



## Social Distancing

**Avoid close or frequent interaction with other people to help prevent the spread of COVID-19:**



Avoid handshaking, hugging and other intimate greetings



Avoid crowds, especially in poorly ventilated spaces



Avoid nonessential travel (your health care provider may have guidance for your situation)



Avoid unnecessary errands — consider online delivery services or social networks for essentials like food and household items

**Use your head — Slow the spread**

# CORONAVIRUS DISEASE



**If you are sick, do NOT enter this facility.**

**Call the facility at \_\_\_\_\_ with questions.**

## **Protect yourself and others from COVID-19:**

- Wash your hands often for at least 20 seconds.
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue.
- Clean and disinfect frequently touched objects and surfaces.

# CORONAVIRUS DISEASE



**Protect yourself from coronavirus and stop the spread of germs.**

- Wash your hands often with soap and water for at least 20 seconds, especially before eating.
- Avoid close contact with people who are sick. Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.

# STOP THE SPREAD OF COVID-19 AT YOUR FACILITY



## PROMOTING REGULAR HAND WASHING & PRACTICING REGULAR HOUSEKEEPING/DISINFECTION PRACTICES

Regularly and thoroughly clean your hands with warm running water and soap for a period of 20 seconds. In the absence of hand washing, use a 60% alcohol based hand rub.



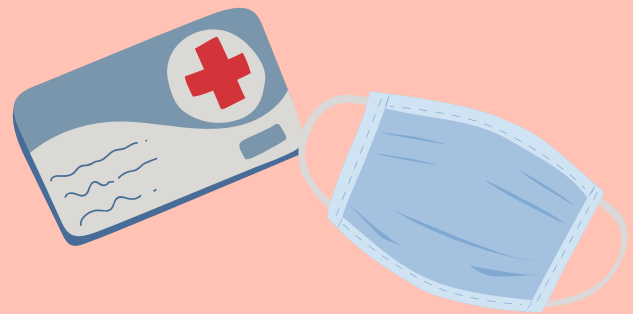
## MAINTAIN PHYSICAL DISTANCING

Maintain at least 6 feet distance between yourself and anyone who is coughing or sneezing. Implement business/worksitespecific social distancing (including worker and customer interactions).



## ENCOURAGE RESPIRATORY ETIQUETTE

Cover coughs and sneezes. Encourage employees to avoid touching eyes, nose, and mouth. Cover your mouth and nose with a cloth face covering



## IF YOU HAVE A FEVER, COUGH AND DIFFICULTY BREATHING, SEEK MEDICAL CARE EARLY

Encourage sick employees to stay home and/or sending them home if they develop symptoms at work.

7/31/2020



For more info, please visit: [coronavirus.maryland.gov/pages/business-resources](https://coronavirus.maryland.gov/pages/business-resources)

# COVID-19 GUIDANCE FOR ISOLATION AND QUARANTINE

## GUIDANCE FOR NON-HEALTHCARE ESSENTIAL BUSINESSES:

When a business is operating, encourage sick employees to stay home or if they feel sick while at work to go home. Employers are encouraged NOT to require documentation from health care providers if you are sick, due to the increased number of people seeking health care and the possibility of exposing or re-exposing healthy people who are only seeking return to work notes.

*Persons with COVID-19 who have symptoms* and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10 days since symptoms first appeared and
- At least 24 hours with no fever without fever-reducing medication and
- Symptoms have improved

*Persons with laboratory-confirmed COVID-19 who have not had any symptoms* and were directed to care for themselves at home may discontinue isolation under the following conditions:

- 10 days have passed since test

A *close contact* is someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period\* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.\* Individual exposures added together over a 24-hour period (e.g., three 5-minute exposures for a total of 15 minutes).

- A close contact should stay home, maintain social distancing, and self-monitor until 14 days from the last date of exposure.

