

# COVID-19 Germ Prevention Signs and Health & Safety Sign Packages



**FASTSIGNS®**  
More than fast. More than signs.®

**FASTSIGNS**  
Doral - Miami  
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33166  
(305) 227-6250

# Protect your employees, customers and your business

Signs and Visual Graphics are an important part of germ prevention awareness and education. They communicate the importance of hand washing and cleaning procedures as well as traffic flow and directions to make your business run smoothly and efficiently. From building access signs to safety and social distancing cues FASTSIGNS has the solutions to keep your business going.

As businesses and organizations are reopening, it is important to incorporate custom signs and visual graphics that strike a balance between consistent branding and function. Don't be stuck with cookie cutter COVID-19 compliant signage that disrupts your aesthetic. Make sure your essential signage extends the look and feel of your brand. FASTSIGNS® can develop a graphics package based on your business needs PLUS integrate your logo and company colors so you can stay on brand. Take advantage of this opportunity to stand out and build confidence with your customers.

Need money to fund your project?  
Ask us about FASTSIGNS® Credit funded by CIT®



# Germ Prevention

**STOP THE SPREAD OF GERMS**

**IF YOU ARE INFECTED**

For more information: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)

**FIBREPAX**

GP3-A

Go, go, WASH YOUR HANDS  
You GOTTA KEEP 'EM CLEAN  
MERRILY MERRILY, MERRILY, MERRILY  
THE CORONAVIRUS IS MAINSTREAM.

stop the spread of germs

Wash your hands often with soap and water for at least 20 seconds.

For more information: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)

**FASTSIGNS**

GP3-B

**PREVENT THE SPREAD OF GERMS**

1. Avoid close contact with people who are sick.
2. Avoid touching your eyes, nose, and mouth.
3. Stay home when you are sick.
4. Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
5. Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
6. Follow CDC's recommendations for using a facemask.
7. Wash your hands often with soap and water for at least 20 seconds.
8. If soap and water are not available, use an alcohol-based sanitizer solution.

For more information: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)

**FASTSIGNS**

GP3-C



**KEEP CALM AND WASH YOUR HANDS**

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More than fast. More than signs.

GP3-D

[www.fastsigns.com/COVID-19](http://www.fastsigns.com/COVID-19)

**JOIN THE COVID-19 RESISTANCE**

**WASH YOUR HANDS**

[HTTPS://WWW.CDC.GOV](https://www.cdc.gov)

**FASTSIGNS**

GP3-E

**CORONAVIRUS 2019-nCoV**

**SYMPTOMS**

- FEVER
- COUGH
- SHORTNESS OF BREATH

**HOW IT SPREADS**

- THROUGH AIR
- THROUGH SURFACES
- THROUGH PEOPLE

**SYMPTOMS MAY SHOW UP 2-14 DAYS LATER**

**PREVENTION**

- WASH HANDS WITH SOAP AND WATER FOR AT LEAST 20 SECONDS
- AVOID CONTACT WITH SICK PEOPLE
- DON'T TOUCH EYES, NOSE OR MOUTH WITH UNWASHED HANDS
- DON'T EAT RAW FOOD, THOROUGHLY COOK MEAT AND EGGS
- AVOID CONTACT WITH ANIMALS AND ANIMAL PRODUCTS

**IF YOU ARE INFECTED**

- STAY AT HOME
- AVOID CONTACT WITH OTHERS
- COVER YOUR NOSE AND MOUTH WHEN SNEEZING
- KEEP OBJECTS AND SURFACES CLEAN
- WEAR A SURGICAL MASK

**TRAVEL ADVICE**

- AVOID TRAVELING TO AFFECTED COUNTRIES UNLESS NECESSARY
- MAKE SURE YOU HAVE ALL NECESSARY DOCUMENTS AND TRAVEL INSURANCE
- DO NOT TRAVEL FROM YOUR HOME/COUNTRY IF YOU ARE SICK
- DO NOT TRAVEL IF YOU HAVE FEVER AND COUGH
- IF YOU BECOME SICK WHILE TRAVELING, GET MEDICAL CARE IMMEDIATELY

For more information: [www.cdc.gov/COVID19](http://www.cdc.gov/COVID19)

**FASTSIGNS**

GP3-F

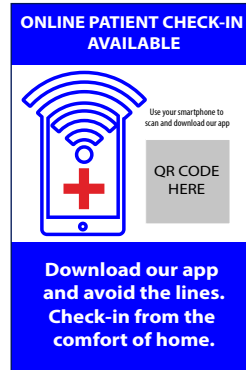
# Building Access Signs



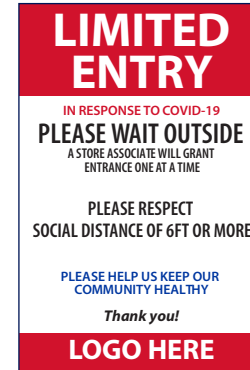
BA4-A



BA4-B



BA4-C



BA4-D



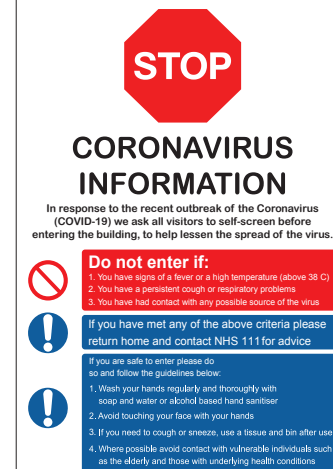
BA4-E



BA4-F



BA4-G



BA4-H



BA4-I



BA4-J



BA4-K





# Banners



B5-A

Banner 36" x120"



