



MAINTAINING HEALTH & SAFETY IN YOUR BUSINESS

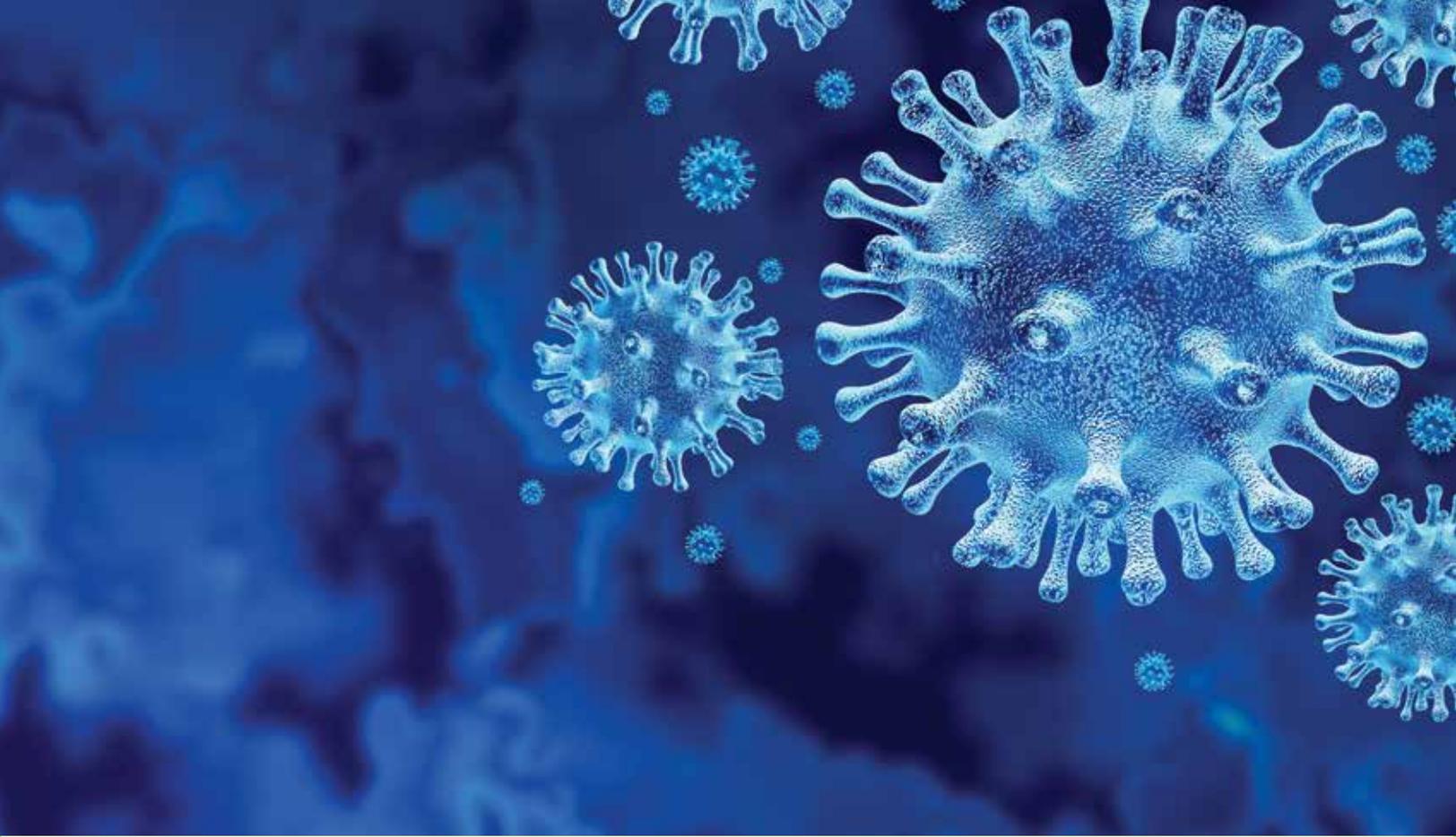
As businesses begin to think about re-opening and/or bringing back employees, they should be mindful of the following guidance.

There are certain steps that employers can take to reduce the risk of spreading COVID-19 and to protect employees and the public.