10/22/20



# COVID-19 FACILITY VISITOR/CUSTOMER POLICY

## VISITOR/CUSTOMER POLICY FOR NON-HEALTHCARE ESSENTIAL BUSINESSES

- Do not enter the place of business if you have respiratory symptoms.
- Maintain a distance of 6 feet from those around you.
- Cover your mouth and nose with a cloth face covering when social distancing cannot be achieved.
- Do not touch your eyes, nose, or mouth.
- If possible, use touch-less payment (pay without touching money, a card, or a keypad). If you must handle money, a card, or use a keypad, use hand sanitizer right after paying.



7/31/2020

# FACE COVERINGS ARE REQUIRED FOR:

All persons in Maryland over the age of five (5) years old are required to wear a Face Covering when they are:

- in or on any Public Transportation;
- indoors at any location where members of the public are generally permitted, including without limitation, Religious Facilities, Retail Establishments, Foodservice Establishments, Fitness Centers, Gaming Facilities, Indoor Recreation Establishments, and Personal Services Establishments;
- outdoors and unable to consistently maintain at least six feet of distance from individuals who are not members of their household;
- obtaining healthcare services, including without limitation, in offices of physicians and dentists, hospitals, pharmacies, and laboratories;
- engaged in work in any area where: interaction with others is likely, including without limitation, in shared areas of commercial offices; or food is prepared or packaged.

Exceptions:

- if, due to a bona fide disability or medical condition, it would be unsafe for the person to do so;
- to the extent wearing a Face Covering would impede communication by or with persons who have a hearing impairment or other disability, where the ability to see the mouth is essential for communication;
- if wearing a Face Covering would subject the person to an unsafe working condition, as determined by federal, state, or local occupational safety regulators or workplace safety guidelines;
- to the extent wearing a Face Covering would make it impossible to receive services requiring access to the face, mouth, or head, including without limitation, dental care, shaving, and facial treatments;
- while consuming food or beverages;
- while swimming or engaging in other physical activities where the use of a Face Covering is likely to pose a bona fide safety risk; or
- while operating any Public Transportation conveyance, provided that the person is (1) the sole operator of the conveyance, and (2) located in a separate compartment that is off-limits to riders.



7/31/20

**FACE  
COVERINGS  
ARE  
REQUIRED!**

**Thank You for Doing Your Part  
to Prevent the Spread of COVID 19**







## FAQs on **FACE COVERINGS**

**Under Governor Larry Hogan's direction, state agencies continue to develop comprehensive and coordinated prevention and response plans for coronavirus disease 2019 (COVID-19). The Maryland Department of Health (MDH) will communicate directly with the public, providing updates as this situation develops and accurate information about how to protect yourself and your family. If you have questions about COVID-19 that are not answered here, call your local health department or dial 2-1-1. For information and resources pertaining to the business community, please visit the Maryland Department of Commerce's website here.**

### **WHAT IS THE PURPOSE OF A FACE COVERING?**

Face coverings protect both the wearer and others from being infected by COVID-19 by blocking the spread of both large and small respiratory droplets containing the virus.

### **WHEN MUST I WEAR A FACE COVERING?**

The Governor's expanded Executive Order requires all Marylanders over the age of five to wear face coverings in the public spaces of all facilities and businesses across the state, to include any work area where interaction with others is likely. Face coverings will also be required in outdoor areas whenever it is not possible to maintain physical distancing. The expanded Order continues to provide certain exceptions, including for medical conditions or disabilities. [Read the Governor's Order](#).

