



Re-Open *Smartly* with Confidence

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Small Business Development Center
At Yavapai College



Re-opening Plans Meeting Your Obligations

Monday, May 4, 2020



RE-OPENING: MEETING YOUR OBLIGATIONS

GOAL



Stay
Healthy
& Safe

AZ Department of Health Services Recommends

- Maintain physical distancing
- Operate with reduced occupancy and capacity
- Limit areas where employees & customers can congregate
- Institute comprehensive sanitation protocols
- Continue curbside pickup and delivery options
- Close fitting rooms, meeting rooms, small spaces
- Implement symptom screening before employee shifts start
- Offer cloth face masks for staff and customers



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- Avoid touching eyes, nose, mouth with unwashed hands
- Avoid close contact with anyone who is sick
- Stay home if you are sick
- Cover your cough or sneeze with a tissue, then throw tissue in trash
- Wash hands often for 20 seconds with soap and water
- Have available at least 60% alcohol sanitizers for staff & customers
- Sanitize pens, cash machines after each use
- Wipe doorknobs before/after each customer
- Clean & disinfect all surfaces before/after each customer

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Ensure your business has a flexible response plan. Refine plans as needed for:

- Varying levels of severity of disease (i.e., number of sick individuals, hospitalization, death) in the area where the business is located.
- Impact of disease on employees that are more vulnerable and may be at higher risk for adverse health complications (e.g., older adults, chronic illness, etc.).
- Share plans with employees and explain what human resources policies, workplace and leave flexibilities, and pay/benefits will be available to them.

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- ❑ Share best practices with other businesses in your communities (especially those in your supply chain), chambers of commerce, and associations to improve community response efforts.
- ❑ Prepare for increased employee absence due to illness, their family member illness, or early dismissal of early childhood programs and K-12 schools.
 - Monitor and respond to absenteeism at the workplace.
 - Implement plans to continue essential business functions



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- Assess essential functions of business operations and be prepared to
 - change suppliers,
 - prioritize tasks for ongoing operations, or
 - temporarily suspend business operations

- Employers with multiple business locations are encouraged to provide local managers with the authority to take appropriate actions outlined in their business infectious disease outbreak response plan, based on the condition in each locality.

- Businesses that require their employees to travel should check the [CDC's Traveler's Health Notices](#) for the latest guidance and recommendations

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For Employees Exposed to COVID-19:

- Contact your [local health department](#) for questions in regards to:
 - Sick employees with recent travel.
 - Potential exposure of COVID-19 in the workplace.
- If staff have tested positive for COVID-19, they should remain under home isolation precautions for 7 days from specimen collection OR until 72 hours after fever is gone and symptoms of acute infection resolve, whichever is longer.
- If staff have tested negative for COVID-19 and have compatible symptoms (fever, cough, shortness of breath), they should stay home from others until 72 hours after all symptoms of acute infection resolve.

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For Employees Exposed to COVID-19:

- If staff have fever with cough or shortness of breath and have not been tested for COVID-19, they should stay home, away from others until 72 hours after fever is gone and symptoms for acute infection resolve.
- If staff have other non-compatible symptoms and have not been tested for COVID-19, they should stay home until 24 hours after all symptoms are gone without the use of medicine.
- At this time, a healthcare provider's note for employees who are sick with acute respiratory illness should not be required to validate their illness or to return to work.

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Please check individual Websites for detailed information on your particular industry:

- Center for Disease Control: <https://www.cdc.gov>
- Occupational Safety and Health: <https://www.OSHA.gov>
- Yavapai County Community Health: <https://www.yavapai.us/chs>
- National Restaurant Assoc: <https://www.restaurant.org/home>
- National Retail Federation: <https://www.nrf.com>
- Dept of Labor: <https://www.DOL.gov>
- Arizona Dept of Health: <https://www.azdhs.gov>

RE-OPENING: MEETING YOUR OBLIGATIONS RESOURCES FOR YOU

Yavapai County Community Health Services: <https://www.yavapai.us/chs/health-resources>

