All Indiana businesses should take measures and institute safeguards to ensure a safe environment for their employees, customers, and clients. This includes any business that has remained open during the Stay-at-Home order, as well as those opening to employees and customers in the coming days and weeks. The safeguards below are based on the recommendations of the CDC and OSHA guidelines should be followed. These are general safeguard protocols for businesses.

EMPLOYERS:

- **Vulnerable Employees and Customers** – Those 65 and over and individuals with identified high-risk conditions are particularly vulnerable to coronavirus. These individuals should continue remote work as much as possible and should refrain from visiting businesses as much as is possible

- **Employee Screening Procedures** – Conduct daily health assessments by utilizing a screening procedure for COVID-19 symptoms for employees who are reporting for work. Examples include self-assessments before arrival in the workplace, screening questions, or taking temperatures with a no-touch thermometer

- **Personal Protective Equipment** – Identify how personal equipment will be used in the workplace, including masks or face coverings or other protective gear

- **Social Distancing** – Mitigate exposure in the workplace by implementing social distancing guidelines. Ensure a minimum of 6 feet between people, which may be accomplished in a number of ways. Examples include physical barriers such as sneeze guards, limiting capacity, altering shifts, line markings, using appointments whenever possible, and limiting close interactions with customers

- **Workplace Cleaning and Disinfection** – Implement practices according to CDC guidelines, with regular cleaning of high-touch surfaces throughout the workday and at the close of business or between shifts

- **Personal Hygiene** – Ensure that employees, customers, and clients have ready access to hand sanitizer, handwashing stations, or other disinfectant products

- **Employees with Symptoms** – Have a plan in place if an employee presents symptoms. Resources for testing are available in Indiana through medical providers and the OptumServe testing procedure

- **Implement Plans for Positive COVID-19 Cases** – Be in touch with your local health department and follow CDC guidelines to monitor COVID-19 cases and deep clean your facility

- **Signage** – Post signage about health policies and practices in common areas for employees and customers to see

- **Remote Work** – Continue to encourage remote work as much as possible

- **Families First Coronavirus Response Act** – Employers and employees should be aware of the provisions of this act

BACK ON TRACK
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EMPLOYEES:

- **Stay Home If You Are Ill** – Do not report to work if you are sick, develop COVID-19 symptoms, or believe you may have been exposed by close contact. A list of testing sites may be found at: **https://isdh.maps.arcgis.com/apps/webappviewer/index.html?id=fa61af71d4474e62b2408647d1624817**

- **Employees with Symptoms** – If you have symptoms at your workplace, please leave and seek medical care or COVID-19 testing. Resources for testing are available in Indiana through medical providers and the OptumServe testing procedure

- **Hygiene** – Ensure you are washing your hands frequently or using other hand sanitizer. Avoid touching your face

- **Personal Protective Equipment** – Follow your workplace practices. Face coverings are advised

- **Social Distancing** – Maintain at least 6 feet of distance between you and coworkers, customers, and clients. Consult your employer

- **Remote Work** – Work from home is encouraged whenever possible

In addition, all businesses shall provide employees, clients, and customers with a customized COVID-19 action plan that captures industry specific measures to ensure a safe workplace. This plan should be posted publicly and made available upon request.

A number of associations and businesses have provided the state with examples. These may be found here: **www.in.gov/backontrack/industryguidelines.htm**