



IntelliStart



THE ULTIMATE GUIDE TO GETTING YOUR BUSINESS BACK TO NORMAL POST COVID-19



FOREWORD

The pandemic is slowing down but the challenges for businesses remain considerable. They need to reopen safely to attract back customers and staff who remain concerned about potential infection. They also need to ensure there are permanent safeguards in place for bacterial threats and if another virus like COVID-19 happens again.

The emergence of COVID-19 woke us up to the perils of deadly viruses. Businesses adapted as best as they could and in many cases performed admirably, but how could they have been fully prepared? How many of us could have imagined the destruction the pandemic would cause, how many lives it would take, how many companies would close?

This ultimate guide is designed to empower you to take control of your business performance and get back operating successfully and safely. It contains information taken from the CDC and OSHA which has been streamlined to provide maximum efficiency and applicability. Use it to reopen and reassure your customers that business is back and that we are finally returning to normal.

DISCLAIMER

This guide's intention is to inform employers and workers in most workplace settings to help them identify risks of being exposed to and/or contracting COVID-19 at work and to help them determine appropriate control measures to implement.

The recommendations contained in this guide are advisory in nature, informational in content, and are intended to assist employers in providing a safe and healthful workplace.

SYMPTOMS OF COVID-19

According to the CDC, the virus that causes COVID-19 (SARS-CoV-2) spreads most commonly through person-to-person contact (within about 6 feet), primarily through inhalation of respiratory particles (droplets and aerosols) produced when an infected person exhales, talks, sings, shouts, coughs, or sneezes.



Fever of over 100.4°F or greater



Loss of taste or smell



Shortness of breath



Chills



Cough



Fatigue



Muscle or body aches



Headache



Sore throat



Congestion or runny nose



Nausea or vomiting



Diarrhea

THE ESSENTIALS OF A VIRUS PREVENTION PLAN

The confusion and uncertainty many businesses faced at the start of the pandemic were due to the fact that they had no contingency planning for such an event. We now know better, so follow these essential steps to protect your workplace moving forward.

1

MAKE HEALTH & SAFETY YOUR TOP PRIORITY

Ensure your employees fully understand that their health and safety is the number one priority for your team. Make sure they're aware of health and safety regulations and understand how to operate safely.

Pro Tip: Properly document safety procedures and make them visible within the workplace environment for both staff and customers to help build trust and enforce guidelines.

2

LEAD BY EXAMPLE

Practice what you preach. In any organization, the boss must lead by example and be more health and safety-conscious than anyone else.

Pro Tip: When training staff on new safety procedures, actually engage in the activities and ask them to join you. Teaching someone how to handle a procedure not only shows your involvement but also is the best way to learn yourself.

3

SET-UP A REPORTING SYSTEM

You should encourage your employees to share their concerns about health and safety and to make suggestions about how the company can improve.

Pro Tip: Build a system that allows anonymity so staff members are more likely to share their ideas in an encouraging environment.

4

SUPPORT TRAINING PROGRAMS

Set up training programs at your company and send your employees on external health and safety excursions to make all involved more knowledgeable about the long-term potential issues in the workplace.

Pro Tip: Incorporate team building exercises as part of the training programs to improve cohesion and buy-in as a team.

WHAT YOUR WORKERS NEED TO KNOW ABOUT VIRUS PREVENTION



MAINTAIN SOCIAL DISTANCE

A good way to protect yourself is to stay far enough away from other people so that you are not breathing in particles produced by an infected person. Aim to work at least 6 feet apart (or about 2 arm lengths).



ENSURE GOOD PERSONAL HYGIENE

Wash your hands often with soap and water. If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% ethanol or 70% isopropanol.



USE FACE COVERINGS

Face coverings are simple barriers to help prevent your respiratory droplets or aerosols from reaching others. Not all face coverings are the same; the CDC recommends that face coverings be made of at least two layers of a tightly woven breathable fabric, such as cotton, and should not have exhalation valves or vents.