B5-B

Banner 36" x120"



B5-C

Banner 36" x120"



B5-D

Banner 36" x120"



B5-E

Banner 36" x120"



B5-F

Banner 36" x120"



B5-G

Banner 24" x 48"



B5-H

Banner 24" x 48"



B5-I

Banner 24" x 48"



# Banner Stands



BS6-A



FD6-A



BS6-B



FD6-B



FD6-C



BS6-C



FD6-D



FD6-E



# Social Distancing



SD7-A



SD7-B



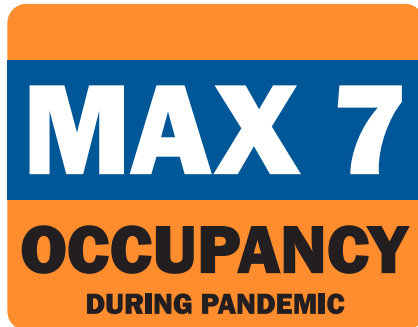
SD7-C



SD7-D



SD7-E



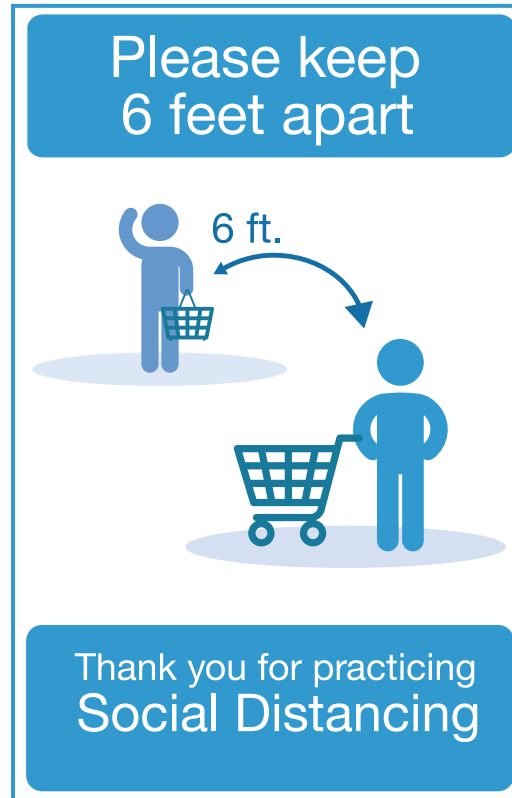
SD7-F



SD7-G



SD7-H



SD7-I

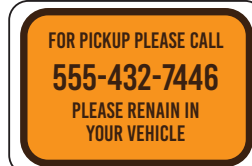


# Curbside Service



CS8-A

Banner 24" x 48"



CS8-G



CS8-B



CS8-C

A-Frame Inserts 24" x 36"



