



Cleaning your business during COVID-19

The following is an educational effort based on the most recent best-practice guidelines intended to assist you in providing a safe environment for your employees and customers during the COVID-19 pandemic.

Technical measures



- + Increase ventilation in the workplace.
- + Increase outside air circulation in the workplace.
- + Provide tissues to cover coughs.
- + Provide no-touch trash cans.



- + Provide soap and water and/or hand sanitizer in multiple locations.
- + Perform routine environmental cleaning.



- + Provide disinfectant wipes to encourage frequent cleaning of items and high touch surfaces.
- + Discourage workers from sharing items, or disinfect them between use.

Personal Protective Equipment



Use of gloves:

- + While your skin is an excellent barrier, if gloves are used, change them frequently.
- + Perform hand hygiene before and after removing gloves.



Use of masks:

- + Leave mask in place, and do not touch/adjust mask.
- + Avoid removing the mask frequently.

Organizational measures



- + Implement flexible sick leave policies.
- + Establish social distancing policies.
- + Implement flexible or staggered shifts.
- + Determine how you will function with increased absenteeism.



- + Assess your essential functions.
- + When possible, allow employees to work from home.
- + Increase physical space between employees and customers.

Personnel measures

- + Employees with symptoms (cough, fever, shortness of breath) should notify their supervisor and stay home.
- + Employees presenting to work with symptoms (cough, fever, shortness of breath) should be separated from other employees and sent home.
- + Consider implementing employee screening at arrival for their shift by the following criteria:
 - + Fever >100.4F
 - + Cough
 - + Shortness of breath
 - + Exposure to a known positive COVID-19 patient
- + Any employees with symptoms should contact their health care provider.
- + Sick employees should remain home as directed by the SD Department of Health or their health care provider.
- + Employers should not require employees to be tested for COVID-19 if they've called in sick or are returning to work. Follow the directions of the SD Department of Health or their health care provider.
- + If an employee is confirmed as COVID-19 positive, follow the instructions of the SD Department of Health by following up with the employee's contacts.