

CORONAVIRUS (COVID-19) GUIDELINES FOR RE-OPENING BUSINESSES



Irwin Siegel Agency continues to be committed to our insureds and brokers. During these unprecedented times, we continue to strive to provide the high level of service that you have always received. Our world will undoubtedly look different once the mandatory shutdowns and restrictions are lifted.

With states already starting to re-open, Human Service providers will need to develop plans to keep employees and those they serve safe. While there are guidelines in place, it is the responsibility of providers to implement new practices. As organization leaders, we will be forced to create new ways to allow the organization to function with the short and long term concerns post COVID-19.

Below are some public health sources from the CDC to assist in this matter:

- [Center for Disease Control and Prevention \(CDC\)](#)
- [Resources for Business and Employers](#)
- [Topical Resource Factsheets](#)
- [Guidance Documents to Assist With Reducing COVID-19 Risk](#)

Creating a reopening taskforce with a tailored plan specific to your organization can ease the transition. This taskforce should be comprised of the same group of people that implemented your organization's COVID-19 response plan. Below are links for assistance with re-opening:

- [Reopening America Guidance](#)
- [Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation](#)
- Here is an example of a safety plan template for reopening -
[New York Business Reopening Safety Plan Template](#)

Additional guidance for specific programs:

- [Guidance for Child Care, Schools, Camps, and Youth Programs](#)
- [Guidance for Mental Health Facilities](#)
- [Guidance for Addiction Treatment Facilities](#)
- [Guidance for Day and Transportation Services](#)
- [Guidance on Individual Transition](#) to Assist Individuals, Families, Support Coordinators and the rest of their team

State Regulatory Requirements: Make sure you stay apprised of the information being posted to your State's Health Department website as well as the websites of your regulators. Individual states update their regulatory requirements relating to the virus on a regular basis. The requirements can vary extensively state to state. [State & Territorial Health Department Websites](#)

The best thing that can be done is to be well-prepared. Tips include, but are not limited to:

- Avoid unnecessary physical contact when possible such as handshaking, closed meeting spaces, and hugging
- Keep 6 feet distancing protocols wherever possible and limit the number of people allowed in smaller spaces, when distancing is not feasible.
- Require the use of face masks during times when social distancing cannot be maintained.
- Determine what areas and items within your organization need to be cleaned and how: [CDC Guidance for Cleaning and Disinfecting](#)
- Limit exposure to communal objects such as pens, desk space, file folders, computers, etc. by assigning them to individual employees.
- Common use equipment cleaning rules: post clear directions on how to clean equipment between users when assigning objects is not feasible.
- Create hand sanitizing stations where possible that are equipped with sanitizer that is at least 60% alcohol.

It is safe to assume that employees will continue to need to be tested and screened for COVID-19 symptoms, which can raise both privacy and employment law issues. Implement best practices as you lay out your plan and fully understand what is needed and expected for your organization to operate.

Before implementing any new policies, consult with your legal counsel.

Organizations must make every effort to prevent discrimination, harassment and retaliation in the workplace. All return-to-work protocols, as well as decisions regarding COVID-19 related leave requests, must be implemented without discrimination or retaliation.

For more information on COVID-19 please visit the [resource page](#) on our website.