In businesses and office environments, face coverings are required in publicly accessible areas, as well as all work areas where employees are likely to interact with other employees or individuals, even if briefly, such as common areas or open offices. Face coverings are still highly encouraged but not required if an employee can isolate or separate their work area, either by closing doors or using other physical barriers to maintain six foot distance from other individuals at all times, including individuals in adjacent cubicles or hallways. Even when practicing social distancing, masks or face coverings must be worn when walking through hallways or when two or more people are together in a space such as an office, conference room, or restroom

### **WHAT IS A FACE COVERING?**

A face covering fully covers a person's nose and mouth and is secured to the person's head. In the Governor's Executive Order, face coverings include cloth face coverings, and full-face shields. Cloth face coverings are recommended by both CDC and the Maryland Department of Health to prevent the spread of COVID-19. The CDC has detailed guidance and instructions regarding homemade cloth face coverings available [here](#). This does not include material with visible holes or gaps in them like lace, knitted material, crochet, and/or mesh. Face coverings with exhalation valves should also not be used as they allow unfiltered air to escape to others. The face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that continue to be needed by healthcare workers and other medical first responders, as recommended by current CDC guidance. Face shields are acceptable face coverings. However, MDH strongly recommends, but does not require, also wearing a cloth face covering, if using a face shield.

### **WHO MAY HAVE DIFFICULTY WEARING FACIAL COVERINGS?**

Cloth face coverings should not be placed on young children under age 2 (and under the Executive Order, are not required under the age of 5), anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance. Customers with disabilities who are unable to wear a face covering shall be provided reasonable accommodations per the Americans with Disabilities Act ([ADA Title II and III](#)). Customers cannot be asked invasive questions about a disability or asked to provide medical documentation or other proof of a disability. Employees or staff that cannot wear a face covering due to a disability may request reasonable accommodations in accordance with the employer's disability policies and procedures ([ADA Title I](#)). An employer's policies and procedures may require documentation to grant reasonable accommodations.

### **WHAT ARE REASONABLE ACCOMMODATIONS FOR PEOPLE WHO HAVE DIFFICULTY WEARING FACIAL COVERINGS?**

Customers with disabilities or medical conditions who are unable to wear a face covering must be provided with an opportunity to receive the same goods and services as customers without disabilities or medical conditions. Businesses should engage the customer in an interactive process to determine possible alternative methods of service that would allow the business to keep its employees and other customers safe, while still providing service/goods to the customer. This may include but is not limited to, curbside delivery, allowing pick up of goods by a representative, telephone appointments, or ordering by telephone with delivery.

For more guidance on the ADA, contact the Mid-Atlantic ADA Center at [www.adainfo.org](http://www.adainfo.org) or 1-800-949-4232. For guidance on COVID19 and employees with disabilities, refer to [bit.ly/employee-accommodations](http://bit.ly/employee-accommodations).

### **ARE FACE SHIELDS EFFECTIVE AT PREVENTING COVID-19 INFECTIONS?**

Face shields that cover the eyes, nose, and mouth (full-face shields) can add to the protection of cloth face coverings, especially because of the additional eye protection. In addition, they may be more effective at blocking large respiratory droplets from people who are sneezing or coughing. However, MDH strongly recommends using a face shield only when also wearing a cloth face covering for anyone who can wear a cloth face covering

# Cleaning And Disinfecting Your Facility

## Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

### How to clean and disinfect

**Wear disposable gloves** to clean and disinfect.

#### Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.



#### High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



#### Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Recommend use of EPA-registered household disinfectant.** **Follow the instructions on the label** to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label)
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

**Follow manufacturer's instructions** for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

**Leave solution** on the surface for **at least 1 minute**

**To make a bleach solution, mix:**

- 5 tablespoons (1/3rd cup) bleach per gallon of water
- OR
- 4 teaspoons bleach per quart of water
- **Alcohol solutions with at least 70% alcohol.**

### Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

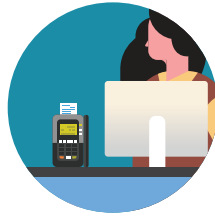
- **Launder items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.** [These disinfectants](#) meet EPA's criteria for use against COVID-19.

## Electronics

- For electronics, such as **tablets, touch screens, keyboards, remote controls, and ATM machines**
- Consider putting a **wipeable** cover on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
  - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol.** Dry surface thoroughly.