GET THE RIGHT FACE COVERINGS

While there have been lifts in mask wearing guidelines, there are still [benefits of wearing face coverings in indoor settings where it is not possible to verify vaccine status](#). Face coverings have been shown to be an important factor in a multi-pronged approach to infection control and they also provide peace of mind to customers sensitive to the potential of viral and bacterial spread.

- For operations where the face covering worn by workers can become wet and soiled, provide workers with replacements daily or more frequently.
- Face shields may be provided for use with face coverings to protect them from getting wet and soiled, but they do not provide protection by themselves.
- Workers in a setting where face coverings may increase the risk of heat-related illness or cause safety concerns due to introduction of a hazard should consult with an occupational safety and health professional to determine the appropriate face covering/respirator for their setting.



INSTALL BARRIERS WHERE PHYSICAL DISTANCING CANNOT BE MAINTAINED

- At fixed workstations where workers are not able to remain at least 6 feet away from other people, you can use transparent shields or other solid barriers (e.g., plexiglass, flexible strip curtains) to mitigate the risk of infection.
- The barriers should block face-to-face pathways between individuals in order to prevent direct transmission of respiratory droplets. The posture (sitting or standing) of users should be considered when designing and installing barriers.
- Where an opening in the barrier is necessary to permit the transfer of items, the opening should be as small as possible.
- [Barriers do not replace the need for physical distancing](#) – 6 feet of separation should be maintained between individuals whenever possible.



IMPROVE VENTILATION

- When weather conditions allow, increase fresh outdoor air by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to occupants in the building.
- [Use fans to increase the effectiveness of open windows](#). Avoid placing fans in a way that could allow contaminated air to flow directly from one person over another.
- Reduce or eliminate recirculation; for example, by opening minimum outdoor air dampers.
- Improve central air filtration to the MERV-13 (the grade of filter recommended by ASHRAE) or the highest compatible with the filter rack, and seal the edges of the filter to limit bypass.
- Check your filters to ensure they are within service life and appropriately installed.
- Keep systems running longer hours, 24/7 if possible, to enhance air exchanges in the building space.
- If ventilation cannot be increased, reduce occupancy level in the building. This increases the effective dilution ventilation per person.



PROVIDE HYGIENE SUPPLIES

- Provide tissues and no-touch trash cans.
- Provide alcohol-based hand sanitizer that is [at least 60% ethanol or 70% isopropanol](#).
- Place touchless hand sanitizer stations in multiple locations to encourage hand hygiene.
- Provide workers with time to wash their hands often with soap and water (for at least 20 seconds) or to use hand sanitizer.
- Place posters that encourage hand hygiene and physical distancing to help stop the spread of bacterial and viral contagions like COVID-19. This should include signs for non-English speakers if required.
- Promote personal health monitoring and good personal hygiene, including hand washing and good respiratory etiquette.



USE THE CORRECT PERSONAL PROTECTIVE EQUIPMENT

- Determine what personal protective equipment (PPE) you need for each of your workers.
- Provide all PPE, if necessary, including respirators (N95 filtering facepiece respirators or better, including elastomeric respirators, without exhalation valves or vents), face shields, protective gowns and gloves.
- Make sure to provide PPE in accordance with relevant OSHA standards and other industry-specific guidance.
- Respirators, if necessary, must be provided and used in compliance with 29 CFR 1910.134 (e.g., medical determination, fit testing, training on its correct use).
- There are times when PPE is not required under OSHA standards or other industry-specific guidance, but some workers [may have a legal right to PPE as a "reasonable accommodation" under the Americans with Disabilities Act](#).



REGULARLY PERFORM DEEP CLEANING

- Routinely clean all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
- Provide disposable disinfecting wipes so that workers can wipe down commonly used surfaces (e.g., doorknobs, keyboards, remote controls, desks, electronic payment terminals, other work tools and equipment) before each use.
- Store and use disinfectants in a responsible and appropriate manner according to the label.
- Advise workers always to wear gloves appropriate for the chemicals being used when they are cleaning and disinfecting.





How can you get back to operating successfully and safely? Learn more about the IntelliStation: our all-in-one touchless temperature scanner & sanitizer dispenser.



We help businesses create safer workplaces.
Gain your customer's trust and achieve profitable operations with IntelliStart.

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