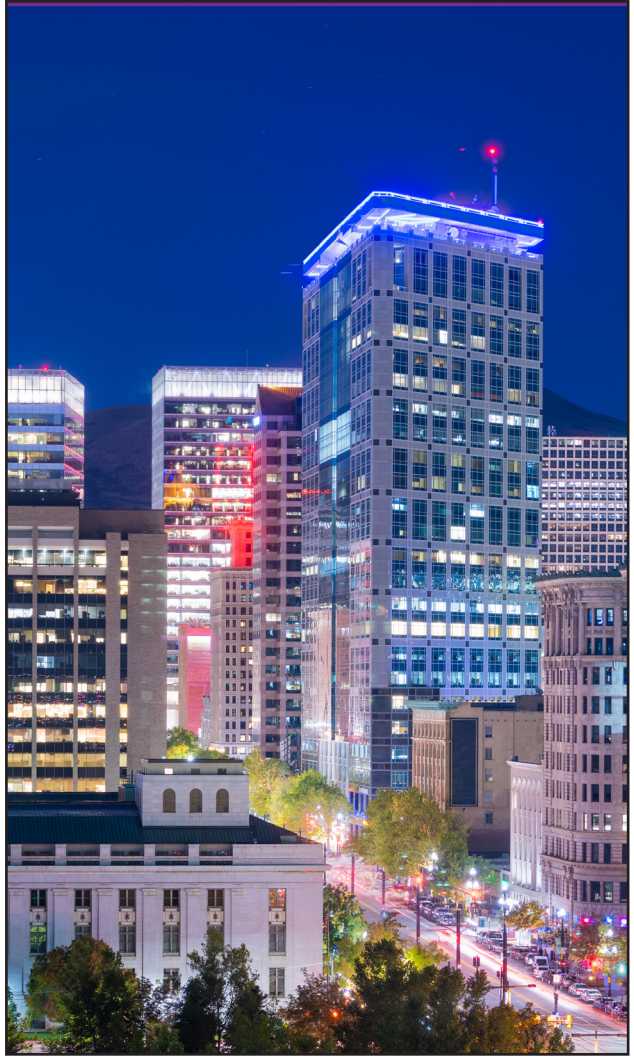

Prevention Guidelines and Best Practices

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COVID-19

RESPRO HEALTH & SAFETY

ResproHealthAndSafety.com

How to Use This Guide

This guide is designed to help businesses understand current regulations and best practices regarding COVID-19. The first four sections outline general practices that apply to all businesses. The phased guidelines categorize businesses by industry and provide unique best practices and requirements for each. These guidelines are based on the Governor of Utah's Phased Guidelines and will continue to change as we move through the different phases. We will update this document to reflect any future updates.

All businesses are different and the strategies that one business uses to follow the requirements may not work for another. Each business should use this information to help develop a plan that is customized for the business and its operations.

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Monitor Employee Health

Monitor employee health on a daily basis even if they are not working that day. This can be accomplished through constant contact by management or using technology to gather this information. At a minimum, the following information should be collected for each employee and remain private:

- Are they experiencing a cough, trouble breathing, sore throat, sudden change in taste or smell, or muscle aches or pains?
- Do you they have a fever?
- Did they travel on a plane or out of the State in the last 14 days?
- Have they come in contact with anyone who has tested positive for COVID-19?

If employees answer yes to any of these questions, then they should not be allowed to work. Guidelines provided by the health department should be strictly followed.

Employees who are sick and have been tested for COVID-19 or who appear to have COVID-19 symptoms should be separated from other employees and customers immediately and sent home; immediately clean and disinfect areas the sick employee visited.

If an employee is confirmed to be COVID-19 positive, employers should inform suspected exposed employees while maintaining confidentiality. Suspected employees should self-monitor for symptoms for 14 days. Close the facility and thoroughly disinfect all areas with an approved COVID-19 killing disinfectant. Notify your local health department of the steps you took to disinfect the facility and let them know of your intention to reopen.

Train managers and leadership to spot symptoms of COVID-19, understand relevant protocols, and monitor employee symptoms, especially fever. Managers should also make accommodations for high-risk employees to further protect them from disease infection.

If employees take simple medications such as acetaminophen, ibuprofen, or aspirin, they should take their temperature beforehand.

