

COVID-19: Re-Opening Your Business Resources

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Re-Opening for Business

- It's important to follow recommendations from governing jurisdictions over you
 - Federal (U.S.)
 - <https://www.coronavirus.gov/>
 - State (Texas)
 - <https://dshs.texas.gov/coronavirus/>
 - County (Harris)
 - <http://publichealth.harriscountytexas.gov/>
 - City (Houston)
 - <https://houstonemergency.org/covid19/>



Resources

- OSHA COVID-19 Webpage
 - <https://www.osha.gov/SLTC/covid-19/>
- OSHA 10 Steps to Reduce COVID Risk
- Available in:
 - English, Spanish, Arabic, Brazilian Portuguese, Chinese Simplified, Chinese Traditional, French Creole, Hmong, Korean, Polish, Russian, Tagalog, and Vietnamese
 - <https://www.osha.gov/pls/publications/publication.html>



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 50% 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 or call 1-800-321-OSHA (6742).



1-800-321-OSHA (6742)
TTY 1-877-889-5627

Resources

- Equal Employment Opportunity Commission (EEOC)
 - https://www.eeoc.gov/sites/default/files/2020-04/pandemic_flu.pdf
 - Guidance on the Americans with Disability Act (ADA) in regards to pandemic updated for COVID-19

PANDEMIC PREPAREDNESS IN THE WORKPLACE AND THE AMERICANS WITH DISABILITIES ACT

UPDATED IN RESPONSE TO COVID-19 PANDEMIC – March 18, 2020

This guidance document was issued upon approval of the Chair of the U.S. Equal Employment Opportunity Commission.

OLC Control #	EEOC-NVTA-2008-3
Title	Pandemic Preparedness in the Workplace and the Americans with Disabilities Act
Date Issued	Originally 08-Oct-09, revised 18-Mar-20
General Topics	ADA/ADINA
Summary	This document provides information about the ADA and pandemic planning in the workplace.
Date Posted	Originally 08-Oct-09, revised 18-Mar-20
Statutes/Authorities Involved	ADA, Rehabilitation Act, 29 CFR Part 1630
Audience	Health Care Providers, Employees, Employers, Applicants, HR Practitioners
Revision	The document was updated on March 18, 2020 to add examples and information regarding the COVID-19 pandemic.

The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law.

NOTE ABOUT MARCH 18, 2020 UPDATE: The EEOC is updating this 2008 publication to address its application to coronavirus disease 2019 (COVID-19). Employers and employees should follow guidance from the Centers for Disease Control and Prevention (CDC) as well as state/local public health authorities on how best to slow the spread of this disease and protect workers, customers, clients, and the general public. The ADA and the Rehabilitation Act do not interfere with employers following advice from the CDC and other public health authorities on appropriate steps to take relating to the workplace. This update retains the principles from the 2008 document but incorporates new

Resources

- CDC/NIOSH
 - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
 - Top right corner you can convert the pages into **Spanish, Chinese, Vietnamese, and Korean**
 - Top right corner ‘**Other Languages**’ will go to related publications and posters in other languages
 - **Cleaning and disinfecting guidance**



Resources

- FDA Best Practices for Retail Food Stores, Restaurants, and Food Pick-Up/Delivery Services During the COVID-19 Pandemic
- Available in:
 - English, Spanish, Korean, Simplified Chinese, Tagalog, and Vietnamese
 - <https://www.fda.gov/food/food-safety-during-emergencies/best-practices-retail-food-stores-restaurants-and-food-pick-updelivery-services-during-covid-19>

Summary of Best Practices for Retail Food Stores, Restaurants, and Food Pick-Up/Delivery Services During the COVID-19 Pandemic

U.S. FOOD & DRUG ADMINISTRATION

BE HEALTHY, BE CLEAN

- Employees - Stay home or leave work if sick, avoid sick contacts, and contact supervisor
- Employees - Inform sick employees in any form and and how immediately if sick
- Employees - Pre-screen employees exposed to COVID-19 for symptoms and follow-up
- Wash your hands often with soap and water for at least 20 seconds
- If soap and water are not available, use a 50% alcohol based hand sanitizer
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Wear a mask/face covering over nose & mouth
- Never touch Ready-to-Eat foods with bare hands
- Avoid direct contact with shell eggs, or surface of shell eggs
- Use food containers to prevent cross-contamination
- Follow 4 steps to clean, sanitize, and store

