

Social Distancing

What is Social Distancing?

Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:

- Stay at least 6 feet (2 meters) from other people
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings

Tips for social distancing

- Follow guidance from authorities where you live.
- If you need to shop for food or medicine at the grocery store or pharmacy, stay at least 6 feet away from others.
- Use mail-order for medications, if possible, and consider a grocery delivery service.
- Cover your mouth and nose with a cloth face cover when around others, including when you must go out in public, for example to the grocery store.
- Stay at least 6 feet between yourself and others, even when wearing a face covering.
- Avoid large and small gatherings in private places and public spaces, such as a friend’s house, parks, restaurants, shops, or any other place.
- Work from home when possible.
- If possible, avoid using any kind of public transportation, ridesharing, or taxis.

Social distancing in the Workplace

Consider implementing the following practices in order to provide appropriate social distancing in your business while still providing your product or services:

- Installing a barrier (plexi-glass or other) to separate employees from public
- Place tape on the floor in 6’ intervals for persons standing in line
- Guide traffic flow in store or business with one-way arrows/signs marking a path of travel
- Limit the number of customers/clients allowed in the business at one time

Regarding Travel...

It has been recommended that people stay home and avoid close contact, especially if they are at higher risk of severe illness. Those who *must* travel, should follow any travel restrictions currently in place. For travel guidance, check with the health department where you are, along your route, *and* at your planned destination. Just because there are no restrictions at the time you plan to leave does not mean there will not be restrictions in place when you arrive.

These guidelines are not exhaustive, but offer a valuable starting point for discussing how best to reopen our economy. The enclosed practices and guidelines should be left to the discretion of the business owner to use where applicable. We strongly advise that, before implementing any of the practices and procedures found in this document, thorough evaluation and consultation with legal advisors to determine what, if any, other recommendations or requirements may apply to your business. We will continue to research and explore best practices and remain in touch with our members in an effort to ensure that our businesses get back to work in a safe manner.



Getting Back to Business

Your Central Delaware Chamber of Commerce (CDCC) continues to work beside you during the COVID-19 Pandemic. We have served as your advocates and your voice throughout this situation, and we are working diligently to help our businesses remain open or to re-open those who were temporarily closed. We understand that “Getting Back to Business” is vital to our economic foundation as cities, counties and our State.

While we are all anxious to return to business as usual as soon as possible, we understand that this will need to be completed in phases, and we certainly agree that the safety of our employees and customers must be our highest priority.

This guide has been compiled from information from many resources to help our CDCC members open safely. It is imperative to re-instill confidence in your customers, clients, employees, and community that your business is a safe place in which to work and do business. As a business, you will be required to follow guidelines – and to communicate your safety practices to the public. Demonstrating that your business is a safe place to work, shop, and patronize will be the key to success in the coming weeks and months!

COVID-19 Awareness

“COVID-19” is an acronym for Corona (CO) virus (VI) disease (D) which appeared first in 2019 (19). Coronaviruses (CoV) are a large family of viruses transmitting between animals and people that cause illness ranging from the common cold to more severe diseases such as Middle East respiratory syndrome (MERS-CoV) and severe acute respiratory syndrome (SARS-CoV).

Signs of Infection:

- *Fever at or above 99.5 F
- *Chills
- *Repeated shaking with chills
- *Persistent Cough
- *Shortness of Breath
- *Muscle Pain
- *Headache
- *Sore throat
- *New loss of taste or smell

Symptoms can take 2 – 14 days to appear. Milder cases may resemble the flu. Some people are asymptomatic, meaning they carry the virus, but experience no symptoms.

It is Important to Self-Monitor!

- Be alert for symptoms, monitor temperature.
- Practice Social Distancing
- Be ready to **self-quarantine** (if you have been exposed, separate from others in an effort to prevent them from getting sick) OR **isolate** (if you have the virus, separate from everyone in an effort to stop the spread). Quarantine and/or isolation should follow the CDC's 14-day guidelines.