Do not allow employees to come to work if they feel sick; create or maintain non-punitive leave policies so employees do not feel pressured to come to work if they are sick. Remind employees to report any illness to a manager, especially if sick with fever, cough, muscle aches and pains, sudden changes in smell or taste, sore throat, and/or shortness of breath.

Lastly, employers must post signs in work areas that advise employees not to work if they are experiencing fever, cough, or difficulty breathing. Similarly, they must post signs in public areas advising customers to stay home if ill.

Personal Hygiene

Promote etiquette for coughing, sneezing, and hand washing; avoid touching face, especially eyes, nose, and mouth. Display posters that encourage hand and respiratory hygiene.

Provide hand sanitizer for entrances and exits for customers and employees.

Face coverings should be worn by employees, especially when interacting with the public. Be sure to thoroughly wash, disinfect, or discard face coverings after each shift. Customers should also be encouraged to wear face coverings.

Avoid handshaking, hugging, and close personal contact. It is important to try and maintain at least 6 feet of distance between customers and co-workers.

Make a list of high-touch surfaces requiring routine disinfecting and perform routine environmental cleaning (e.g., elevator buttons, workstations, countertops, handrails, doorknobs, breakrooms, bathrooms, common areas), either twice a day or after each use.

Keep a logbook of cleaning regimen. Anyone who cleans should do the following:

- Wear gloves.
- Prior to disinfecting, clean surfaces with soap and water, if soiled.
- For laundry, wear gloves, use the warmest appropriate water setting, dry items completely, do not shake dirty laundry, and launder items that have come in contact with COVID-19 separately.
- Make hand sanitizer, soap, and water, or effective disinfectant, readily available.
- Provide pop-up hand-washing stations or facilities where necessary (e.g., open houses, construction sites, etc.).

Disinfectant

Implement a disinfection program that addresses high-touch areas by the public. Areas should be treated either after each use by patrons or at least every 30 minutes unless specifically specified in the reference guide.

Prior to disinfecting, clean surfaces with soap and water, if soiled. Use EPA-approved disinfectant, industrial cleaner, diluted bleach, or alcohol solutions. Provide disposable disinfecting wipes for employee use on high-touch surfaces; provide no-touch trash bins. Reusable supplies must be laundered daily.

Make sure to use proper disinfectant that is approved by the EPA to destroy COVID-19. Pay particular attention to the concentration and contact time. For a list of approved disinfectants, visit https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2. For restaurants, the disinfectant may be different than the sanitizer used on food contact surfaces.

Personal Protective Equipment (PPE)

Personal protective equipment (PPE) should not be shared and should be disposed of properly. Employers must provide PPE for employees.

Face Coverings: Employees, management, and the general public should wear face coverings when around non-household people.

Gloves: When using harmful chemicals and disinfectants, gloves should be worn to protect hands. After using or changing gloves, employees should wash hands.

Approval and Certification

Once your plan is finished, get it reviewed by a public health professional. Respro Health & Safety has local professionals prepared to review and make recommendations to your plans. They have options available to approve and provide certification for each business' COVID-19 prevention plan.

STEP 1

Build your program.

STEP 2

Get it reviewed, approved, and certified.

STEP 3

Share your program and certification with your customers.

Guidelines — Attractions

Theaters, Sporting/Live Events, Resorts (Indoor/Outdoor), Equestrian Park

Normal Risk

- Continue to monitor employee health.
- Promote proper personal hygiene and have hand sanitizer available.
- Encourage physical distancing of employees and patrons.
- Use EPA-approved disinfectant on high-touch areas.
- Wear face coverings when physical distancing can't be maintained.

