



**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

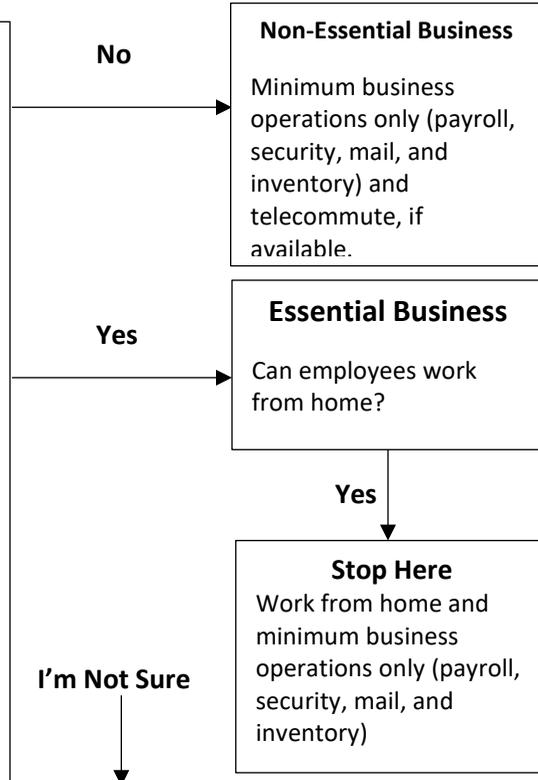
(3) Human Services

- 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