**MARION COUNTY
PUBLIC
HEALTH
DEPARTMENT**

Prevent. Promote. Protect.



UNDERSTAND HOW COVID-19 IS SPREAD

Studies indicate that about half of people with the virus do not have symptoms. So even someone who appears to be very healthy may carry and spread the virus. In fact, much of the rapid spread of COVID-19 is probably due to spread by people who did not know that they had it. So, to prevent the spread, everyone needs to act as though they may be infected. Because they may be.

The virus that causes COVID-19 infects people by growing in their nose or throat. The body has some ways to stop the infection before it gets very far. But the more virus that arrives there, the more likely it is that your body will not stop it all, and that you will become infected.

The virus may reach inside your nose or throat by being inhaled, or when you touch your face with your hands or other things that have the virus on them.

Besides being spread in large droplets, the virus may also be breathed out in very small particles which may float in the air for an hour or more. In small concentrations, these particles are less likely to infect others, but they may accumulate over time in closed spaces with poor ventilation or air filtering. To decrease risks of infection, avoid or improve enclosed areas with poor ventilation or large numbers of people. The risk of infection is generally lower in open-air settings.

SOCIAL DISTANCING

Maintain social distancing (at least 6 feet) between employees and between employees and the public. Design waiting lines in a way that allows the public to be spaced 6 feet apart, including marking spots on the floor 6 feet apart for those waiting in line.

EDUCATION

Educate employees about how they can reduce the spread of COVID-19. Utilize signage around the workplace to remind employees of proper handwashing techniques and other tips for reducing spread

Reduce in-person meetings as much as possible and limit in-person participants to ten (10) people or less. Also, keep all gatherings to essential participants only.

Promote frequent hand-washing and encourage employees to cover their coughs and sneezes with a tissue or their sleeve.

Provide employees and the public tissues and trash receptacles.

Provide masks for employees to cover their mouth and nose while at work.

Provide wall-mounted hand sanitizer (with at least 60% alcohol content) in common areas and near elevators.

Discourage hand-shaking.

Limit the number of employees that can gather on elevator cars or break rooms.

Stagger breaks and lunch schedules.

HOUSEKEEPING

Implement regular housekeeping practices, including routine cleaning and disinfecting of surfaces and equipment. Use cleaning products certified by the Environmental Protection Agency for emerging viral pathogens.

See the EPA/CDC joint statement on cleaning and disinfecting at:

<https://www.epa.gov/coronavirus/guidance-cleaning-and-disinfecting-public-spaces-workplaces-businesses-schools-and-homes>

FACILITIES

Implement engineering controls that will help reduce the spread of COVID-19.

HIGH-EFFICIENCY AIR FILTERS AND INCREASED VENTILATION

Ventilation and filtration provided by heating, ventilating, and air-conditioning systems can reduce the airborne concentration of the virus and thus the risk of transmission through the air. Unconditioned spaces can cause thermal stress to people that may be directly life threatening and that may also lower resistance to infection. In general, disabling of heating, ventilating, and air-conditioning systems is not a recommended measure to reduce the transmission of the virus.

PHYSICAL BARRIERS, SUCH AS CLEAR PLASTIC SNEEZE GUARDS

HEALTH & WELLNESS

Conduct temperature or wellness checks at the beginning of shifts. Space out the end of one shift with the beginning of the next to reduce crowded spaces.

Actively encourage sick employees to stay home.

Employees who have COVID-19 symptoms (fever, cough, shortness of breath) should stay home from work.

RETURN TO WORK STRATEGIES

Choose one of the following strategies to determine when a symptomatic employee diagnosed with COVID-19 may return to work

THE NON-TEST STRATEGY

1. At least 3 days have passed since the last sign of fever, without the use of fever-reducing medicine; and
2. An improvement in respiratory symptoms; and
3. At least 10 days have passed since symptoms first appeared.

THE TEST STRATEGY

1. Resolution of fever without the use of fever-reducing medicine; and
2. Improvement of respiratory symptoms; and
3. Two negative COVID-19 tests, taken at least 24 hours apart.

Employees with laboratory diagnosed COVID-19, but who have not shown any symptoms of the virus, should be excluded from work until 10 days have passed since the date of their first positive COVID-19 viral test, assuming they have not subsequently developed symptoms since their positive test.