CLEAN & DISINFECT

- Train employees on cleaning and disinfecting procedures, and a written procedure per CDC and FDA
- How and use cleaning products and supplies
- Follow protective measure
- Disinfect high-touch surfaces frequently
- Use EPA-registered disinfectant
- Ensure food containers and utensils are cleaned and sanitized
- Prepare and use sanitizers according to label instructions
- Color coding and steps to determine clean/dispose/return/repair or replace items per need to prevent cross-contamination

SOCIAL DISTANCE

- Help educate employees and customers on importance of social distancing
- Signs
- Audio messages
- Consider using every other check-out line to aid in distancing
- Avoid displays that may result in customer gatherings
- Distribute all 1-gallon bottles and 5-gallon jugs in bulk through partitions
- Mark floor markings and signs to encourage social distancing
- Screen customer temperatures by enclosing lines to shopping lists
- Order ahead of time, if allowed
- Set up expanded pickup areas outside or in well-ventilated establishments

PICK-UP & DELIVERY

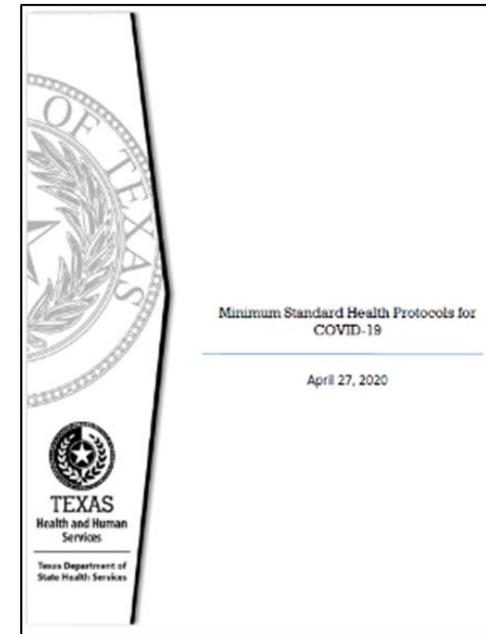
- If offering delivery options: make orders and transport containers are cleaned and sanitized
- Maintain time and temperature controls
- Avoid close contact for contact, avoid hand during transport
- Encourage customers to use "no touch" deliveries
- Notify customers as the delivery is arriving by text message or phone call
- Encourage customers to use "no touch" deliveries
- Encourage social distancing by offering to pick orders in vehicle

For more information, see [Best Practices for Retail Food Stores, Restaurants, and Food Pick-Up/Delivery Services During the COVID-19 Pandemic](https://www.fda.gov/food/food-safety-during-emergencies/best-practices-retail-food-stores-restaurants-and-food-pick-updelivery-services-during-covid-19)

April 2020

Resources

- Texas Minimum Standard Health Protocols for COVID-19
 - <https://dshs.texas.gov/coronavirus/opentexas.aspx>



Questions?

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This information has been developed by an OSHA Compliance Assistance Specialist and is intended to assist employers, workers, and others as they strive to improve workplace health and safety. While we attempt to thoroughly address specific topics [or hazards], it is not possible to include discussion of everything necessary to ensure a healthy and safe working environment in a presentation of this nature. Thus, this information must be understood as a tool for addressing workplace hazards, rather than an exhaustive statement of an employer's legal obligations, which are defined by statute, regulations, and standards. Likewise, to the extent that this information references practices or procedures that may enhance health or safety, but which are not required by a statute, regulation, or standard, it cannot, and does not, create additional legal obligations. Finally, over time, OSHA may modify rules and interpretations in light of new technology, information, or circumstances; to keep apprised of such developments, or to review information on a wide range of occupational safety and health topics, you can visit OSHA's website at www.osha.gov.