

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**

pa.gov/covid-19