POSTERS

YOU CAN HELP STOP THE SPREAD

SIX FEET APART
Please

A UNA DISTANCIA DE 6 PIES
Por favor


USTED PUEDE DETENER LA PROPAGACIÓN



CLEANING GUIDANCE

GUIDANCE FOR CLEANING & DISINFECTING



PUBLIC SPACES, WORKPLACES, BUSINESSES, SCHOOLS, AND HOMES



SCAN HERE FOR MORE INFORMATION

- 1 DEVELOP YOUR PLAN**
DETERMINE WHAT NEEDS TO BE CLEANED. Areas unoccupied for 7 or more days need only routine cleaning. Maintain existing cleaning practices for outdoor areas.
DETERMINE HOW AREAS WILL BE DISINFECTED. Consider the type of surface and how often the surface is touched. Prioritize disinfecting frequently touched surfaces.
CONSIDER THE RESOURCES AND EQUIPMENT NEEDED. Keep in mind the availability of cleaning products and personal protective equipment (PPE) appropriate for cleaners and disinfectants.
 Follow guidance from state, tribal, local, and territorial authorities.
- 2 IMPLEMENT**
CLEAN VISIBLY DIRTY SURFACES WITH SOAP AND WATER prior to disinfection.
USE THE APPROPRIATE CLEANING OR DISINFECTANT PRODUCT. Use an EPA-approved disinfectant against COVID-19, and read the label to make sure it meets your needs.
ALWAYS FOLLOW THE DIRECTIONS ON THE LABEL. The label will include safety information and application instructions. Keep disinfectants out of the reach of children.
- 3 MAINTAIN AND REVISE**
CONTINUE ROUTINE CLEANING AND DISINFECTION. Continue or revise your plan based upon appropriate disinfectant and PPE availability. Dirty surfaces should be cleaned with soap and water prior to disinfection. Routinely disinfect frequently touched surfaces at least daily.
MAINTAIN SAFE PRACTICES such as frequent handwashing, using cloth face coverings, and staying home if you are sick.
CONTINUE PRACTICES THAT REDUCE THE POTENTIAL FOR EXPOSURE. Maintain social distancing, staying six feet away from others. Reduce sharing of common spaces and frequently touched objects.

For more information, please visit: [CORONAVIRUS.GOV](https://www.cdc.gov/coronavirus)

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INDUSTRY GUIDELINES

Yavapai County Community Health Services

Our Mission: "Yavapai County Community Health Services will provide leadership, information, and services that contribute to improving the health and well-being of Yavapai County residents."

Salons and Barbershops
Guidelines and Best Practices for Preventing the Spread of COVID-19

Managers and Staff should implement the following to prevent the spread of COVID-19:

- Frequently wash hands with soap and warm water, for at least 20 seconds, under the following circumstances:
 - After you have been in a public place
 - After blowing your nose, coughing, or sneezing
 - Before touching your face
 - After going to the bathroom
 - Anytime your hands become contaminated

NOTE: Your best DEFENSE for COVID-19 is proper hand washing.

- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Coat all surfaces of your hands and rub them together until they feel dry. Hand sanitizer should be made available for use at ALL entrances and exit points.
- Disinfect surfaces with 1/3 Cup Chlorine Bleach per gallon of water or switch to disinfectant products that have been pre-approved by the U.S. Environmental Protection Agency (EPA) for use against emerging viral pathogens. Disinfectants should be applied during routine cleaning of surfaces that are frequently touched or after customers use, such as: salon/barber chairs, door handles, public spaces, in restrooms, items for sale within reach of customers, etc. The current list of disinfectants with EPA pre-approval is available at <https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf>
- Train ALL staff to use the disinfectants safely and correctly. Staff should wear gloves when cleaning. Many of these cleaning products need to remain on hard surfaces for several minutes in order to work. Follow the manufacturer's instructions for proper use to get the most virus killing protection.
- Implement symptom checks for employees and clients and prohibit sick individuals from entering the work place. The most common signs and symptoms of coronavirus infection are fever, dry cough, and shortness of breath. Symptoms typically occur 1-14 days after exposure, though a small proportion of people who are infected don't have symptoms.
 - Temperature checks: Salons and barber shops should consider the use of a touchless thermometer to check the temperatures of staff and clients prior to entering the business. Anyone with a temperature above 99° should not be allowed to enter the shop.
 - Screening question examples for staff and clients include:
 - Have you had a cough?
 - Have you had a fever?
 - Have you been around anyone with coronavirus symptoms in the last 14 days?
 - Are you living with anyone who is sick or quarantined?
 - Employees who are sick will be expected to stay home
- Personal Protective Gear:
 - Face masks: Consider wearing cloth face coverings if it can be safely managed, in public settings where other physical distancing measures are difficult to maintain. Salons and shops should consider asking clients to wear masks as well.
 - Capes: Each client should be covered with a clean cape. The capes should not be used for multiple clients until laundered. Consider using disposable capes and dispose of them after it's single use.

1090 Commerce Drive • Prescott, AZ 86305-3700 (928) 771-3122 (928) 771-3369 FAX
 3212 N. Winslow Drive, Second Floor • Prescott Valley, AZ 86314 (928) 771-3377 (928) 771-3379 FAX
 10 S. Sixth Street • Cottonwood, AZ 86309 (928) 636-8134 (928) 634-6862 FAX
<http://www.yavapai.us/chs>



RE-OPENING Checklist



YAVAPAI COLLEGE SBDC
YC.EDU/SBDC | (928-717-7232)

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✓ Checklist

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SBDC Services

Free Confidential
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Affordable
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Local
Partnerships



Network
Resources



Access to
SBA and
micro loans



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