Encourage employees who are caring for a sick individual in their home to follow CDC guidelines about caring for others:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/care-for-someone.html>

Identify where and how employees may be exposed to COVID-19 at work. Consult guidance from the Occupational Safety and Health Administration: <https://www.osha.gov/SLTC/covid-19/>

Be aware that some employees may be at higher risk for serious illness, such as older adults and those with chronic medical conditions. Consider minimizing face-to-face contact between these employees or assign work tasks that allow them to maintain a distance of six feet from other workers, customers and visitors, or to telework if possible.

LICENSED BUSINESSES

In addition to the general guidance for business re-entry, the Marion County Public Health Department has implemented specific rules for some licensed businesses within Marion County.

TATTOO SHOPS

AS REQUIRED BY THE HEALTH CODE UNDER NORMAL CONDITIONS, PLEASE ENSURE THAT:

- No employees work while sick (fever, cough with fever, vomiting, diarrhea, etc.).
- Hands are being washed before putting on gloves and after removing them.
- Items, such as cell phones, are not being handled during tattoo process – prevent cross-contamination.

ADDITIONAL RESOURCES & GUIDANCE

Association of Professional Piercers (APP) Guidance for Re-opening Facilities: https://www.safepiercing.org/docs/APP_Recommended_Post-COVID19_Closure_Reopening_interim_protocols.pdf

CDC guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

OSHA guidelines: <https://www.osha.gov/Publications/OSHA3990.pdf> (note: would consider body art facilities to be Medium Exposure Risk)

IN ADDITION:

- Operate by appointment only to reduce number of people in the shop (no walk-ins). Don't let employees hang out in the shop - they should only be in the shop if they have an appointment with a customer.
- Ensure all employees and customers wear face coverings.
- Regularly disinfect commonly touched surfaces (such as door handles, light switches, and counters) and include lobbies, break rooms, and common areas. Use a tuberculocidal or bleach solution (1/3 cup bleach : 1 gallon water) made fresh daily.
- If booths are near each other and in open area, schedule to use only every other booth and space out work areas as much as possible.
- Provide hand sanitizer to customers to use when entering and leaving the shop.

POOLS

Due to difficulty with social distancing and increased inhalation hazards, spas, interactive water fountains, spray pads, and spray features must remain closed.

All pools must have a satisfactory bacteria sample submitted to the Marion County Public Health Department in accordance with 410 IAC 6-2.1-31 prior to opening.

All pools must limit patrons within the pool enclosure to 50% of the maximum bather load as defined 410 IAC 6-2.1-7.5, but in any case no more than 100 people within the pool enclosure. The 50% of maximum occupancy must be posted at all entrances to the pool enclosure.

FOOD & CONSUMER SAFETY

Food has not been identified as a likely source of COVID-19 infection at this time. However, it is important to follow current food safety standards and orders issued to help protect workers and customers from COVID-19. In addition, expanding current food safety practices can help slow the spread of respiratory viruses in the community, and help reduce working days lost due to illness.

The Indiana Retail Food Establishment Sanitation Requirements Title 410 IAC 7-24 addresses several areas that apply to COVID-19 prevention and mitigation. These requirements include employee health and restrictions, handwashing procedures and practices, proper cleaning and sanitizing of surfaces, and the requirement for a designated person in charge. 410 IAC 7-24 is available at <http://marionhealth.org/programs/environmental-health/food-and-consumer-safety-2/>. Printed copies are available upon request.

Retail food establishments are required to provide employees and customers their COVID-19 safety plan. The MCPHD Department of Food & Consumer Safety is available to review these plans upon request.

STAFF PROCEDURES

Employees will be required to wear face coverings. Face coverings will need to be maintained in accordance with 410 IAC 7-24-237 and shall be free from food residues and other soiling matter. Launder reusable face coverings before each daily use. Ensure staff knows how to properly handle and wear face coverings. Information can be found here: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>.

The person-in-charge needs to ensure staff follow handwashing procedures and wash their hands at the required frequency, including upon arrival to work.

The person-in-charge should monitor that staff do not touch their eyes, nose, mouth or other part of their face. Employees need to wash their hands before resuming duties.

