

EMPLOYER AND MANAGER RECOMMENDATIONS
TO KEEP EMPLOYEES/STAFF HEALTHY AND SAFE

***In addition** to the Governor Abbott's executive order GA-18 and the minimum recommended health protocols, here are some additional recommendations for the Big Bend region:*

Following best practice recommendations from the Open Texas Report as well as the recommendations below will help keep your employees as healthy as possible, provide a level of comfort and security to your customers, as well as allow your business to remain open to maximum allowable capacity during the pandemic.

Screening Employees for Illness

- All employees should notify their employer of any travel plans outside of the tri-county area, in case of a future COVID-19 outbreak, making it easier to contain the infected people.
- All employees should be screened before they begin their shifts.
 - Use a *temporal* thermometer to check for fevers (easy to use and accurate)
 - Temperatures do not need to be recorded or saved anywhere.
 - Any employee with a temperature of 100.0F or higher should be sent home.
 - Follow the protocols outlines on page 21-25 in the Open Texas Report
- Consider, if able, to allow employees to change into and out of work clothes on site, in order to minimize contamination of their vehicle and home with any exposure of COVID-19 from their interactions with customers.

Daily Operations

- Allow employees who can work from home to continue to do so. Minimizing the days and time spent on-site by each employee will decrease the chance of exposure to COVID-19 by all employees.
- Encourage employees to maintain 6 feet distance from other employees. Also encourage using masks at work, frequent hand washing, coughing into the mask or elbow, and maintain cleanliness of their workspace.
- Either provide individually packed meals for employees, or encourage individual meals brought from home.
- Do not allow employees to take lunch breaks in groups.
- The employee restroom should not be utilized by customers or the public.
- Place wipes/sanitizers/Lysol spray in entrances to various areas within the building (i.e. inside the front door, in vehicles, entering a workshop space from the office, shift stations, etc).
- Offer a dedicated time period for shopping/utilization of the business by high-risk individuals. (i.e. Senior Hour of Operation).
 - This dedicated time should be utilized by those who are elderly or medically vulnerable
 - This period should be early in the morning when the location is cleanest and well-stocked (if applicable)
- Provide opportunities for contact-less payment (credit cards, PayPal, Venmo, etc) to minimize coming in close contact with customers.
- If applicable, provide opportunities for take-out/to-go/curbside pick-up options. Delivery should also be considered for areas close to your location.
- Encourage use of outdoor or large spaces that allow for minimum safe distancing practices. Avoid using small, enclosed spaces for customers.
- Keep restrooms that are accessible to the public closed or limited to only one location.

(continued)

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Service to Customers/Consumers

- If any customer is noted to be ill, feverish, have coughing, difficulty breathing, or other signs of illness, they should be asked to leave and any necessary tasks should be completed by phone or online, if possible.
- All public areas where customers may congregate should remain closed or with limited occupancy. Consider removing some seating and furniture to self-limit the occupancy of these areas.
- As COVID-19 spreads easily in humid settings and through droplets, pools and other common areas with water should remain closed.
- No self-service stations of any kind should be utilized at this time as it is a high-risk area for contamination.