CS8-D

A-Frames



CS8-E



CS8-F

Yard Signs



CS8-H

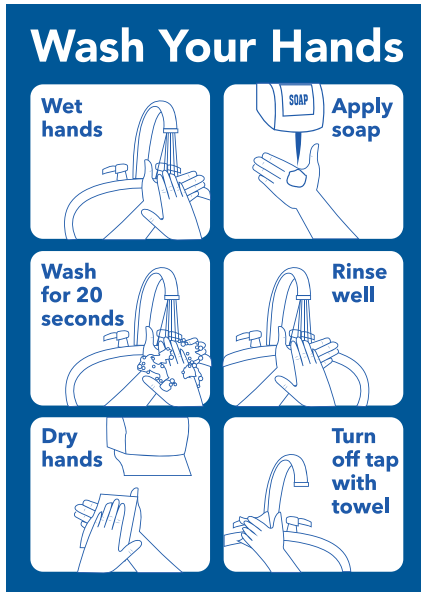
CS8-I

12' Feather Flags





# Break Room/Restroom



BR9-A



BR9-B



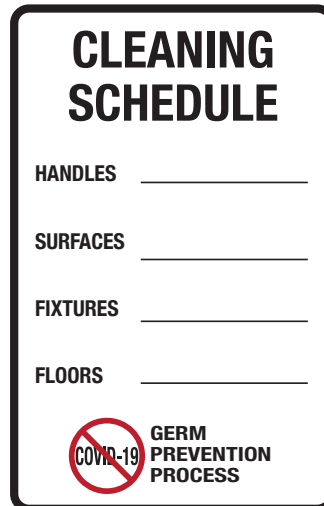
BR9-C



BR9-D



BR9-E



BR9-F



BR9-G



BR9-H



BR9-I



# Floor Decals



FD10-A



FD10-B



FD10-C



FD10-D



FD10-E



FD10-F



FD10-G



FD10-H



FD10-I



FD10-J



FD10-K



FD10-L



FD10-M



FD10-N



# Traffic Flow & Control



TF11-A



TF11-B



TF11-D



TF11-C



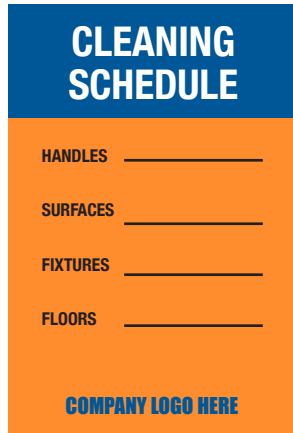
TF11-E



TF11-F



# Sanitation Processes



SP12-A



SP12-B



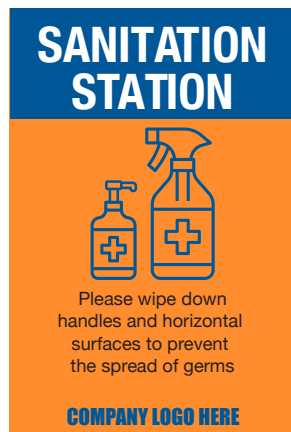
SP12-C



SP12-D



SP12-E



SP12-F



SP12-G



SP12-H



SP12-I





# Safety / Policy Signs



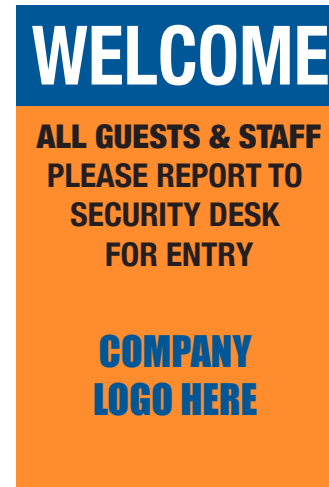
PD13-A



PD13-B



PD13-C



PD13-D



PD13-E




PD13-F



PD13-G



PD13-H



**Ten Steps All Workplaces Can Take to Reduce Risk of Exposure to Coronavirus**

All workplaces can take the following infection prevention measures to protect workers:

- 1 Encourage workers to stay home if sick.
- 2 Encourage respiratory etiquette, including covering coughs and sneezes.
- 3 Provide a place to wash hands or alcohol-based hand rubs containing at least 60% alcohol.
- 4 Limit worksite access to only essential workers, if possible.
- 5 Establish flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), if feasible.
- 6 Discourage workers from using other workers' phones, desks, or other work tools and equipment.
- 7 Regularly clean and disinfect surfaces, equipment, and other elements of the work environment.
- 8 Use Environmental Protection Agency (EPA)-approved cleaning chemicals with label claims against the coronavirus.
- 9 Follow the manufacturer's instructions for use of all cleaning and disinfection products.
- 10 Encourage workers to report any safety and health concerns.

For more information, visit [www.osha.gov/coronavirus](http://www.osha.gov/coronavirus) or call 1-800-321-OSHA (6742).

**OSHA** Occupational Safety and Health Administration  
1-800-321-OSHA (6742)  
TTY 1-877-889-5627

PD13-I



# Vehicle Identification



VI14-A



VI14-C



VI14-F



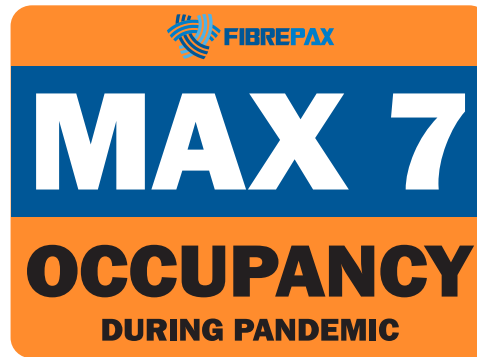
VI14-B



VI14-D



VI14-E



VI14-G



VI14-H



# Protective Shields



Acrylic Shield 48" x 96"



Acrylic Shield with pass through 36" x 30"



Acrylic Shield 30" x 23"



# Overall Workplace Safety

**Per the Occupational Safety and Health Administration (OSHA), the following are 10 steps all workplaces can take to reduce the risk of exposure to Coronavirus**

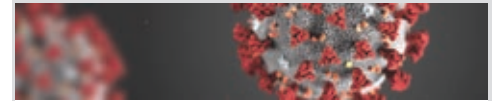
1. Encourage workers to stay home if sick
2. Encourage respiratory etiquette including covering coughs and sneezes
3. Provide a place to wash hands or alcohol based hand rubs containing at least 60% alcohol
4. Limit worksite access to only essential workers if possible
5. Establish flexible worksites (telecommuting and flexible work hours/staggered shifts)
6. Discourage workers from using other workers' phones, desks, or other work tools and equipment
7. Regularly clean and disinfect surfaces, equipment and other elements of the work environment
8. Use Environmental Protection Agency approved cleaning chemicals with label claims against the coronavirus
9. Follow manufacturer's instructions for use of all cleaning and disinfecting products
10. Encourage workers to report any safety and health concerns

