



GENERAL GUIDANCE FOR EMPLOYERS

STOP THE SPREAD CHECKLIST

All employers, regardless of phase and industry, should ensure the below guidelines at a minimum can be adhered to before operating. Businesses should adhere to all additional Federal, State, and local standards required for their industry.

SOCIAL DISTANCING

- Maintain, at minimum, six feet distance between individuals at the workplace at all times.
- Actively encourage flexible work arrangements such as teleworking or staggered shifts wherever possible.
- Employers with vulnerable workers should follow CDC guidelines in efforts to reduce the vulnerable workers' risk of exposure to COVID-19, while making sure to be compliant with relevant ADA and ADEA regulations.
- Use tele- or video-conferencing for meetings and events whenever possible. Suspend all non-essential travel.
- Close off unnecessary areas in workplaces where social gatherings tend to occur, or limit numbers of employees present at a single time.
- Implement a no-touching policy (no handshakes, hugs, or other close contact) for staff, customers, and all visitors to the work premises.
- Limit the number of people in elevators at one time.
- Require 6-ft spacing between customers while in line for service or check out. Businesses are encouraged to physically mark required spacing limits using floor decals or other clear visual methods.
- Consider physical barriers (Plexiglas or otherwise) at cash registers and other areas where close interaction occurs.
- Include signage explaining social distancing policies to all staff, customers, and visitors.

HEALTH & HYGIENE SAFETY STANDARDS

- All employees interacting with the public must wear face masks per State order.
- For those working on site rather than telecommuting, monitor workforce for indicative symptoms daily in accordance with CDC guidance. Ideally, temperature and symptom checks should happen before the individual enters the facility. Do not allow symptomatic people to physically return to work until cleared by a medical provider. Develop policies that encourage sick employees to stay at home without fear of reprisals, and ensure employees are aware of these policies.
- Mandate health and hygiene protocol such as washing hands and proper etiquette for sneezing and coughing. Ensure employees follow State, local, and CDC guidance on face masks and other PPE. Provide ample supplies for employee health, including PPE as applicable, soap and water, tissues, no-touch trash cans, and hand sanitizer with at least 60% alcohol.
- Routinely clean and disinfect all frequently touched surfaces, such as workstations, countertops, handrails, and doorknobs. Discourage sharing of tools and equipment, if feasible. Use products that meet EPA's criteria for use against SARS-CoV-2 and that are appropriate for the surface. Prior to wiping the surface, allow the disinfectant to sit for the necessary contact time recommended by the manufacturer. Train staff on proper cleaning procedures to ensure safe and correct application of disinfectants.
- Use touchless payment options as much as possible, when available. Ask customers and employees to exchange cash or card payments by placing on a receipt tray or on the counter rather than by hand. Wipe any pens, counters, or hard surfaces between use or customer.
- Businesses should have a defined protocol for dealing with suspected and confirmed cases, and communicate this policy to all employees. Develop and implement policies and procedures for workforce contact tracing and cleaning should an employee test positive for COVID-19.
- Businesses will adhere to CDC guidelines on restroom occupancy and maintenance. Restrooms must be cleaned and disinfected on a daily basis at minimum, particularly high-touch surfaces such as faucets, toilets, doorknobs, and light switches. Restrooms must be regularly stocked with supplies for handwashing in accordance with CDC guidelines.
- Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods. Safety risks to individuals and employees using the workspace should be considered before opening windows and doors.
- Businesses will take steps to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.





RESTAURANTS, BARS & FOOD SERVICE ESTABLISHMENTS STOP THE SPREAD CHECKLIST

These standards are supplementary to general business standards which all businesses should adhere to at a minimum. Businesses should adhere to all additional Federal, State, and local standards required for their industry.