## Laundry

For clothing, towels, linens and other items

- **Wear disposable gloves.**
- **Wash hands with soap and water** as soon as you remove the gloves.
- **Do not shake** dirty laundry.
- Launder items according to the manufacturer's instructions. Use the **warmest appropriate water setting** and dry items completely.
- Dirty laundry from a sick person **can be washed with other people's items.**
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.



## Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the sick person.
- **Open outside doors and windows** to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the sick person**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- If **more than 7 days** since the sick person visited or used the facility, additional cleaning and disinfection is not necessary.
  - Continue routine cleaning and disinfection.



## When cleaning

- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
  - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
  - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
  - Always wash immediately after removing gloves and after contact with a sick person.



- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

- **Additional key times to wash hands** include:

- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.
- Before and after providing routine care for another person who needs assistance (e.g., a child).

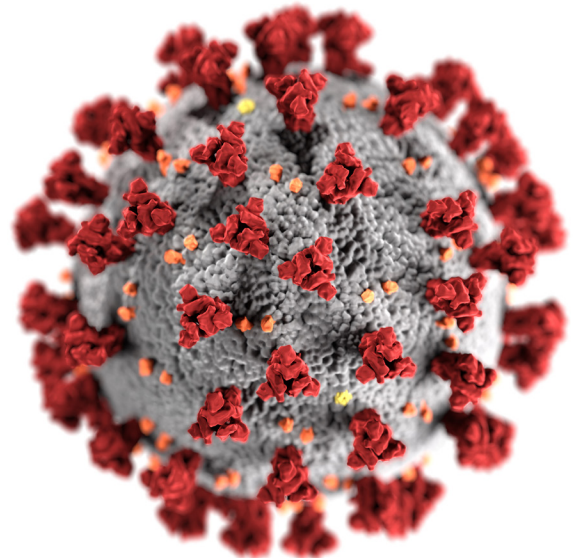
## Additional Considerations for Employers



- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions **on what to do if they develop symptoms within 14 days** after their last possible exposure to the virus.
- Develop **policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
  - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are **trained on the hazards of the cleaning chemicals** used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200](#)).
- **Comply** with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#)).

## For facilities that house people overnight:

- Follow CDC's guidance for [colleges and universities](#). Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.
- For guidance on cleaning and disinfecting a sick person's bedroom/bathroom, review CDC's guidance on [disinfecting your home if someone is sick](#).



# SCREENING QUESTIONNAIRE

**IMPORTANT: THE SCREENER SHOULD IMMEDIATELY STOP THE SCREENING AND DENY ACCESS TO ANY INDIVIDUAL WHO ANSWERS YES TO ANY SCREENING QUESTION.**

For infection control purposes, I need to ask you a few questions:	
<p><b>Have you had ANY of the following symptoms of COVID-19 infection in the last seven (7) days:</b></p> <ul style="list-style-type: none"> <li>Cough (either new, or different than your usual cough), shortness of breath, or difficulty breathing?</li> <li>Fever (either subjective, or measured) or chills?</li> <li>Sore throat?</li> <li>Unusual muscle pain or unusual headache?</li> <li>New loss of taste or smell?</li> </ul>	<p style="text-align: center;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>If <b>YES</b>, discontinue questions, deny access, and recommend that the individual contact their physician to discuss possible COVID-19 symptoms.</p>
<p><b>Have you had a positive test for COVID-19 infection within the past ten (10) days?</b></p>	<p style="text-align: center;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>If <b>YES</b>, discontinue questions, deny access, and recommend that the individual self-quarantine as directed by their physician.</p>
<p><b>Have you been within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period?</b></p>	<p style="text-align: center;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>



An individual who answers **YES** to **ANY** question on the Screening Questionnaire **OR** refuses to participate in the screening process **must** be denied access.

Name of Individual Seeking Access \_\_\_\_\_ (please print)

Access Determination     Approved     Denied

Name of Staff Completing Form \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
(Please print)