Personal items should not be handled or stored in food preparation areas; this includes cell phones. Phones must be handled away from the kitchen area and hands must be washed before returning to the kitchen.

Encourage a designated entry for employees that differs from general public, such as entering through the kitchen door, to limit contact.

Gloves are not a substitute for hand washing or hand hygiene. If gloves are used for other purposes, such as a barrier at cash registers, hands will still need to be washed and gloves changed frequently to prevent contamination of surfaces. 410 IAC 7-24-246 requires that single-use gloves be used for only one (1) task and discarded when damaged, soiled or when interruptions occur in the operation. Hands need to be washed prior to applying gloves. Monitor employees and ensure proper hand hygiene.

FOOD & CONSUMER SAFETY (cont.)

LOBBY/WAITING AREA

Use signage or marks on the floor to mark indoor or outdoor waiting areas so that social distancing standards are met.

Consider designating in and out doors at entry to control traffic flow patterns.

Utilize signage, floor markers or other methods to ensure social distancing and customer awareness.

Utilize methods to prevent gathering within the waiting area.

Options include:

- Text system to alert guests of available seating
- Intercom system
- Limiting waiting to one member of the party
- Move to a table reservation basis or call ahead seating to the prevent waiting step

If outside tents are used, ensure safety measures are in place and tent meets local ordinances.

Provide approved and properly registered sanitizer/ disinfectant to sanitize all front-of-house contact surfaces every two (2) hours at a minimum or after an incident. This includes:

- Door handles
- Push plates
- Thresholds
- Hand railings
- Menus and bill folders
- Trash receptacle touch points
- High chairs and booster seats
- Touch screens and keyboards
- Phones
- Pens

Remove decorative objects, papers, and other unneeded materials from counters to allow for thorough sanitization of unobstructed surfaces.

PAYMENT/ORDERING TRANSACTIONS

- Where possible utilize contactless payment systems, automated ordering systems, mobile ordering apps or other methods that facilitate social distancing.
- Provide physical barriers such as partitions or Plexiglas barriers if practical.
- Use floor markers or signage to ensure appropriate distancing.
- Provide hand sanitizer for customers at self-service ordering kiosks.

CARRYOUT SUGGESTIONS

- Continue to utilize, promote or expand carryout options to promote social distancing.
- Utilize grab-and-go section for items to prevent wait times for carry out orders.
- Establish designated pick-up zones for customers inside or outside retail establishments.
- Offer curb-side pick-up.
- Verify recipient through distancing or car window where applicable.
- Offer to place order in car trunks as an extra measure to avoid close contact.
- Review procedures and safeguards of third party delivery vendors.
- When possible, separate third party delivery vendor waiting areas from other patrons.

FOOD & CONSUMER SAFETY (cont.)

DINING AREAS

- Limit the number of customers in the restaurant to 50% capacity, adjusting with each phase of Indiana's state reopening plan.
- Tables should be spaced at least six (6) feet apart.
- Remove extra tables to allow people more room to walk around and safely social distance from others. If tables or other furniture cannot easily be moved, use signage or other method to ensure they are not used.
- Outdoor seating will require the same distancing. If outdoor seating is adjacent to a sidewalk or other area with people traffic, space the tables so they are six (6) feet away from traffic.
- Limit tables to no more than six (6) guests per table.
- Self-service stations (salad bars, beverage stations, etc.) are not permitted.
- Condiments should be limited to single service or pre-portioned.
- For smaller menus, you may consider disposable paper menus. Reusable paper menus should be laminated or inserted in a menu holder to allow sanitizing of surface.
- Eliminate preset tableware.
- Disinfect dining tables, chairs and booths at opening, between seatings or after an incident.
- Provide alcohol-based hand sanitizer stations for wait staff and hosts.
- Tablecloths may be used, but must be changed and laundered between guests.

BAR AREAS

Bar areas should remain closed, opening only in accordance with each phase of the Indiana state reopening plan.

Live music, interactive activities or entertainment should not be permitted.

Bar areas may be repurposed for grab-and-go or carry out option to facilitate distancing.

BACK OF HOUSE

Maintain social distancing measures within kitchen area through designated stations, signage or managerial control.

Provide approved and properly registered disinfectant to disinfect all back-of-house contact surfaces throughout the day or after an incident.