- ❑ Restaurants must abide by standards set by LA Dept of Health.
- ❑ All staff should wear masks and follow strict, frequent hand-washing procedures.
- ❑ Menus must be disposable, disinfected after use, or otherwise displayed in a manner that requires no touching by multiple patrons.
- ❑ Discontinue operations that require customers to use common utensils or dispensers, such as salad bars, buffets, and beverage service stations.
- ❑ Remove “help yourself” food items where multiple people are in contact with the same product, such as peanuts, mints, bar items, etc.
- ❑ Encourage pick-up and delivery of food items rather than in-person dining where possible.
- ❑ Place hand sanitizer or hand-washing station at entrance.
- ❑ Include signage explaining hygiene and social distancing policies to guests and visitors.
- ❑ Wash, rinse, and sanitize food contact surfaces such as dishware, utensils, food preparation surfaces, and beverage equipment after use.
- ❑ Avoid using food and beverage implements brought in by customers.
- ❑ Frequently clean and disinfect surfaces repeatedly touched by employees or customers, such as door knobs, equipment handles, check-out counters, grocery cart handles, etc., as well as floors, counters, and other facility access areas using EPA-registered disinfectants.
- ❑ When changing any normal food preparation procedures, service, delivery functions, or making staffing changes in response to COVID-19, apply procedures that ensure proper internal temperatures for food safety.





HOSPITALITY

STOP THE SPREAD CHECKLIST

These standards are supplementary to general business standards which all businesses should adhere to at a minimum. Businesses should adhere to all additional Federal, State, and local standards required for their industry.

- All staff should wear masks and follow strict, frequent hand-washing procedures. Cleaning/custodial staff should wear face masks and gloves when cleaning rooms, and frequently change gloves. Guest rooms must be thoroughly sanitized after check-out in accordance with industry standards.
- Increase cleaning measures for rooms, elevators, public spaces, door handles, and other high-contact touch points.
- Place hand sanitizer or hand-washing stations at entrance and high-traffic areas.
- Include signage explaining hygiene and social distancing policies to guests and visitors.
- Limit housekeeping/laundry and other services that require staff to enter guests' rooms during their stay
- Discontinue operations that require customers to use common utensils or dispensers, such as salad bars, buffets, and beverage service stations.
- Remove “help yourself” food items where multiple people are in contact with the same product, such as peanuts, mints, bar items, etc.





RETAIL

STOP THE SPREAD CHECKLIST

These standards are supplementary to general business standards which all businesses should adhere to at a minimum. Businesses should adhere to all additional Federal, State, and local standards required for their industry.

- ❑ All staff should wear masks and follow strict, frequent hand-washing procedures.
- ❑ Retail establishments must offer contactless curbside service for items ordered online, over the phone, or through a store app where possible.
- ❑ Increase cleaning measures for touch points, including shopping cart handles, merchandise shelves, front-end belts and cash registers, elevators, escalators, door handles, fitting rooms, and other high-contact touch points.
- ❑ Offer touchless point-of-sale options where possible. If touchless point-of-sale options are not available, clean keypads, screens, and pens between customers, or offer customers hand sanitizer after use.
- ❑ Sanitize phones, headsets, and cash registers between each associate's use.
- ❑ Place hand sanitizer or hand-washing stations at entrance and high-traffic areas.
- ❑ Shopping mall food courts should follow guidance for Restaurants.





THEATERS & ENTERTAINMENT CENTERS STOP THE SPREAD CHECKLIST

These standards are supplementary to general business standards which all businesses should adhere to at a minimum. Businesses should adhere to all additional Federal, State, and local standards required for their industry.

- Place hand sanitizer or handwashing stations at entrances and other high-traffic areas, and at all theater entrances/exits where patrons must touch door handles.
- Ensure seating adheres to social distancing requirements:
 - Keep at least six feet separation between parties in any row by leaving adjacent seats empty.
 - Alternate empty and seated rows, with every other row left empty. After a screening/performance, disinfect the seated rows following CDC and EPA guidance for disinfectants and leave that row empty for the next screening/performance, allowing the previously empty row to seat viewers for the next screening.
- Disinfect all frequently touched surfaces between screenings/performances.
- Food and drink concessions should adhere to Restaurant & Food Service Establishment standards.
- Arcade games and other entertainment equipment that are touched by numerous customers should be disinfected after every patron, wherever possible.





