

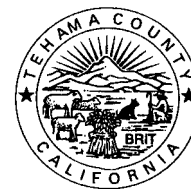
TEHAMA COUNTY HEALTH SERVICES AGENCY

VALERIE S. LUCERO
EXECUTIVE DIRECTOR

DEANNA GEE
ASSISTANT EXECUTIVE
DIRECTOR, ADMINISTRATION

JAYME BOTTKE
ASSISTANT EXECUTIVE
DIRECTOR, PROGRAM

RICHARD WICKENHEISER, MD
PUBLIC HEALTH OFFICER



PUBLIC HEALTH
MINNIE SAGAR, MPH, MPA
PUBLIC HEALTH DIRECTOR
1860 WALNUT STREET
MAILING ADDRESS:
PO BOX 400, RED BLUFF, CA 96080

PHONE: (530) 527-6824
Fax: (530) 527-0362

April 23, 2020

Back to Business Guidance for Building Your Plan

To assist businesses in building their back to business plan, Dr. Richard Wickenheiser, Tehama County Health Officer in coordination with Tehama County Health Services Agency Public Health have produced the following guidance. The timing of opening businesses up will be determined by the Governor's lifting or modifying the Shelter in Place Executive Order (<https://covid19.ca.gov/stay-home-except-for-essential-needs/>). Please use the guidance below to help develop a plan of how you will open your business back up while abiding by the following guidance. Tehama County Health Services Public Health is here to work with you to review your plan and to help support you in this endeavor.

SOCIAL DISTANCING

- Employers should explore whether they can establish policies and practices, such as flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others if state and local health authorities recommend the use of social distancing strategies.
- Staggering appointments, if taken, or limiting the number of people allowed at a time can assist in keeping social distancing in place.
- Set a limit of X number of people per X square feet of retail space. If waiting areas are provided, assure seating is at least 6 feet apart.
- Consider various changes to point of sales terminals, such as encouraging Apple, Samsung or Google Pay, PayPal transactions, or having customers read their card numbers, thus eliminating customers touching POS surfaces. If you must use a touch pad, this should be disinfected frequently, ideally after each use
- Do not hug or shake hands. Employ other forms of greeting.
- If a customer appears ill, you may decline providing services

SANITATION

- Discard non-essential items such as magazines within waiting areas (consider temporarily eliminating waiting areas altogether)
- Clean, then disinfect all hard, non-porous surfaces, following directions on the disinfectant container, being sure to follow all contact times listed for the product. Surfaces cleaned should include all door handles, counter tops, light switches,

computers, phones, and point of sale equipment—any hard surface staff or customers may have touched.

- Disinfectants used must be EPA registered and labeled as bactericidal, virucidal and fungicidal. <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- Wipe down all soft surfaces using cleansers safe for the type of surface (cloth, leather, etc.). Note that soft surfaces can be cleaned but cannot be disinfected.
- If your business does any appointment scheduling, consider online scheduling rather than physical appointment cards
- Disinfect hard surfaces at the beginning of each day as well as every 1 to 2 hours, depending upon the number of customers
- See sample signage in this packet to place in your window to notify clients of your efforts to ensure infection control

STAFF POLICIES:

- Promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% alcohol.
- Use of Personal Protective Equipment (PPE) such as gloves should be single use and changed with each new customer or change of task and disposed of properly. Hands must be washed after removing gloves
- Businesses may wish to require face covering or mask use of staff and may wish to request their use by customers entering their establishment
- Encourage workers to stay home if they are sick.
- Encourage respiratory etiquette, including covering coughs and sneezes.
- Provide tissues and trash receptacles.
- Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.

ONGOING: CHANGES IN PRACTICE

- If candy dishes, magazines, self-serve coffee or tea are offered, consider temporarily not reintroducing those features. Consider serving coffee rather than providing self-serve and be certain to follow protocols for safety while preparing it.
- Your normal capacity will need to be decreased in order to maintain the social distancing guidelines

Please let us know if you have any questions at 530-527-6824 or email us with questions or your plans to publichealth@tchsa.net.