## General Business Guidelines

### Phase 1
- **Employers take extreme precautions**
- Provide accommodations to high-risk employees: minimize face-to-face contact; assign tasks that allow them to maintain 6-foot distance from other employees or customers; implement flexible work hours or staggered shifts; allow high-risk individuals to work remotely
- Employees and volunteers operate remotely if possible
- Symptom checking in business interactions
- Face coverings worn; ensure that face coverings are available
- Group gatherings limited to 10 or less
- Workplaces comply with distancing and hygiene guidelines
- Minimize face-to-face interactions, including with customers (e.g. utilize drive-thru, install partitions)

### Phase 2
- **Employers take reasonable precautions**
- Provide accommodations to high-risk employees: minimize face-to-face contact; assign tasks that allow them to maintain 6-foot distance from other employees or customers; implement flexible work hours or staggered shifts; allow high-risk individuals to work remotely
- Encourage remote work when possible
- Workplaces comply with distancing and hygiene guidelines
- Limit unnecessary travel
- Group gatherings limited to 50 or less

### Phase 3
- All businesses are open and operating under stricter hygiene and cleaning regimen. Monitoring health of workforce and customers
- Workplaces comply with distancing and hygiene guidelines
- Group gatherings limited to 50 or less

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**Phase 1 cont.**

Where distancing and hygiene guidelines cannot be followed in full, businesses should consider whether that activity needs to continue for the business to operate.

- Eliminate unnecessary travel and cancel or postpone in-person meetings, conferences, workshops, and training sessions.
- Require employees to self-quarantine when returning from high-risk areas.
- Employers evaluate workforce strategy and concerns and enact strategies to minimize economic impact.

**Meetings & Gatherings**

Carefully consider whether travel is necessary. Consider using videoconferencing or teleconferencing when possible for work-related meetings and gatherings.

- Consider canceling, adjusting, or postponing large work-related meetings or gatherings that can only occur in-person.
- When videoconferencing or teleconferencing is not possible, hold meetings in open, well-ventilated spaces.

*Sources: Centers for Disease Control and Prevention (CDC); Utah Tiered Recommendations for Businesses; and Employees and Oklahoma Department of Commerce Open Up and Recover Safely Plan*