**In addition to the OSHA guidelines:**

- Per the Center for Disease Control (CDC) recommendations, face coverings have been shown to be effective tools to mitigate risk from individuals who show symptoms as well as those who don't, especially in close environments where it's hard for people to maintain a three- to six-foot distance. In some states and local jurisdictions, face coverings are required by government officials; some employers require them, too. In all cases, those coverings worn by employees should be kept clean in accordance with CDC guidance
- Taking employees' temperatures is at the operators' discretion. The CDC has not mandated taking an employee's temperature and any operator who chooses to do so should engage health officials first and adopt policies aligned with proper procedures. CDC guidance states the minimum temperature that indicates a fever is 100.4°F

[Occupational Safety and Health Administration \(OSHA\)](https://www.osha.gov)

[Center for Disease Control \(CDC\)](https://www.cdc.gov)



## Ten Steps All Workplaces Can Take to Reduce Risk of Exposure to Coronavirus

All workplaces can take the following infection prevention measures to protect workers:

- 1 Encourage workers to stay home if sick.
- 2 Encourage respiratory etiquette, including covering coughs and sneezes.
- 3 Provide a place to wash hands or alcohol-based hand rubs containing at least 60% alcohol.
- 4 Limit worksite access to only essential workers, if possible.
- 5 Establish flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), if feasible.
- 6 Discourage workers from using other workers' phones, desks, or other work tools and equipment.
- 7 Regularly clean and disinfect surfaces, equipment, and other elements of the work environment.
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- 9 Follow the manufacturer's instructions for use of all cleaning and disinfection products.
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For more information, visit [www.osha.gov/coronavirus](https://www.osha.gov/coronavirus) or call 1-800-321-OSHA (6742).



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# Safe Working Environment: Automotive

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- ❑ Post curbside signs and banners to encourage services by appointment
- ❑ Limit the number of walk-in customers permitted in the facility based on local regulations.
  - Post the temporary occupancy numbers in your storefront window using a low tack window cling
- ❑ Use signage to request that all customers and employees wear a facemask
- ❑ Provide team members with protective supplies like masks, gloves and sanitizers. Consider branded facemasks
- ❑ Post signage at the door stating that any customer experiencing COVID-19 symptoms is not permitted to enter
- ❑ Post a stanchion sign at your entrance or lobby with an overview of all service changes and safety measures put in place
- ❑ Use signs to designate which waiting room chairs are out of service for social distancing
- ❑ Install safety screens at the counters/sales desks for safe customer/employee interaction
- ❑ Provide hand sanitizer stations throughout the facility
- ❑ Notify customers that all cars have been disinfected inside and out both before the service begins and after the work is completed with a leave-behind flyer
- ❑ Offer contactless drop-off and pick up for service
- ❑ Offer contactless service as well as payment options
- ❑ Place germ prevention signs in all employee break rooms and in public restrooms
  - Use cleaning logs in these common areas

# Safe Working Environment: Casinos

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- ❑ Advertise that you are now open with signs and banners that draw attention from the street
- ❑ Post face mask required or recommended signage at all entrances
- ❑ Post a stanchion sign at your entrance or lobby with an overview of all service changes and safety measures put in place
- ❑ Use floors graphics to indicate social distancing throughout the establishment
- ❑ Post signage at the door stating that any customer experiencing COVID-19 symptoms is not permitted to enter
- ❑ Use signs to indicate machines and tables that are out of service for social distancing
- ❑ Provide hand sanitizer stations throughout the facility. Consider stations with built-in digital signs to also communicate important promotions or offers
- ❑ Utilize wayfinding signs to direct customers one way throughout aisles
- ❑ Install safety screens at counters to protect employees and customers
- ❑ Install safety screens in between slot machines
- ❑ Implement strong procedures for sanitizing surfaces and display germ prevention posters
- ❑ Use cleaning logs to ensure proper and timely cleaning occurs
- ❑ Sanitize high customer contact areas with Environmental Protection Agency (EPA) approved cleaners frequently
- ❑ Establish guidelines for the receiving of products from vendors and post prominently
- ❑ Designate one employee per shift responsible for monitoring all guidelines being adhered to by employees, customers, and vendors
- ❑ Avoid in-person pre-shift meetings when possible. Instead, utilize communication boards to prevent the congregation of employees
- ❑ Limit the number of employees allowed simultaneously in break rooms
- ❑ Provide team members with protective supplies like masks, gloves and sanitizers. Consider branded facemasks
- ❑ Place germ prevention signs in all employee break rooms and in public restrooms
  - Ensure a proper supply of soap and paper towels are available at all times and areas are cleaned/sanitized frequently
  - Use cleaning logs in these common areas
- ❑ Payment:
  - Use touchless systems to process payments where feasible
  - Facilitate Cash payments via a tray versus direct contact
  - Consider antimicrobial films for credit card processors

