



**Start Here**

**Does your business fit into one of the five categories below?**

(1) Essentials for people to eat, stay healthy and well, and work:

- Grocery/Convenience Stores/Food Production
- Restaurants (no dine-in; delivery, take-out, and pick-up only)
- Supplies to work from home

(2) Healthcare and Public Health Operations, hospitals, and clinics:

- Veterinary clinics
- Virtually all other healthcare operations

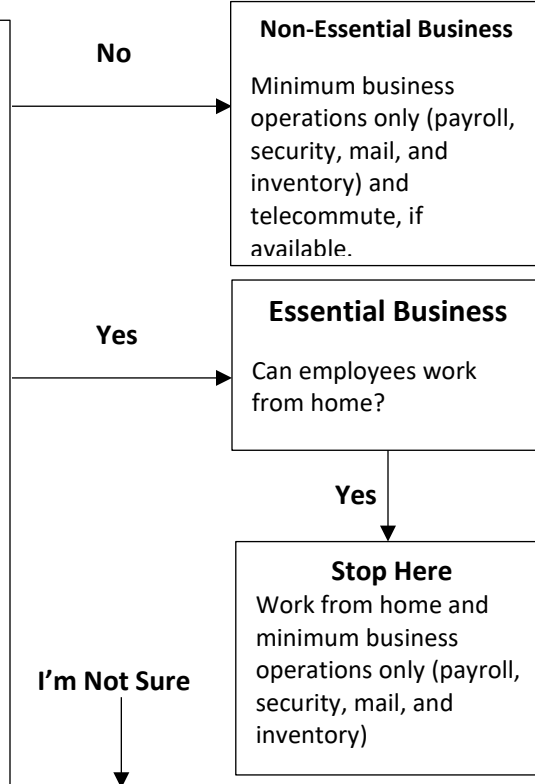
(3) Human Services

- Social service providers remain open

(4) Government Essential Function

(5) Public Infrastructure

- Construction
- Utilities
- Telecomm and internet
- Transportation



**Tasks Must Be Performed at Facility**

**The following must be implemented:**

- (1) Designate six-foot distances with signage, tape, or by other means for employees and customers in lines
- (2) Consider staggering employee shifts (e.g. one week in the facility, one week at home) to make sure employee workstations are at least 6 feet apart and to minimize the number of employees coming into contact with the same surfaces
- (3) Sanitize office spaces and facility frequently
- (4) Provide lots of available hand sanitizer and soap

**Factors to consider:**

- Can employees work from home?
  - If yes, stay open but have your employees work from home
- Does your company make or provide a product that is necessary for health care? Example: involved in any part of supplying a part or component of a medical supply such as the powder that coats medical gloves
  - If yes, your company is an essential business
- Is your company involved in any part of the food supply chain?
  - If yes, your company is an essential business
- Is your company part of the supply chain for critical infrastructure?
  - If yes, the answer depends on how directly you supply a company or local government that maintains or builds critical infrastructure such as roads, rail, airports, or energy production or transmission facilities.
- Is the purpose of your company entertainment or leisure?
  - If yes, your company is not an essential business