



COVID-19: Close Contact Services Business Checklist

MANAGING EMPLOYEE HEALTH

- Remind sick employees to stay at home
- Send employees home if they become sick while at work
- Pre-screen employees for fever and other symptoms prior to employees entering building
- A person is considered recovered after they have been released from isolation by SD-DOH upon meeting the following: (1) at least 10 days have elapsed after their symptoms began, and (2) at least 24 hours have elapsed after their fever resolved and their other symptoms have improved.

EMPLOYEE HEALTH & HYGIENE

- Educate workers to wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, after blowing their nose, coughing or sneezing, or after touching high touch surfaces (e.g., doorknobs)
- Provide alcohol-based hand sanitizers where soap and water are not readily available
- Encourage workers to avoid touching eyes, nose and mouth
- Remind workers not to use other workers' phones, tools, and equipment when possible
- Encourage workers to wear facemasks and gloves. One facemask can be used per day; gloves should be disposed of and changed after each client.
- Discard any tools designed for one-time use after use

CLEANING & SANITIZING

- Thoroughly clean and disinfect establishment using EPA-registered disinfectants. Pay extra attention to high-contact areas such as floors, doorknobs, equipment handles, counters, etc.
- Sanitize all equipment, chairs, and/or tables used between clients
- Use laundry machines according to manufacturer's instructions. Use warmest appropriate water setting and dry items completely
- Post information on COVID-19 describing how to prevent the spread of germs
- Place alcohol-based hand sanitizers in public areas available for workers and clients and/or use touchless hand sanitizing solutions if possible
- Provide receptacle for used tissues and hand sanitizer wipes

ADMINISTRATIVE CONTROLS & WORK PRACTICES

- Arrange for pick-up and drop-off of delivery packages to be done outside. Exchange cell phone numbers with your delivery drivers so they can contact business
- Where possible, stagger workstations six feet apart to avoid close contact
- Limit the number of clients in a business at a time to three or 50% or normal capacity
- Use all disposable materials and supplies allowed by state and/or local regulations
- Post signage at the entrance stating that no one with a fever or symptoms of COVID-19 can enter
- Encourage only one client per service provider at a time
- Maintain employee work schedule records for contact tracing

SOCIAL DISTANCING

- Discourage customers from waiting in the building; ask customers to wait in their vehicles until service provider is ready
- Remove books and magazines from the waiting area
- Offer special appointment times for high-risk individuals
- Provide services by appointment only; don't allow walk-ins
- Encourage use of credit cards with limited touch abilities; don't require signature