# Safe Working Environment: Church/Religious Facilities

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- ❑ Post signage at the door stating that any person experiencing COVID-19 symptoms is not permitted to enter
- ❑ Limit the number of people allowed simultaneously inside the church according to government and CDC guidelines
- ❑ Post a stanchion sign at your entrance or lobby with an overview of all service changes and safety measures put in place
- ❑ Update floor plans for common gathering areas, redesign seating arrangements or remove seating to ensure at least six feet of separation between table setups. Where practical, physical barriers can be used
- ❑ Utilize wayfinding visuals to direct people through the facility
- ❑ Practice social distancing throughout the establishment with floor and seat graphics
- ❑ Provide hand sanitizer stations throughout the facility
- ❑ Implement strong procedures for sanitizing surfaces in common areas
- ❑ Sanitize high customer contact areas with Environmental Protection Agency (EPA) approved cleaners frequently
- ❑ Remove common or shared religious materials and require people to bring their own
- ❑ Restrooms:
  - Ensure a proper supply of soap and hand towels is available at all times and restrooms are cleaned/sanitized frequently
  - Use cleaning logs in these common areas
- ❑ Donations:
  - Use touchless systems to process donations where feasible
  - Facilitate Cash payments via a tray versus direct contact

# Safe Working Environment: Corporate Offices

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- ❑ Post signage at the door stating that anyone experiencing COVID-19 symptoms is not permitted to enter
- ❑ Post a stanchion sign at your entrance or lobby with an overview of all service changes and safety measures put in place
- ❑ Utilize wayfinding signs to direct employees one way throughout hallways
- ❑ Separate workstations 6 feet apart or separate with plexiglass safety shields
- ❑ Provide “no handshakes, just smiles” buttons for employees to wear and at the reception sign-in
- ❑ Install safety screens at reception desks
- ❑ Practice social distancing throughout the establishment with floor graphics
- ❑ Use tabletop signs to indicate tables that are out of service for social distancing in break rooms
- ❑ Place hand sanitizer stations prominently throughout the building
- ❑ Use signs and floor graphics to encourage social distancing in and while waiting for elevators
- ❑ Consider antimicrobial films for phones and keyboards
- ❑ Strong procedures for sanitizing surfaces should be implemented and prevention posters should be displayed in common areas such as copy room, break room and restrooms
  - Cleaning logs should be used to ensure proper and timely cleaning occurs
  - Post germ prevention/handwashing posters in all bathrooms
- ❑ Redesign seating arrangements in break rooms to ensure at least six feet of separation between table setups and remove bulk items. Where practical, physical barriers can be used
  - Offer single-use, individually wrapped condiments and plastic wear
  - Aisles should have one-way directional signage



# Safe Working Environment: Education/Schools/Daycare

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- ❑ Examine all employees and children for symptoms and have temperatures taken daily before being admitted to work or attend school. CDC guidance states the minimum temperature that indicates a fever is 100.4°F
- ❑ Use curbside signage to designate student drop off/pick up locations and proper social distancing
- ❑ Address and post maximum occupancy levels (Max number of students per facility vs. number of people per square foot). This should be done in conjunction with any state or local mandates
- ❑ Use door signs that show that only children and staff should be permitted in the facility
- ❑ Direct parents to wear face masks if there is any interaction required with staff
- ❑ Utilize wayfinding signs to direct students one way throughout hallways
- ❑ Implement strong procedures for sanitizing surfaces, toys and equipment and display germ prevention posters
  - Post cleaning logs to ensure proper and timely cleaning occurs and to communicate procedures to students and faculty
- ❑ Display proper signage if staggering class days or A/B Team scheduling is implemented to avoid confusion
- ❑ Implement one teacher per classroom where feasible
- ❑ Practice student social distancing when possible, e.g. recess, circle and mat times, after school/care pick-up
- ❑ Use signs to indicate desks and tables during lunch that are out of service for social distancing
- ❑ Post germ prevention/handwashing posters in all bathrooms
- ❑ Provide “No handshakes, No hugs. Just Smiles” stickers and buttons for teachers/administration
- ❑ Offer contactless payments for daycare and private schools

# Safe Working Environment: Fitness

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- ❑ Advertise that you are now open with signs and banners that draw attention from the street
- ❑ Post signage at the door stating that any customer experiencing COVID-19 symptoms is not permitted to enter
- ❑ Ask customers to use app-based technology to schedule appointments, handle payment transactions, and keep up with all communications
- ❑ Direct customers to wait in their car or outside until space is available based on occupancy limits
  - Use window signs to display maximum occupancy numbers
  - Designate safe social distancing if customers are waiting for their appointment outside by adding visual cues
- ❑ Post a stanchion sign at your entrance or lobby with an overview of all service changes and safety measures put in place
- ❑ Direct all customers to wash hands upon entering the facility
- ❑ Practice social distancing throughout the establishment with floor graphics
- ❑ Install safety screens at check-in counters to protect employees and customers
- ❑ Allow for physical separation by spacing equipment 6 feet apart or only allow every other piece of equipment to be used. The non-used equipment should be powered down, roped off and signage placed on it
- ❑ Install safety screens in between machines and equipment
- ❑ Set-up one-way directional signage so that no members are passing each other or looping back to a piece of equipment. Signage on the floor, walls and self-standing to be added to aid in new layout
- ❑ Place sanitizing wipes near machines and equipment and signs to encourage self-cleaning before and after use
- ❑ Post notices to detail how often cleaning procedures are taking place
  - Clean all equipment frequently and/or in between each guest/user
- ❑ Provide hand sanitizer stations throughout the facility
- ❑ Consider antimicrobial films for machine keyboards and digital displays
- ❑ Implement strong procedures for sanitizing surfaces and display germ prevention posters
- ❑ Consider reducing the size of classes and maintain social distancing during personal training
- ❑ Require customers to provide his/her own hydration/water bottles. No re-filling stations should be available
- ❑ Routinely clean bathrooms using CDC approved cleaning products
  - Consider elimination or closure of non-bathroom facilities in locker room areas such as saunas, tanning facilities, etc.
  - Update items like paper towel dispensers, hand sanitizers and trash cans to touchless models to reduce the spread of germs
  - Add locker room/bathroom signage including germ prevention posters and social distancing recommendation.
  - Cleaning logs should be used to ensure proper and timely cleaning occurs
- ❑ Provide team members with protective supplies like masks, gloves and sanitizers. Consider branded facemasks