Actively encourage sick employees to stay home. Develop policies that encourage sick employees to stay at home without fear of reprisal, and ensure employees are aware of these policies.

Suggested Training

We highly recommend that businesses, with their teams of workers, take time to thoroughly sanitize and disinfect their facilities, and participate in training on what is to become the new normal mode of operations. Training should include, but not be limited to:

- Practicing proper hygiene (wash hands for at least 20 seconds after each contact, cough into elbow/shoulder, avoiding touching face).
- Sanitizing work areas and point of sale equipment, including pens, after each customer, client.
- Frequently sanitizing door handles, faucets, counters, and other common use equipment and areas.
- Wearing masks and, where applicable, gloves.
- Provide hand sanitizer and disinfectant wipes at register locations.
- Provide education and training materials in an easy to understand format and in the appropriate language and literacy level for all employees, like fact sheets and posters.

Basic practices:

Some of the basic ways we operate our businesses will also change. Such as:

- Designating a separate entrance (ie. a back or supply entrance) for employees and vendors, thus limiting exposure and preventing the contamination of the entire facility.
- Instituting a no-contact method for receiving deliveries from vendors.
- Providing customer services in a no- contact or limited contact manner.
- Limiting cash handling.
- Encouraging customers to use credit/debit cards, tap to pay, Venmo, PayPal, or another form contact-less payment.

Screening:

Employee and vendor screenings must become part of a daily routine. These screenings are not intended to invade a person's privacy, but rather are instituted to protect the safety of all. Screenings should include a routine temperature check and a list of questions that must be answered at the start of every day or shift:

1. Within the last 24-hour period, have you exhibited any COVID-19 related symptoms? (Fever: 100.4 or greater, chills, persistent cough, shortness of breath)
2. Within the last 24 hours, have you neglected Social Distancing principles and had any close contact with any person (outside of your normal household) in the following activities: Carpooling, Visitors to your Home, Social Gathering, Crowded Places, Public Transportation?

If your employee or vendor answers "Yes" and are showing any symptoms they should not be permitted to enter your facility.

Supplies:

Employers must be ready to supply employees and customers with:

- Masks (or face shields, where applicable)
- Gloves
- Hand Sanitizer – from wall dispensers or pump-style bottles
- Disinfectant wipes
- Cleaning Supplies (including, but not limited to paper towels, detergent, bleach, alcohol, Lysol, etc.)

Mask Guidance

Steps on changing or removing disposable masks:

- Removal of mask- Remove mask from face, be gentle to not disturb liquid and or solid contaminants on or in the mask
- After removing mask - Wash hands immediately after disposing of your mask. Never put on a new face mask until you have properly washed your hands
- Disposing of mask – Once soiled or when you are done with mask, place into the garbage can or waste disposal unit
- Putting on a mask – Wash and dry hands, never put on a new face mask until you have properly washed and dried your hands
- Mask storage – Do not remove your mask near product or food manufacturing equipment, do not leave masks laying or hanging on equipment and or tables

Cleaning Reusable Masks

- Employees are responsible for laundering their own masks at home to reduce cross-contamination risks
- Valid methods include washing with common laundry detergents, hot water, and complete drying OR use of microwave on high (mask in bag with 60 mL of tap water) for 40 sec. to 2 mins.

Other notes:

- Masks may be removed during eating breaks and reapplied after hand wash and drying
- Masks may not be shared
- Social distancing must be maintained and wearing masks does not change this policy at all
- Reusable masks that are provided should replace the use of personally sourced (cloth) masks and washed daily
- Those managing trash should wear appropriate PPE to avoid coming in physical contact with masks. Biohazard bags & management is not deemed necessary, unless mandated by local authorities
- Disposable masks should not be taken home
- Management of employee provided cloth masks worn into the facility must be appropriately managed/stored while the employee is wearing the provided disposable mask
- Beard nets should be worn over top of masks
- Face shields may be used in lieu of a mask for social distancing, training, or medical reasons