COVID-19 BUSINESS GUIDANCE
YELLOW PHASE

- Telework must continue if possible
- Hold meetings and trainings virtually. If in person, limit to 10 people, keep 6 ft apart
- Clean and disinfect high-touch areas often and regularly clean all other areas of the building(s)
- Make sure employees have access to soap and water and provide masks to wear at all times
- Prevent large groups from entering or leaving the building by staggering work start and stop times
- Limit the number of people in employee common areas
- Discourage non-essential visitors
- Establish and implement a plan in case the business is exposed to a probable or confirmed case of COVID-19
- Install shields or other barriers at checkout areas to physically separate cashiers and customers
- Modify the hours of business so that there is enough time to clean and restock
- Designate a specific time for people at high risk, at least once a week
- Require all customers to wear masks while on the premises

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