Low Risk

- Monitor employee health according to health department guidelines.
- Staff and guests wear face coverings when interacting within 6 feet of one another and patrons.
- Maintain signage to remind and help individuals to stand at least 6 feet apart when in common areas or while visiting exhibits (e.g., museums, zoos, aquariums, aviaries, botanical gardens).
- Participants (e.g., players, performers, actors) in events should have their symptoms checked including temperature checks when feasible.
- Provide hand sanitizer at entrances and exits.
- Establishments must designate a window of time for high-risk groups to come in without pressure from crowds and/or separate entrances and queues.
- Venues will be allowed to fill each seat or standing space as long as: physical distancing is still promoted and maintained wherever feasible at the venue, face coverings are worn by individuals when physical distancing is not feasible, attendance is tracked and seating assignments or designated sitting/standing areas are utilized to assist with contact tracing efforts, extra hygiene and sanitization practices in place; e.g., dedicated staff for sanitizing high-touch areas, encourage contactless payment; disinfect between transactions at facility stores/ gift shops and comply with other retail recommendations.
- Venue does not exceed 6,000 individuals for outdoor events and 3,000 individuals for indoor events; this may be increased based on data and milestone trends.
- Consideration is given to ventilation.
- Event size can exceed 50 individuals if organizational oversight can be provided that ensures guidelines are followed. Formal organizations will complete an event management template. This document must be kept and available for inspection by the local health officer or designee.
- Organizations are encouraged to utilize the Healthy Together mobile app to help contain the spread of COVID-19 among its employees and patrons.
- Concessions must operate according to the food service guidelines and, to the extent reasonable, serve grab-and-go food items.

Moderate Risk

- Monitor employee health according to health department guidelines.
- Staff and guests wear face coverings when interacting within 6 feet of one another and patrons.
- An employee will be present in public common areas during high-traffic times to disinfect all high-touch areas including elevator buttons, front doors, front desk, concierge stand, door handles, etc.
- Ability to track attendance.
- Event size can exceed 20 individuals if organizational oversight can be provided that ensures that guidelines are followed.
- For reserved seating facilities, facility capacity is dependent on ability to block reserved seats (demonstrated on digital seat map to ensure safe radius).
- Controlled entrance and exit points that enable physical distancing guidelines to be maintained.
- Maintain signage to remind and help individuals to stand at least 6 feet apart when in common areas or while visiting exhibits (e.g., museums, zoos, aquariums, aviaries, botanical gardens).
- Participants (e.g., players, performers, actors) in events should have their symptoms checked including temperature checks when feasible.
- Provide hand sanitizer at entrances and exits.
- Encourage contactless payment. Disinfect between transactions at facility stores/ gift shops and comply with other retail recommendations.
- Electronic tickets and playbills are encouraged in place of paper.
- Establishments must designate a window of time for high-risk groups to come in without pressure from crowds and/or separate entrances and queues.
- Concessions must operate according to the food service guidelines and, to the extent reasonable, serve grab-and-go food items.

High Risk

- Venues closed, all planned events canceled.

Guidelines — Hotels and Accommodations

Normal Risk	Low Risk
• Continue to monitor employee health. • Promote proper personal hygiene and have hand sanitizer available. • Encourage physical distancing of employees and patrons. • Use EPA-approved disinfectant on high-touch areas. • Wear face coverings when physical distancing can't be maintained.	• Precautions taken with shared spaces; additional caution is taken with extra sanitation of all areas of the property. • Monitor employee health according to health department guidelines. • Staff and guests wear face coverings when interacting within 6 feet of one another and patrons. • An employee will be present in public common areas during high-traffic times to disinfect all high-touch areas including elevator buttons, front doors, front desk, concierge stand, door handles, etc. • Maintain signage to remind groups to stand at least 6 feet apart and avoid congregating in common areas. • Maintain physical distancing in all common areas and meeting rooms. • Digital check-in and checkout is encouraged. • Disinfect all payment terminals after each transaction. • Symptomatic guests should stay in their room and wear a face covering anytime they leave the room. • Consider designating one staff member to attend to sick guests. • Any items delivered to guest rooms should be left outside guest room doors for guests. • Guest room cleaning should include a complete change of towels, linens, pillows, and guest consumable items while all hard surfaces and high-touch areas are completely disinfected with an EPA-registered chemical disinfectant to kill COVID-19. • Resume regular occupancy operations provided proper disinfection of the entire guest room is taking place between each new guest occupancy. • Launder all exposed linens and cleaning supplies separately. • Swimming pools and gyms can open according to specific guidelines. • Food service operations can resume according to the restaurant guidelines for Low Risk. • Provide guests with their own sanitation solutions or wipes to instill guest confidence (e.g., alcohol wipes for remote controls or shared surfaces). • Resume regular guest room laundry and linen service with caution. • Provide hand sanitizer for guests in common areas. • Signage should be displayed throughout the property to remind both guests and team members about physical distancing and hand washing. Face coverings are encouraged. • Keep clear plastic partitions in areas coming into close contact with guests (e.g., registration, concierge, valet desks). • Larger departments need to stagger arrival and departure times of staff. • Symptomatic guests should stay in their room and wear a face covering anytime they leave the room. • Consider providing each guest with a COVID-19 awareness amenity bag that contains hand sanitizer, a face covering, disinfectant wipes, and information about COVID-19.

