

# 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



# General Business Guidelines Continued

## 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 Safety Plan