This includes:

- Door handles and push plates
- Handles of equipment doors and operation push pads
- Handles of the dispensers (beverage, etc.)
- Ice scoops
- Walk-in and other refrigerator/freezer handles
- Handwashing sink handles
- Soap dispenser push plates at handwash sink
- Towel dispenser handle at handwash sink
- Telephone keypad and hand set
- Touch screens
- Computer keyboard and screens

Establish protocols with delivery drivers or service providers to maintain distancing and to adhere to preventative methods, including washing hands or wearing face coverings upon entering.

Limit the number of staff within manager's office or break room to ensure safe distancing.

WAREWASHING

Ensure all staff responsible for warewashing is properly trained.

Check dishmachines daily at the start of business. Verify they are operating at the required wash and rinse temperatures and with the appropriate detergents and sanitizers.

Ensure test strips are readily available for warewashing staff to verify concentration.

FOOD & CONSUMER SAFETY (cont.)

RESTROOMS

Monitor restrooms throughout the day to ensure soap and hand towels are stocked.

Provide approved and properly registered sanitizer/disinfectant to disinfect all restroom contact surfaces every two (2) hours at a minimum or after an incident. This includes:

- Door handles
- Sink faucets and toilet handles
- Towel dispenser handles
- Soap dispenser push plates
- Trash receptacle touch points

CLEANING AND SANITIZING

Only use disinfectants registered with EPA. Read the disinfectant label and follow usage directions. The EPA has a list of registered disinfectants labeled for use against the novel coronavirus.

Note that these disinfection concentrations may exceed the allowable levels allowed for use on food contact surfaces such as dishes and utensils. Be sure to follow the label for food contact surfaces when using the chemical near or on utensils and food contact surfaces.

SPECIAL GUIDELINES FOR FARMERS' MARKETS

Vendors selling food at a farmers' market will be limited to those selling food staples, such as produce, meats, eggs, and cheese.

REQUIRED PREVENTION METHODS

HANDWASHING

- Frequent and proper handwashing by vendors
- Temporary handwashing stations or portable handwashing may be used. See diagram at right for example.



SOCIAL DISTANCING

- Take measures to maintain at least six (6) feet between farmers' market attendees.
- No socialization activities, no craft or interactive areas.
- Limit attendees within the confines of the market to ensure social distancing is achievable.
- Set up traffic flow patterns to ensure there is one way traffic with clear entrance and exit points.
- Provide signage reminding attendees to remain six (6) feet apart.
- Designate an organizer to monitor and correct social distancing concerns.
- Set up farmers' stands in a manner that facilitates a six-foot distance between the attendee, food and vendor.
- Keep food on display protected from contamination.
- Food should be handled by vendor only, do not allow consumers to handle food before purchasing.
- Vendor should not handle reusable bags.
- Conduct business outside the confines of the farmers' market to limit interaction, including online sales, pre-orders or alternative distribution, such as car-side drop off.
- If a drive-through market is implemented, limit interaction and use trunk drop off to prevent contact.

PROHIBITED ACTIVITIES AND VENDORS

- No open foods – all foods must be prepackaged
- No foods to be consumed on site
- No food trucks
- No sampling of foods
- No home-based vendors (except for honey or syrup vendors)

SANITIZING

- Sanitize vendor tables and common areas throughout the event.
- Use a bleach solution at a concentration of 1/3 cup bleach per 1 gallon of water. A sanitizer solution in a spray bottle used with disposable paper towels is an ideal method.
- Alternatively, use products with EPA-approved emerging viral pathogen claims.

STAY HOME IF ILL

- Vendors should not participate if they are ill, particularly if they are showing flu-like symptoms.
- Signage is required at entrance points stating that if a consumer is ill they should not enter the market.

ADDITIONAL REQUIREMENTS

- Vendors must wear masks
- Attendees are encouraged to wear masks
- Payments should be handled to limit contamination, including prepayment or sanitization between customers if phone is used for credit card payment
- Limit or exclude children
- Do not allow pets to be at the farmers' market
- If there are public restrooms the market master must monitor frequently to ensure there is soap and hand towels available

FOR MORE INFORMATION
call the COVID-19 Call Center at
317-221-5500