# Safe Working Environment: Healthcare/Doctor Office

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- ❑ Provide virtual or telehealth where possible
- ❑ Provide COVID-19 care training and increased education to caregivers as it becomes available from the CDC
- ❑ Require all caregivers to wear PPE
- ❑ Ask patients to let providers know prior to scheduled visit if they are sick or exhibiting signs of illness
- ❑ Consider signage discouraging entrance to anyone experiencing COVID-19 symptoms
- ❑ Use signage on doors requesting that only patients enter the facility
- ❑ Post facemasks required signage for all patients
- ❑ Encourage caregivers and patients to wash hands pre and post-treatment
- ❑ Install safety shields at check-in and payment stations
- ❑ Address waiting room protocol by removing or blocking seating for social distancing
- ❑ Provide hand sanitizer stations in common spaces, lobbies, at elevator and escalator banks
- ❑ Process payments via touchless systems if possible

# Safe Working Environment: Hotels

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- ❑ Consider signage discouraging entrance to anyone experiencing COVID-19 symptoms
- ❑ Provide team members with protective supplies like masks, gloves and sanitizers. Consider branded facemasks
- ❑ Practice social distancing throughout facilities, especially in common space and lobbies with floor graphics and stanchion signs
- ❑ Ask guests to download and use the brand app prior to arrival for check-in/check-out, hotel communications, services, maps, etc.
- ❑ Entering:
  - When feasible, only guests with reservations should enter the property
  - Guests should be directed to follow social distancing guidelines, aided by signage placed on stands, doors, and floors
  - All guests should be directed to use hand sanitizer stations readily available in common spaces
- ❑ Post a stanchion sign at your entrance or lobby with an overview of all service changes and safety measures put in place
- ❑ Provide hand sanitizer stations in common space, lobbies, at elevator and escalator banks
- ❑ Follow all cleaning guidelines put forth from the CDC
- ❑ Queuing:
  - Utilize visual cues to designate safe social distancing in waiting areas
  - Consider removing excess furniture from the lobby and common space areas to encourage social distancing
  - Install safety screens at the check-in desks for safe guest/employee interaction
  - Install directional signage and floor stickers in all high traffic locations, including lobby spaces, common areas, elevator and escalator banks
  - Provide hand sanitizer and masks for bellmen services
- ❑ Rooms:
  - Disinfect hotel rooms upon check-out, daily or in accordance with brand standards
  - Remove all coffee pots, in-room food service items, paper amenities and toiletries
  - Make hand sanitizer and cleaning wipes available for purchase or gratis in-room or onsite
  - Provide single serving, pre-wrapped food or beverage items
- ❑ Include social distancing elevator graphics inside elevators
- ❑ Bathrooms:
  - Clean public restrooms throughout the day. Guest bathrooms should be cleaned upon checkout
  - Display signage with recommended hand washing procedures and overall bathroom cleaning procedures
  - Cleaning logs should be used to ensure proper and timely cleaning occurs
- ❑ Follow restaurant and retail guidelines for those services offered on the hotel property



# Safe Working Environment: Movie/Event/Venue

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- ❑ Post signage at the door stating that any customer experiencing COVID-19 symptoms is not permitted to enter
- ❑ Encourage waiting outside with visual social distancing queues.
- ❑ Use signage to request that all customers and employees wear a facemask
- ❑ Post a stanchion sign at your entrance or lobby with an overview of all service changes and safety measures put in place
- ❑ Consider updating floor plans for common gathering areas, redesigning seating arrangements to ensure at least six feet of separation between table setups
  - Where practical, physical barriers can be used
  - Remove furniture as needed to prevent congregating
  - Place social distancing signage to take furniture out of service if it cannot be removed
- ❑ Utilize wayfinding visuals to direct customers through the event/venue/experience
- ❑ Provide hand sanitizer stations throughout the facility
- ❑ Sanitize high customer contact areas with Environmental Protection Agency (EPA) approved cleaners frequently
- ❑ Designate one employee per shift responsible for monitoring all guidelines being adhered to by employees, customers, and vendors
- ❑ Consider limits on party size
- ❑ Provide disposable individually wrapped items to customers directly or block self-service drink, popcorn, condiment and utensil stations
- ❑ Practice social distancing in counter service line with floor graphics
- ❑ Provide team members with protective supplies like masks, gloves and sanitizers. Consider branded facemasks
- ❑ Wear gloves at all times during food preparation
- ❑ Payment:
  - Process payments via touchless systems where feasible
  - Cash payments should be facilitated via a tray versus direct contact
  - Provide signage in each theater to encourage recommended spacing between groups
- ❑ Restrooms:
  - Ensure a proper supply of soap and hand towels is available at all times and restrooms are cleaned/sanitized frequently
  - Update items like paper towel dispensers, hand sanitizers and trash cans to touchless models to reduce the spread of germs
  - Cleaning logs should be used to ensure proper and timely cleaning occurs
- ❑ Avoid in-person pre-shift meetings. Instead, utilize communication boards to prevent the congregation of employees
- ❑ Redesign seating arrangements in break rooms to ensure at least six feet of separation between table setups and remove bulk items. Where practical, physical barriers can be used
- ❑ Offer single-use, individually wrapped condiments and plastic wear
- ❑ Aisles should have one-way directional signage
- ❑ Limit the number of employees allowed simultaneously in break rooms