Guidelines — Hotels and Accommodations

Moderate Risk

- Hotels and other accommodations should take extreme safety precautions for both staff and guests.
- Monitor employee health according to health department guidelines.
- Staff and guests should wear face coverings when interacting within 6 feet of one another and patrons.
- An employee will be present in public common areas during high-traffic times to disinfect all high-touch areas including elevator buttons, front doors, front desk, concierge stand, door handles, etc.
- Maintain signage to remind groups to stand at least 6 feet apart and avoid congregating in common areas.
- Maintain physical distancing in all common areas and meeting rooms.
- Digital check-in and checkout are encouraged.
- Disinfect all payment terminals after each transaction.
- Symptomatic guests should stay in their room and wear a face covering anytime they leave the room.
- Consider designating one staff member to attend to sick guests.
- Any items delivered to guest rooms should be left outside guest room doors for guests.
- Guest room cleaning should include a complete change of towels, linens, pillows, and guest consumable items while all hard surfaces and high-touch areas are completely disinfected with an EPA-registered chemical disinfectant to kill COVID-19.
- When possible, rooms should remain vacant for 48 hours after check-out and prior to cleaning.
- Launder all exposed linens and cleaning supplies separately.
- Swimming pools and gyms can open according to specific guidelines.
- Food service operations can resume according to the restaurant guidelines for Moderate Risk.
- Provide guests with their own sanitation solutions or wipes to instill guest confidence (e.g., alcohol wipes for remote controls or shared surfaces).
- Daily guest room servicing should be provided with caution. Provide extra towels and amenities to last the duration of the stay.
- Provide hand sanitizer for guests in common areas.
- Signage will be displayed throughout the property to remind both guests and team members about physical distancing and hand washing. Face coverings are encouraged.
- Keep clear plastic partitions in areas coming into close contact with guests (e.g., registration, concierge, valet desks).
- Larger departments should stagger arrival and departure times of staff.
- Symptomatic guests should stay in their room and wear a face covering anytime they leave the room.
- Consider providing each guest with a COVID-19 awareness amenity bag that contains hand sanitizer, a face covering, disinfectant wipes, and information about COVID-19.
- Guests should bag their own laundry at the conclusion of their stay, including bed sheets, towels, bathrobes, and slippers.

Guidelines — Hotels and Accommodations

High Risk

- Operations in this industry are limited. Hotels and other accommodations should take extreme safety precautions for both staff and guests.
- Monitor employee health according to health department guidelines.
- Staff and guests should wear face coverings when interacting within 6 feet of one another and patrons.
- An employee will be present in public common areas during high-traffic times to disinfect all high-touch areas including elevator buttons, front doors, front desk, concierge stand, door handles, etc.
- Maintain signage to remind groups to stand at least 6 feet apart and avoid congregating in common areas.
- Maintain physical distancing in all common areas and meeting rooms.
- Digital check-in and checkout are encouraged.
- Disinfect all payment terminals after each transaction.
- Symptomatic guests should stay in their room and wear a face covering anytime they leave the room.
- Consider designating one staff member to attend to sick guests.
- Any items delivered to guest rooms should be left outside guest room doors for guests.
- Guest room cleaning should include a complete change of towels, linens, pillows, and guest consumable items while all hard surfaces and high-touch areas are completely disinfected with an EPA-registered chemical disinfectant to kill COVID-19.
- When possible, rooms should remain vacant for 48 hours after check-out and prior to cleaning.
- Launder all exposed linens and cleaning supplies separately.
- Swimming pools, gyms, and fitness centers are closed.
- Food should be served in a takeout-style (grab-and-go) manner; no buffet-style dining.
- Provide guests with their own sanitation solutions or wipes to instill guest confidence (e.g., alcohol wipes for remote controls or shared surfaces).
- Daily guest room servicing should be suspended. Provide extra towels and amenities to last the duration of the stay.
- Provide hand sanitizer for guests in common areas.
- Signage will be throughout the property to remind both guests and team members about physical distancing and hand washing. Face coverings are encouraged.
- Install clear plastic partitions in areas coming into close contact with guests (e.g., registration, concierge, valet desks).
- Larger departments should stagger arrival and departure times of staff.
- Symptomatic guests should stay in their room and wear a face covering anytime they leave the room.
- Consider providing each guest with a COVID-19 awareness amenity bag that contains hand sanitizer, a face covering, disinfectant wipes, and information about COVID-19.
- Guests should bag their own laundry at the conclusion of their stay, including bed sheets, towels, bathrobes, and slippers.

