, these might include:

- Tables and countertops
- Desks and hard-backed chairs
- Doorknobs and handles
- Faucets and sinks

- Light switches
- Phones
- Touch screens
- Keyboards

- Toilets
- Trash containers
- Pump dispensers.

How to disinfect hard surfaces

- Use a disinfectant approved by the Environmental Protection Agency (EPA) for use against the virus that causes COVID-19. (See the link to this list on the next page.)

- Follow the instructions on the label, and leave the surface wet for the amount of time indicated.

- Unexpired household bleach is effective for disinfection for up to 24 hours when it is diluted correctly. If using bleach, it should contain 5.25%–8.25% sodium hypochlorite.

  o To make a bleach solution with room temperature water, use 1/3 cup of bleach per gallon of water or 4 teaspoons of bleach per quart of water.

- Alcohol solutions that are at least 70% alcohol are also effective.

- For electronics, follow the manufacturer's instructions for cleaning and disinfection products. If no manufacturer guidance is available, disinfect surfaces using alcohol-based wipes or a spray containing at least 70% alcohol. Be sure to dry surfaces thoroughly to avoid pooling of liquids. Consider using wipeable covers on touch screens and keyboards.

> **Read more on cleaning and disinfecting:**
> cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html

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How to disinfect soft surfaces

- Clean soft surfaces with soap and water or use a disinfectant designed for these surfaces.

- If possible, launder soft items on the warmest setting allowed.

- Vacuum carpets or rugs with a vacuum equipped with a HEPA filter.

Approved disinfectants

Use the EPA's "List N: Disinfectants for Coronavirus (COVID-19)" when picking disinfecting products. All of the products on this list meet the criteria for use against SARS-CoV-2.

View the full list of disinfectants recommended by the EPA here:

epa.gov/pesticide-registration/
list-n-disinfectants-use-against-sars-cov-2-covid-19

You can search by the commercial product name or by the EPA registration number, which is listed on the product label on the bottle.

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SHARE HOW YOU'RE STAYING SAFE AND HEALTHY

Since the beginning of the COVID-19 pandemic, our health system has been a leader in safe, sanitary care that protects our guests. Now that you have a plan in place, it's time to share with your customers the ways you're creating a healthy environment too.
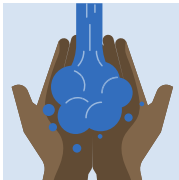
To support you, we've created materials that help you communicate safe practices and how you're making them a priority.

Visit our website to request materials for your business:
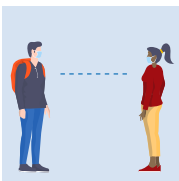MethodistHealthSystem.com/COVID-19

DO YOUR PART TO STOP THE SPREAD

WEAR YOUR MASK

WASH YOUR HANDS OFTEN

WATCH YOUR DISTANCE 6 FEET

VISIT SHINE ONLINE FOR MORE COVID-19 RESOURCES: ShineOnlineHealth.com

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HOW TO WEAR YOUR MASK PROPERLY

DO wear your mask above your nose and below your chin

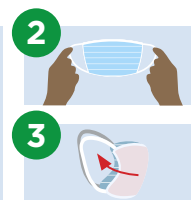DO NOT wear your mask below your nose
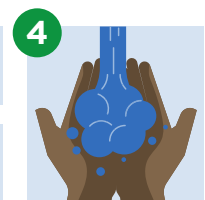
DO NOT wear your mask below your chin

HOW TO REMOVE YOUR MASK PROPERLY

1. Carefully stretch the ear loops up and slide off over your ears

2. Handling only by the ear loops, fold the mask so that the outside is now facing in

3.

4. Wash or sanitize your hands after removing your mask

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