# Safe Working Environment: Restaurant/Bar

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- ❑ Advertise that you are now open with signs and banners that draw attention from the street
- ❑ Offer curbside pickup with designated parking and/or contactless delivery
- ❑ Post signage at the door stating that any customer experiencing COVID-19 symptoms is not permitted to enter
- ❑ Post signage at the door indicating maximum occupancy levels
- ❑ Post a stanchion sign at your entrance or lobby with an overview of all service changes and safety measures put in place
- ❑ Encourage waiting outside with visual social distancing queues.
- ❑ Install plexiglass barrier around the host stand
- ❑ Remove furniture as needed to prevent congregating in waiting areas
- ❑ Encourage reservations whenever possible and consider party size limitations
- ❑ Update floor plans for dining and seating areas to ensure at least six feet of separation between parties
  - Where practical, especially in booth seating, plexiglass barriers can be used
- ❑ Utilize wayfinding visuals and architectural cues to direct customers through the foodservice experience
- ❑ Practice social distancing throughout the establishment with floor graphics
- ❑ Create one-way traffic through by utilizing a separate entrance and exit for each area marked prominently with distinctive signage
- ❑ Consider touchless ordering solutions such as one-time use only menus or QR codes to direct to an online menu
- ❑ Payment:
  - Payments should be processed via touchless systems where feasible
  - Cash payments should be facilitated via a tray versus direct contact
- ❑ Sanitize high customer contact areas with Environmental Protection Agency (EPA) approved cleaners frequently
- ❑ Provide hand sanitizer stations throughout the restaurant
- ❑ Provide visual guidelines to maintain social distancing if queuing in line to place orders
- ❑ Remove self service areas whenever possible. Have workers provide individually wrapped items to customers directly
- ❑ Restrooms:
  - Ensure a proper supply of soap and hand towels is available at all times and restrooms are cleaned/sanitized frequently
  - Update items like paper towel dispensers, hand sanitizers and trash cans to touchless models to reduce the spread of germs
  - Strong procedures for sanitizing surfaces should be implemented and prevention posters should be displayed
  - Cleaning logs should be used to ensure proper and timely cleaning occurs
- ❑ Workstations/food prep areas should be placed 6 feet apart when feasible. When that is not an option, dividers may be used to mitigate contact
- ❑ Per existing FDA Food Code requirements, employees who are sick should remain at home
- ❑ Provide employees with access to any new guidelines before returning to work
- ❑ Provide team members with protective supplies like masks, gloves and sanitizers. Consider branded facemasks
- ❑ Employers should certify employees in on-going ServSafe or similar approved food safety training guidelines
- ❑ Establish and prominently post guidelines for the receiving of products from vendors
- ❑ Designate one employee per shift responsible for monitoring all guidelines being adhered to by employees, customers, and vendors
- ❑ Utilize communication boards instead of in-person pre-shift meetings to prevent the congregation of employees
- ❑ Limit the number of employees allowed simultaneously in break rooms