Guidelines — Restaurants and Food Services

Normal Risk	Low Risk
• Continue to monitor employee health. • Promote proper personal hygiene and have hand sanitizer available. • Encourage physical distancing of employees and patrons. • Use EPA-approved disinfectant on high-touch areas. • Wear face coverings when physical distancing can't be maintained.	• Restrictions relaxed, but still remain cautious. • Businesses must not open until they meet all requirements below. • Physical distancing relaxed. More patrons are allowed in the establishment at one time. • Buffet operations are open with food dispensed by employees for customers or regularly switch out tongs. • When delivering food, drivers use hand sanitizer before passing delivery to customers and use disposable containers/ packaging that do not need to be returned. • Monitor employee health. Check for symptoms daily and track on a log. Employees experiencing illness symptoms or who test positive for COVID-19 must not work and should follow health department guidelines. • Separate employees in teams or shifts to minimize exposure from a COVID-19 positive employee. • Employees should wear face coverings when interacting with the public. • Use disposable or digital menus. If reusing menus, they must be disinfected in between each use. • Employers should provide PPE such as face coverings, hair nets, gloves, and overalls. • Use EPA-approved disinfectant for the destruction of COVID-19 on all patron contact surfaces such as tables and chairs after each contact, and every 30 minutes in public common areas such as restrooms. • Use disposable cleaning supplies or launder daily. • Move tables and chairs to maintain 6 feet of distance between seated patrons in other parties. • Provide hand sanitizer at the front door and in front of the restrooms for patrons. • Stagger workstations so workers can maintain a 6-foot distance and do not face one another. • Party size is limited to 10 patrons, preferably from the same household. • Signs posted to educate staff and customers on illness symptoms and not working or entering the establishment while sick. • Limited self-serve. Cup, lid, and straw provided for self-serve beverage stations. • Implement contactless payment methods and disinfect payment terminals after each transaction. If accepting cash, don't provide change. • Staff must sanitize hands between handling payment options and food, equipment, or containers. • Whole establishment disinfection at the end of each day or during down times and if an employee tests positive for COVID-19. • Indoor and outdoor waiting areas must allow for physical distancing of at least 6 feet between parties. • Provide utensils only after the party is seated. Customers voluntarily provide contact information to assist with contact tracing efforts. • Must continue to follow all local food safety regulations. • Bar patrons must not be seated within 6 feet of another patron or bartender workspace such as sinks, POS, or beer taps. • Maintain signage to remind individuals from separate parties to stand at least 6 feet apart. • Customers are encouraged to wear face coverings. • Must have dedicated staff for clearing and disinfecting tables who do not prepare or deliver food. • Set an established window for high-risk patrons to come in without pressure from crowds. • Use reservation system to control customer flow and decrease wait times.

