Employees, Distributors, & Guests

**Physical Spaces / Workstations**
- Ensure minimum 6 ft between people, if not possible, install barriers
- Employees must perform daily symptom assessment*
- Require employees to stay home if symptomatic
- Face coverings must be worn at all times
- Require regular handwashing
- Stagger or limit arrivals of employees and guests
- Personnel should work from home if possible

**Shift Pattern**
- Daily disinfection of desks and workstations
- Change shift patterns (e.g. fewer shifts)
- Stagger lunch and break times

**Confirmed Cases**
- Immediately isolate and seek medical care for any individual who develops symptoms while at work
- Contact the local health district about suspected cases or exposures
- Shutdown shop/floor for deep sanitation if possible

**Mandatory**

**Recommended Best Practices**
- Provide stipend to employees for private transportation
- Split into sub-teams, limit contact across sub-teams
- Reduce pace to allow less FTEs per line
- Close cafeteria and gathering spaces if possible, or conduct regular cleanings
- Daily deep disinfection of entire facility
- Work with local health department to identify potentially infected or exposed individuals to help facilitate effective contact tracing/notifications
- Once testing is readily available, test all suspected infections or exposures
- Following testing, contact local health department to initiate appropriate care and tracing

*Daily symptom assessments should include taking your temperature with a thermometer and monitoring for fever. Also watch for coughing or trouble breathing.*