# Safe Working Environment: Retail/Convenience

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- ❑ Advertise that you are now open with signs and banners that draw attention from the street
- ❑ Offer curbside pickup and designate parking spaces.
- ❑ Promote buy online, in-store pickup to limit the number of customers in the store
- ❑ Use stanchion signs indicating where lines form to enter the facility
- ❑ Post signage at the door stating that any customer experiencing COVID-19 symptoms is not permitted to enter
- ❑ Post a stanchion sign at your entrance or lobby with an overview of all service changes and safety measures put in place
- ❑ Practice social distancing throughout the establishment with floor graphics
- ❑ Utilize wayfinding signs to direct customers one way through the aisles
- ❑ Use tabletop signs to indicate seating and tables that are out of service for social distancing
- ❑ Consider touchless solutions touchless solutions for price checks and check-out
- ❑ Provide visual guidelines to maintain social distancing if queuing in line to check out
- ❑ Payment:
  - Process payments via touchless systems where feasible
  - Facilitate cash payments via a tray versus direct contact
- ❑ Provide hand sanitizer stations throughout facility
- ❑ Install safety screens at counters to protect employees and customers
- ❑ Provide team members with protective supplies like masks, gloves and sanitizers
- ❑ Consider antimicrobial films for credit card processors
- ❑ Strong procedures for sanitizing surfaces should be implemented and prevention posters should be displayed
  - Cleaning logs should be used to ensure proper and timely cleaning occurs
  - Sanitize high customer contact areas with Environmental Protection Agency (EPA) approved cleaners frequently
- ❑ Establish guidelines for the receiving of products from vendors and post prominently
- ❑ Provide team members with protective supplies like masks, gloves and sanitizers. Consider branded facemasks
- ❑ Designate one employee per shift responsible for monitoring all guidelines being adhered to by employees, customers, and vendors
- ❑ Avoid in-person pre-shift meetings. Instead, utilize communication boards to prevent the congregation of employees
- ❑ Limit the number of employees allowed simultaneously in break rooms
- ❑ Restrooms:
  - Ensure a proper supply of soap and hand towels is available at all times and restrooms are cleaned/sanitized frequently
  - Update items like paper towel dispensers, hand sanitizers and trash cans to touchless models to reduce the spread of germs
  - Implement strong procedures for sanitizing surfaces and display prevention posters
  - Cleaning logs should be used to ensure proper and timely cleaning occurs

# Safe Working Environment: Salons/Personal Care Services

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- ❑ Provide employees or stylists with a written copy of guidelines before returning to work
- ❑ Post signage at the door stating that any customer experiencing COVID-19 symptoms is not permitted to enter
- ❑ Use scheduling services such as an appointment app and stagger times to limit in-salon waiting
- ❑ Encourage customers to wait outside the establishment for safe social distancing
- ❑ Contact the customer to come into the business for services once their place in line is up next
- ❑ Post a stanchion sign at your entrance or lobby with an overview of all service changes and safety measures put in place
- ❑ Post a sign at the front door that face masks are required. Consider providing masks to clients
- ❑ Provide team members with protective supplies like masks, gloves and sanitizers
- ❑ Clean capes should be used by stylists for each customer
- ❑ Update floor plans for common gathering areas and client stations to ensure at least six feet of separation between clients. Where possible, create physical barriers
- ❑ Floor stickers and signage could be used to provide guidance for social distance
- ❑ Remove non-essential items (magazines, toys) from waiting areas
- ❑ Product displayed should be limited and clear signage regarding the handling of products should be displayed.
  - Utilize employee assistance to purchase
  - No testing products should be present in customer areas
- ❑ Food or beverage offerings should be eliminated
- ❑ Provide hand sanitizer stations throughout the salon
- ❑ Follow all existing health and public safety (infection control) rules that salons must abide by that are enforced by each state's regulatory board
- ❑ Restrooms:
  - Ensure a proper supply of soap and hand towels is available at all times and restrooms are cleaned/sanitized frequently
  - Update items like paper towel dispensers, hand sanitizers and trash cans to touchless models to reduce the spread of germs
  - Implement strong procedures for sanitizing surfaces and display prevention posters
  - Cleaning logs should be used to ensure proper and timely cleaning occurs
- ❑ Payment:
  - Encourage credit card usage. When the exchange of cash is necessary, wash and sanitize hands after each transaction
- ❑ Cleaning between clients
  - Clean and disinfect chairs and headrests
  - Clean and disinfect all shampoo bowls, handles, hoses, spray nozzles, and shampoo chairs
  - Clean and disinfect any surfaces or areas around the styling chair that the client or client's items may have contacted during the visit
  - Require stylists to wash hands before and after every customer
  - Sanitize high customer contact areas with Environmental Protection Agency (EPA) approved cleaners frequently
  - Use UV lighting to sanitize all surfaces and tools
  - Apply Barbicide or other sanitizing solutions to tools and other equipment

# Safe Working Environment: Senior Care

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- ❑ Provide virtual or telehealth where possible
- ❑ Require all caregivers to wear PPE
- ❑ Provide COVID-19 care training and increased education to caregivers as it becomes available from the CDC
- ❑ At employer's discretion, employee temperatures and verbal health screenings can be implemented prior to work. Minimum temperature indicating possible fever per CDC guidelines is 100.4°F, however for caregivers working with seniors, a lower number (100°F) should be considered
- ❑ Ask clients to wear PPE if possible
- ❑ Require clients to let providers know prior to scheduled visit if they are sick or exhibiting signs of illness
- ❑ Prior to entering a home, verbal health screenings and temperature check should be conducted
- ❑ Caregivers and clients should be encouraged to wash hands pre and post-treatment
- ❑ Strong procedures for sanitizing surfaces should be implemented and prevention posters should be displayed
  - Cleaning logs should be used to ensure proper and timely cleaning occurs
- ❑ Payments should be processed via touchless systems in so far as possible



# Safe Working Environment: Transportation

- ❑ Post signage on the passenger doors stating that any passenger who is experiencing COVID-19 symptoms is not permitted to enter
- ❑ Provide hand sanitizer for passengers
- ❑ Install a plexiglass barrier between the front seat and back seat
- ❑ Display a notice that you disinfect and sanitize in between every passenger

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