Guidelines — Restaurants and Food Services

Moderate Risk

- Operating with extreme caution.
- Businesses must not open until they meet all requirements below.
- Dine-in operations resume with conditions. Playgrounds remain closed.
- Buffet operations open with food dispensed by employees for customers.
- When delivering food, drivers use hand sanitizer before passing delivery to customers and use disposable containers/packaging that do not need to be returned.
- Monitor employee health. Check for symptoms daily and track on a log. Employees experiencing illness symptoms or who test positive for COVID-19 must not work and should follow health department guidelines.
- Separate employees in teams or shifts to minimize exposure from a COVID-19 positive employee.
- Employees should wear face coverings when interacting with the public.
- Use disposable or digital menus. If reusing menus, they must be disinfected in between each use.
- Employers provide PPE such as face coverings, hair nets, gloves, and overalls.
- Use EPA-approved disinfectant for the destruction of COVID-19 on all patron contact surfaces such as on tables and chairs after each contact, and every 30 minutes in public common areas such as restrooms.
- Use disposable cleaning supplies or launder daily.
- Move tables and chairs to maintain 6 feet of distance between seated patrons in other parties.
- Provide hand sanitizer at the front door and in front of the restrooms for patrons.
- Stagger workstations so workers can maintain a 6-foot distance and do not face one another.
- Party size is limited to 10 patrons, preferably from the same household.
- Signs posted to educate staff and customers on illness symptoms and not working or entering the establishment while sick.
- Limited self-serve. Cup, lid, and straw provided for self-serve beverage stations.
- Implement contactless payment methods, disinfect payment terminals after each transaction. If accepting cash, don't provide change.
- Staff must sanitize hands between handling payment options and food, equipment, or containers.
- Whole establishment disinfection at the end of each day or during downtimes and if an employee tests positive for COVID-19.
- Indoor and outdoor waiting areas must allow for physical distancing of at least 6 feet between parties.
- Provide utensils only after a party is seated.
- Customers voluntarily provide contact information to assist with contact tracing efforts.
- Must continue to follow all local food safety regulations.
- Bar patrons must not be seated within 6 feet of another patron or bartender workspace such as sinks, POS, or beer taps.
- Maintain signage to remind individuals from separate parties to stand at least 6 feet apart.
- Customers are encouraged to wear face coverings.
- Must have dedicated staff for clearing and disinfecting tables who do not prepare or deliver food.
- Set an established window for high-risk patrons to come in without pressure from crowds.
- Use reservation system to control customer flow and decrease wait times.

Guidelines — Restaurants and Food Services

High Risk

- Operating as an essential service.
- Businesses must not open until they meet all requirements below.
- Dine-in operations ceased — takeout, curbside pickup, or delivery only.
- All bar, buffet, and self-serve operations cease. Restrooms and playgrounds are closed.
- When delivering food, drivers should use hand sanitizer before passing delivery to customers and use disposable containers/packaging that do not need to be returned.
- Monitor employee health. Check for symptoms daily and track on a log. Employees experiencing illness symptoms or who test positive for COVID-19 must not work and should follow health department guidelines.
- Separate employees in teams or shifts to minimize exposure from a COVID-19 positive employee.
- Employees should wear face coverings when interacting with the public.
- Use disposable or digital menus. If reusing menus, they must be disinfected in between each use.
- Employers should provide PPE such as face coverings, hair nets, gloves, and overalls.
- Use EPA-approved disinfectant for the destruction of COVID-19 on all patron contact surfaces.
- Use disposable cleaning supplies or launder daily.
- Signs posted to educate staff on illness symptoms and not working while sick.
- Provide hand sanitizer at the door for patrons.
- Whole establishment disinfection if an employee tests positive for COVID-19.
- Stagger workstations so workers can maintain a 6-foot distance and do not face one another.
- Must continue to follow all local food safety regulations.
- Staff handling payment must not handle food or containers and must wash or sanitize their hands after each transaction.
- Implement contactless payment methods and disinfect payment terminals after each transaction. If accepting cash, don't provide change.
- Customers voluntarily provide contact information to assist with contact tracing efforts.
- Patrons should wait in their car for takeout orders. Markings in front of the restaurant to allow for physical distancing while waiting for a takeout order.
- Maintain signage to remind individuals from separate parties to stand at least 6 feet apart.
- Customers are encouraged to wear face coverings.

