CORONAVIRUS/COVID-19 TIPS FOR BUSINESSES

Be Flexible.

- Temporarily waive the requirement of a doctor's note.
- Let employees stay home to take care of sick children or other sick family members.

Clean, clean, CLEAN!

- Put up signs about hand-washing by all sinks – wash for 20 seconds with soap and warm water.
- Stock soap and touchless towels/air dryers in the bathroom, if you can.
- If you provide a sanitizer, make sure that it is alcohol-based, 60-95% alcohol.
- Put up signs about coughing/sneezing into tissues and then dispose.
- Routinely clean all frequently touched surfaces, such as pinpads, touchscreens, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label. No additional disinfection beyond routine cleaning is recommended at this time.

Actively encourage sick employees to stay home.

- Symptoms include:
  - Fever - temperature 100.4°F/38°C or higher;
  - Cough;
  - trouble breathing;
  - shortness of breath.
- Send sick employees home.
  - We are working on ways to get assistance for employees who don't have sick leave. Get in touch with us if your employee is worried about their pay.

Reduce crowds. Large groups cause the most contamination.

- RESTAURANTS - Consider spreading your tables apart or reducing your seating so that customers are TWO arms' length away from other customers.
- STORES – Put up signs asking lines at the register to spread out.
- Remind employees to keep a distance from customers, at least two arms' length, and avoid touching.

*If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain **confidentiality** as required by the Americans with Disabilities Act (ADA).*

If you have questions, concerns, or need assistance, you can contact JP Centre/South Main Streets at (617) 942-2439. For updates, resources, and fact sheets, you can go to boston.gov/coronavirus.