SALONS, GROOMING, MASSAGE THERAPY & PERSONAL CARE STOP THE SPREAD CHECKLIST

These standards are supplementary to general business standards which all businesses should adhere to at a minimum. Businesses should adhere to all additional Federal, State, and local standards required for their industry.

- Appointments must be made in advance by phone or online. Avoid walk-in appointments.
- Staff must ask clients if they have had symptoms upon entering establishment, or if they have been exposed to anyone exhibiting symptoms in the past 14 days.
- Waiting area should abide by social distancing standard and ensure patrons are at least six feet apart. Remove any items, such as magazines, that cannot be disinfected and can be touched by numerous patrons. Recommend that clients wait outside or in their personal vehicle until staff is ready to serve them. Persons NOT being served should remain outside the salon/shop.
- Booths and service stations should be at least six feet apart and/or utilize divider shields.
- Customers and staff must wear face masks, except to the extent that a face mask on the customer would make it impossible for services to be performed. Face shields are recommended for employees serving clients.
- Disposable gloves should be worn when serving clients and changed in between clients, except to the extent that gloves make it impossible for services to be performed, in which case hands must be washed thoroughly before and after services are rendered.
- Clean capes and smocks should be used for each client. Disposable capes/smocks are recommended.
- Clean and disinfect all work area surfaces between clients. Clean and disinfect chairs, head rest, and armrests, or use a plastic covering that can be cleaned/removed.
- Clean and disinfect all reusable tools and store in an airtight closed container. Clean and disinfect all appliances, sheers, clippers, clipper guards, clippies, rollers, combs, brushes, rolling carts and any other items used in connection with servicing clients.
- Consider discontinuing massage of high-risk areas, such as hands, face, scalp, neck, and shoulder massages.





CHILDCARE/EARLY LEARNING FACILITIES AND ORGANIZED YOUTH ACTIVITIES STOP THE SPREAD CHECKLIST

These standards are supplementary to general business standards which all businesses should adhere to at a minimum. Businesses should adhere to all additional Federal, State, and local standards required for their industry.

- *Entities providing service and/or care for groups of children must adhere to regulating guidance by the Louisiana Department of Health and Louisiana Department of Education.*
- All childcare organizations should follow the [CDC's guidance for administrators of child care programs and K-12 schools](#).
- Create an emergency plan for possible outbreak and communicate plan with parents.
- Implement social distancing strategies:
 - Group sizes of children should be limited to ten or less, in accordance with Federal guidance on group size. Group sizes for infants should be limited to 5 or less. If possible, childcare classes should include the same group each day, and the same child care providers should remain with the same group each day. Keep each group of children in a separate room. Each person in a group should have a personal space for their belongings.
 - Staff and children should function in a 6' social distancing environment to the best extent possible.
 - Consider whether to alter or halt daily group activities and events that may promote transmission.
 - Limit the mixing of children, such as staggering playground times and keeping groups separate for special activities such as art, music, and exercising.
 - Modify drop-off and pick-up procedures to limit direct contact between parents and staff members and adhere to social distancing recommendations.
- Staff members and older children should wear face coverings in accordance with State and CDC guidance. Face coverings should NOT be put on babies under age two because of the danger of suffocation.
- Implement symptom-screening procedures upon arrival in accordance with the CDC:
 - Children should not be admitted if they are exhibiting symptoms, have tested positive, or live with a family member with symptoms or who has tested positive.
 - Identify an area for any child who starts to run a temperature, begins coughing excessively, or running a fever to remain in isolation until a parent arrives to bring them home.
- Intensify cleaning and disinfection efforts:
 - Hand hygiene stations should be set up at the entrance of the facility, so that children can clean their hands before they enter. Provide children with clear hand-washing hygiene instructions in accordance with CDC guidance.
 - Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, including toys, games, doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures.
 - Use bedding that can be washed regularly. Keep each child's bedding separate, and consider storing in individually labeled bins, cubbies, or bags. Cots and mats should be labeled for each child.
 - Toys that cannot be cleaned and sanitized should not be used. Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Do not share toys with other groups of infants or toddlers until they are sanitized.
 - At the end of the day, after children have departed, a full clean should be done of the facilities. Cleaning staff should wear disposable gloves for all tasks in the cleaning process, including handling trash. Cleaning staff should be sure to wash hands thoroughly after removing gloves.
- For organized youth activities with spectators:
 - Adhere to current Federal, State, and local limits on crowd gathering and mask-wearing guidance.
 - Modify seating/standing areas, admissions, and entrance and departure procedures to ensure proper social distancing and capacity limits.. Prevent gathering of groups in common areas.
 - Provide sanitation or hand-washing stations at entrances and high-traffic areas.
 - Limit number of people in public restrooms.
 - Limit the use of team-shared equipment and require cleaning and sanitizing of shared equipment after use.