Guidelines — Retail

Normal Risk	Low Risk
• Continue to monitor employee health. • Promote proper personal hygiene and have hand sanitizer available. • Encourage physical distancing of employees and patrons. • Use EPA-approved disinfectant on high-touch areas. • Wear face coverings when physical distancing can't be maintained.	• Stores are open with caution. • Monitor employee health. Allow personal belongings if separated from store merchandise. • Face coverings are worn for interactions that take place within a 6-foot distance. • Provide hand sanitizer for patrons when they enter and exit the store. • Separate entrances and exits to keep patron flow in one direction. • Maintain signage to remind and help individuals to stand at least 6 feet apart, including outside when in line and in store check-out lines. • Use floor markers, make aisles one way, and provide signage to help maintain 6 feet physical distancing. • Use EPA-approved disinfectant for the destruction of COVID-19 on all patron contact surfaces after each contact and employee work surfaces every 30 minutes. • Disinfect all carts and baskets after each use by customers. • Return to normal capacity if physical distancing guidelines can be maintained. • Keep clear plastic barriers at the POS cash wrap stations. • Continue curbside pickup when possible. • Continue contactless shopping and payment if possible. Disinfect the payment terminal after each transaction. • Make regular announcements to remind patrons of proper physical distancing guidelines. • Accept returns with caution. Use gloves and face coverings. Quarantine items. • Allow patrons to try on clothing using changing rooms. Require any unpurchased items to remain in the room. Disinfect the room after each use and quarantine any unsold items. • Wear gloves and face coverings when handling merchandise from the public and disinfecting surfaces.

Guidelines — Retail

Moderate Risk	High Risk
• Stores are open with extreme caution. • Monitor employee health. Prohibit employee personal belongings, food, and drink in the store. • Face coverings are worn for interactions that take place within a 6-foot distance. Encourage face coverings for customers. • Provide hand sanitizer for patrons when they enter and exit the store. • Separate entrances and exits to keep patron flow in the one direction. • Maintain signage to remind and help individuals to stand at least 6 feet apart, including outside when in line and in store check-out lines. • Use floor markers, make aisles one way, and provide signage to help maintain 6 feet social distancing. • Use EPA-approved disinfectant for the destruction of COVID-19 on all patron contact surfaces after each contact and employee work surfaces every 30 minutes. • Disinfect all carts and baskets after each use by customers. • Limit capacity to ensure 6 feet of distance between patrons. • Install clear plastic barriers at the POS cash wrap stations. • Implement product delivery through curbside pickup when possible. • Implement contactless shopping and payment if possible. Disinfect the payment terminal after each transaction. • Make regular announcements to remind patrons of proper physical distancing guidelines. • Don’t accept returns, or quarantine all returns for 72 hours before returning to the shop floor . • Don't allow patrons to try on clothing or quarantine any clothes handled by patrons and not purchased. • Wear gloves and face coverings when handling merchandise from the public and disinfecting surfaces.	• Stores are closed. • Monitor employee health. • Face coverings must be worn by all employees. • Implement online ordering and ship merchandise through the mail. • Use EPA-approved disinfectant for the destruction of COVID-19 on all working surfaces.

Guidelines — Transportation

Buses and Motorcoaches

Normal Risk	Low Risk	Moderate Risk	High Risk
• Continue to monitor employee health. • Promote proper personal hygiene and have hand sanitizer available. • Encourage physical distancing of employees and patrons. • Use EPA-approved disinfectant on high-touch areas. • Wear face coverings when physical distancing can't be maintained.	• Use with caution. • Monitor employee health. • Drivers should wear face coverings and gloves. • Drivers should be isolated using clear plastic barriers. • Provide hand sanitizer for riders when entering the bus. • Maintain a 6-foot distance between individual household groups while seated. • Disinfect seats, handles, seat belts, and any other patron contact surfaces in between rides. • Use EPA-approved disinfectant for the destruction of COVID-19 on all patron contact surfaces after each ride. • Encourage contactless payment; if not possible, disinfect transaction terminal between customers. • No close contact between drivers and riders, including their personal belongings such as luggage. • No internal air circulation. Blow air out of vents.	• Use with extreme caution. • Monitor employee health. • Drivers should wear face coverings and gloves. Riders should wear face coverings. • Driver should be isolated using clear plastic barriers. • Provide hand sanitizer for riders when entering the bus. • Maintain a 6-foot distance between individual household groups while seated. • Disinfect seats, handles, seat belts, and any other patron contact surfaces in between rides. • Use EPA-approved disinfectant for the destruction of COVID-19 on all patron contact surfaces after each ride. • Encourage contactless payment; if not possible, disinfect transaction terminal between customers. • No close contact between drivers and riders, including their personal belongings such as luggage. • No internal air circulation. Blow air out of vents.	• Essential use only. • Monitor employee health. • Drivers should wear face coverings and gloves. Riders should wear face coverings. • Driver should be isolated using clear plastic barriers. • Provide hand sanitizer for riders when entering the bus. • Maintain a 6-foot distance between individual household groups while seated. • Disinfect seats, handles, seat belts, and any other patron contact surfaces in between rides. • Use EPA-approved disinfectant for the destruction of COVID-19 on all patron contact surfaces after each ride. • Encourage contactless payment; if not possible, disinfect transaction terminal between customers. • No close contact between drivers and riders, including their personal belongings such as luggage. • No internal air circulation. Blow air out of vents.

