

**SOUTHWEST PUBLIC HEALTH DISTRICT 8-2**

1109 North Jackson Street

Albany, Georgia 31701-2022

(229) 352-4275 Fax (229) 430-5143

[www.southwestgeorgiapublichealth.org](http://www.southwestgeorgiapublichealth.org)

April 7, 2020

Dear Area Businesses,

Below are some guidelines for essential businesses to maintain a healthy work environment. Grocery stores and retail businesses still eligible to be open are to limit capacity to 50 percent and allow for aisles and waiting lines to provide at least six feet between customers.

Support respiratory etiquette and hand hygiene for employees, customers, and worksite visitors:

* Provide tissues and no-touch disposal receptacles.
* Provide soap and water in the workplace. If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol. If hands are visibly dirty, soap and water should be chosen over hand sanitizer. Ensure that adequate supplies are maintained.
* Place hand sanitizers in multiple locations to encourage hand hygiene.
* Place posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen.
* Practice social distancing — keep six feet apart from one another.
* Direct employees to visit the coughing and sneezing etiquette and clean hands webpage for more information.

Perform routine environmental cleaning:

* Routinely clean all frequently touched surfaces in the workplace, such as shopping carts, cash registers, workstations, keyboards, telephones, handrails, and doorknobs.
* If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection
* For disinfection, most common EPA-registered household disinfectants should be effective. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
* Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
* Provide disposable wipes so that commonly used surfaces (doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use. To disinfect, use products that meet EPA's criteria for use against COVID-19 and are appropriate for the surface.

Perform enhanced cleaning and disinfection after persons suspected/confirmed to have COVID-19 have been in the facility:

* If a sick employee is suspected or confirmed to have COVID-19, follow the CDC cleaning and disinfection recommendations.
* Stay up to date on any local regulations that may pertain to changes in operation for your business.

For more information about COVID-19, visit https://dph.georgia.gov/novelcoronavirus or https://www.cdc.gov/coronavirus/2019-ncov/index.html.

Sincerely,