PLACES OF WORSHIP

STOP THE SPREAD CHECKLIST

These standards are supplementary to general business standards which all businesses should adhere to at a minimum. Businesses should adhere to all additional Federal, State, and local standards required for their industry.

Places of Worship will follow guidelines for social distancing, safety, health, and hygiene standards as set forth by guidance released by the CDC: Interim Guidance for Communities of Faith and as described by State and local guidelines. Communicate clearly with staff and congregants about actions being taken to protect their health.

Places of worship will limit the size of in-person gatherings in which would allow for social distancing measures to be met that are in accordance with state and local standards. Consider offering gatherings through video streaming, virtually or drive-in for vulnerable populations.

Promote healthy hygiene practices

- Strongly recommend the use of a cloth face covering at all gatherings and when in the building by everyone except children aged less than 2 years old. Not using a cloth face covering may also be appropriate at times for some individuals who have trouble breathing or need assistance to remove their mask.
- Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), tissues, and no-touch trash cans.
- Consider posting signs on how to stop the spread of COVID-19 and promote everyday protective measures, such as washing hands and covering coughs and sneezes and properly wearing a face covering.

Intensify cleaning, disinfection, and ventilation

- Follow CDC guidance for proper and frequent disinfection of most touched surfaces and seating.
- Review disinfectants listed by the EPA as most effective.

Social distancing measures

- If appropriate and possible, add additional services to weekly schedules to maintain social distancing at

each service, ensuring that clergy, staff, and volunteers at the services maintain social distancing to lessen their risk.

- Consider holding services and gatherings in a large, well-ventilated area or outdoors, as circumstances and faith traditions allow.
- Space out seating for attendees who do not live in the same household to at least six feet apart when possible; consider limiting seating to alternate rows.
- Consider whether other gatherings may need to have attendance limited or be held virtually if social distancing is difficult, such as funerals, weddings, religious education classes, youth events, support groups and any other programming.
- Avoid or consider suspending use of a choir or musical ensemble during religious services or other programming, if appropriate within the faith tradition. Consider having a soloist or strictly limiting the number of choir members and keep at least six feet between individuals.
- Consider having clergy hold virtual visits (by phone or online) instead of in homes or at the hospital except for certain compassionate care situations, such as end of life.
- Consider temporarily limiting the sharing of frequently touched objects, such as worship aids, prayer books, hymnals, religious texts and other bulletins, and encourage congregants to bring their own, if possible. Consider photocopying or projecting prayers, songs, and texts using electronic means.
- Modify the methods used to receive financial contributions. Consider a stationary collection box, the mail, or electronic methods of collecting regular financial contributions instead of shared collection trays or baskets.
- Consider mitigating the risk of transmitting COVID-19 posed by close physical contact among members of the faith community during religious rituals as well as mediated contact through frequently touched objects, consistent with the community's faith traditions and in consultation with local health officials as needed.
- If food is offered at any event, have pre-packaged boxes or bags for each attendee whenever possible, instead of a buffet or family-style meal.
- Avoid food offerings shared from common dishes.