Guidelines — Transportation

Car Rental

Normal Risk	Low Risk	Moderate Risk	High Risk
• Continue to monitor employee health. • Promote proper personal hygiene and have hand sanitizer available. • Encourage physical distancing of employees and patrons. • Use EPA-approved disinfectant on high-touch areas. • Wear face coverings when physical distancing can't be maintained.	• Use with caution — same household riders only. • Monitor employee health. • Employees who interact with the public should wear face coverings. • Deliver and pick up vehicles for customers. • Disinfect seats, handles, seat belts, and any other patron contact surfaces in between rides. • Use EPA-approved disinfectant for the destruction of COVID-19 on all patron contact surfaces after each ride. • Online reservation and payment. • Isolate cars for 48 hours after they are returned.	• Use with extreme caution — same household riders only. • Monitor employee health. • Employees who interact with the public should wear face coverings. • Deliver and pick up vehicles for customers. • Disinfect seats, handles, seat belts, and any other patron contact surfaces in between rides. • Use EPA-approved disinfectant for the destruction of COVID-19 on all patron contact surfaces after each ride. • Online reservation and payment. • Isolate cars for 48 hours after they are returned..	• Essential use only. • Monitor employee health. • Employees and patrons should wear face coverings. • Deliver and pick up vehicles for customers. • Disinfect seats, handles, seat belts, and any other patron contact surfaces in between rides. • Use EPA-approved disinfectant for the destruction of COVID-19 on all patron contact surfaces after each ride. • Online reservation and payment. • Isolate cars for 48 hours after they are returned.

Guidelines — Transportation

Shared Ride, Uber, Lyft, etc.

Normal Risk	Low Risk	Moderate Risk	High Risk
• Continue to monitor employee health. • Promote proper personal hygiene and have hand sanitizer available. • Encourage physical distancing of employees and patrons. • Use EPA-approved disinfectant on high-touch areas. • Wear face coverings when physical distancing can't be maintained.	• Use with caution. Limit groups to 6 riders. • Monitor employee health. • Driver should wear a face covering. • Driver should be isolated using clear plastic barriers. • Provide hand sanitizer for riders when entering the vehicle. • Disinfect seats, handles, seat belts, and any other patron contact surfaces in between rides. • Use EPA-approved disinfectant for the destruction of COVID-19 on all patron contact surfaces after each ride. • Do not offer water or other beverages. • Riders should carry their own suitcases and bags. • Do not use circulated air.	• Use with extreme caution. Single or same-household riders only. • Monitor employee health. • Drivers should wear face coverings and gloves. Riders should wear face coverings. • Driver should be isolated using clear plastic barriers. • Provide hand sanitizer for riders when entering the vehicle. • Disinfect seats, handles, seat belts, and any other patron contact surfaces in between rides. • Use EPA-approved disinfectant for the destruction of COVID-19 on all patron contact surfaces after each ride. • Do not offer water or other beverages. • Riders should carry their own suitcases and bags. • Do not use circulated air.	• Essential use only. Single or same-household riders only. • Monitor employee health. • Drivers should wear face coverings and gloves. Riders should wear face coverings. • Driver should be isolated using clear plastic barriers. • Provide hand sanitizer for riders when entering the vehicle. • Disinfect seats, handles, seat belts, and any other patron contact surfaces in between rides. • Use EPA-approved disinfectant for the destruction of COVID-19 on all patron contact surfaces after each ride. • Do not offer water or other beverages. • Riders should carry their own suitcases and bags. • Do not use circulated air.

About Respro Health & Safety

Respro is an experienced, trusted resource providing brand protection public health services to a wide range of industries. Protect your brand and control your future with Respro's health, safety, and crisis management solutions.

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