

Coronavirus and COVID-19 Safety Policies and Procedures

Effective [XX/XX/XX]. Remain in effect until further notice.

Read instructions for using this template:

Update the information colored in [Blue] with information specific to your business and remove the instructions section before use.

Guidance on maximum occupancy for retail/repair service businesses varies by County:

- **For Honolulu County:** Max occupancy for retail/repair service businesses is calculated by taking total square footage open to customers and dividing it by 200. e.g., a facility that has 2,000 sq ft of space open to the public, max total capacity is 10 (employees and customers combined).
 - **For Hawaii County:** 1 customer/250 sq ft. of space open to the public.
 - **For Maui and Kauai County:** Follow Governor Ige's 5/5 Seventh Supp Proclamation: Limited customer occupancy—Each essential or designated business or operation shall determine and enforce the maximum number of workers and customers that may be accommodated while maintaining the specified separation distance and limiting the number of individuals within a facility at any one time.
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General Guidelines

[BUSINESS NAME] is partially reopening our place of business effective XX/XX/XXXX following guidance from federal, state and local authorities. The following overall guidelines will apply:

- Any employees that can completely fulfill their job responsibilities working remotely should continue to do so. Any employee seeking to work from the office must speak with their supervisor prior to doing so.
- Our facility will be open to no more than [*See instructions on maximum occupancy] (XX Employees) at any one time.
- Employees will remain 6 feet apart at all times and arrange their workstations so that maximum distance can be achieved.
- Employees working from the office agree to assist with maintaining a clean work environment as outlined below.
- Face coverings are required at all times when working in the office
- Any employee with any symptoms of COVID-19 (CDC Website Listing Symptoms) or with known direct exposure to someone that has tested positive is required to self-quarantine for a period of no less than 14 days.
- Employees working in the office agree to regularly wash their hands with soap and warm water.

- [EMPLOYEE] is designated as the COVID-19 safety liaison. Any concerns about the policies or compliance with these policies should be brought to [his/her] attention immediately. They can be reached at [XXX-XXX-XXXX] and [employee@email.com]. [He/She] is authorized to close the office if they do not believe it can be maintained as a safe work environment.
- These policies may be changed at any time based on updated guidance from authorities.

Employee Screening

The following employee screening procedures will be in place:

- Employees will be asked to certify each day they are symptom free and have had no known exposure to someone that has tested positive
 - Confidentiality must be maintained as well as the temperature reading be done by a touchless thermometer.
- [REMOVE IF NOT APPLICABLE] Employee temperatures will be checked at the beginning of each shift. Any employee with a temperature over 100.4 will be asked to remain home.

Facility Maintenance and Cleaning [\[USE THIS GUIDE TO CUSTOMIZE FOR YOUR NEEDS\]](#)

- Our facility will have a daily cleaning service that includes disinfection of all surfaces
- Throughout the day we will designate a 15 minute period in the morning and a 15 minute period in the afternoon for employees to wipe down their workstations with soap and water. Disinfectant spray or wipes may also be used, if available.

Employees that travel

- Employees are encouraged to avoid any unnecessary travel to avoid exposure to Coronavirus
- Employees that choose to travel may be subject to a self-quarantine period of 14 days following completion of the travel

Clients, Customers or Vendors in the Office

- When possible, all client meetings that can be completed remotely
- [CONSIDER NOT ALLOWING AT ALL] If not possible, meetings visitors to the office are required to wear a face covering.
- Vendor deliveries should be unattended and all vendors are required to wear face-coverings while conducting business with [BUSINESS NAME]. Vendors are required to maintain a distance of 6 feet from employees at all times.

Out of the Office/Field Work

- Employees working outside of the office are required to maintain 6 feet distance from other employees when at all possible. [BUSINESS NAME] recognizes that some work requires employees to be closer for other safety reasons and these safety protocols should not be ignored.
- Employees are required to wear a face covering when working near any other employees, vendors, clients or the general public