



Universal Guidelines for All New Hampshire Employers and Employees

For All Businesses:

The Governor's Economic Re-Opening Task Force recommends protocols for safeguarding all New Hampshire businesses during the coronavirus disease 2019 (COVID-19) pandemic. These guidelines apply to businesses that have been deemed essential and remained open during the "Stay at Home Order" and those that are re-opening.

This guidance is based on recommendations from the U.S. [Centers for Disease Control and Prevention](#) (CDC), [Equal Employment Opportunity Commission](#) (EEOC) and [Occupational Safety and Health Administration](#) (OSHA). To ensure the safety of all Granite Staters and to reduce the impact of the COVID-19 outbreak on businesses, workers, and customers, all employers and employees should take steps to reopen safely. This guidance is based on what is currently known about COVID-19 and is intended to protect the public's health and allow New Hampshire to remain open for business.

Businesses and their employees should follow guidance issued by the CDC, as well as any applicable federal or state regulatory requirements to reduce transmission among employees and customers; maintain healthy business operations; and maintain a healthy work environment. In addition to these general guidelines for all Granite State employers and employees, each business should refer to and follow their industry-specific guidance, as those guidelines are set forth.

Employers:

- 1.) Employees who are sick or not feeling well must stay home, and they should notify their supervisor by phone. Possible symptoms of COVID-19 include:
 - Fever
 - Respiratory symptoms such as runny nose, sore throat, cough, or shortness of breath
 - Flu-like symptoms such as muscle aches, chills, and severe fatigue
 - Changes in a person's sense of taste or smell
2. Develop a process for screening all employees reporting for work for COVID-19 related symptoms:
 - Identify a location and assign a person who will screen each employee every day before they enter the work-place. Such plans should be clearly communicated with employees. The person performing the screening should wear a cloth face covering/mask. All employees (see guidance below) should also wear a cloth face covering while at work and in potential close contact with others.

- The screener should ask the following questions:
 - Have you been in close contact with a confirmed case of COVID-19?
 - Have you had a fever or felt feverish in the last 72 hours?
 - Are you experiencing any respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?
 - Are you experiencing any new muscle aches or chills?
 - Have you experienced any new change in your sense of taste or smell?
 - Document the temperature of all employees daily before their shift:
 - Employers should take the temperatures of their employees on-site with a non-touch thermometer each day upon the employees arrival at work.
 - If this is not possible, temperatures can be taken before arriving as long as it can sufficiently be authenticated by the employee. Normal temperature should not exceed 100.0 degrees Fahrenheit.
3. Handling of employee(s) who exhibit COVID-19 symptoms (e.g. Answers “yes” to any of the screening questions or who is found to have a fever):
Instruct the employee to leave the premises immediately and to seek medical advice (see employee guidance below). Per EEOC and other pertinent guidelines, employers must maintain the confidentiality of employee health information.
- Prevent stigma and discrimination in the workplace. Do not make determinations of health risk or health status based on race or country of origin.
4. Frequent hand hygiene should be strongly promoted and alcohol-based hand sanitizer should be made readily available:
Monitor employee hand washing or use of hand sanitizer and encourage frequent hand hygiene. If possible, employers should make available individual bottles of hand sanitizer to each employee and place hand sanitizer in frequently visited locations for both employees and customers.
5. Implement workplace cleaning and disinfection practices: These practices should [follow CDC guidelines](#) with regular sanitation of high-moderate touch surfaces at least every two hours. Develop policies for worker protection and provide training to all staff prior to assigning cleaning tasks.
6. Mitigate exposure: Reduce the risk to employers and employees in the workplace by supporting the use of cloth face coverings in areas where social distancing is difficult to maintain, implementing social distancing guidelines, and modified employee schedules, where possible, to reduce the number of physical interactions. Meetings, for example, should be conducted by phone or computer conferencing applications when able; in-person meetings should be

limited and employees should maintain a safe distance of at least 6 feet from others at all times.

Employers should also take steps to limit self-servicer options. For example, customer samples, communal packaging, food/beverages (e.g. candy dishes, common creamers at coffee stations).

Promote etiquette for coughing, sneezing and handwashing. Provide employees and the public with tissues, no-touch trash cans, soap and water, and hand sanitizer with at least 60% alcohol. Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.

If an employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected.

7. Allow Employees to work from home as much as practical: Work from home policies assist in limiting exposure and maintaining social distancing. This is encouraged as much as possible which still allowing a business to open.
8. Plan for potential COVID-19 cases: Implement plans to continue your essential business functions in case you experience higher than usual absenteeism. Employers should work with state and local officials when needed to monitor and investigate cases of COVID-19. In all cases, they should work in a manner to ensure privacy rights.
9. Covered employers and employees should be reminded of the provisions of the federal [Families First Coronavirus Response Act](#): This law allows for paid sick leave or expanded family and medical leave for specified reasons, such as for self-quarantining or seeking a medical diagnosis for COVID-19 symptoms.
10. Update the Employee Illness Policy: Review policies to make sure that policies and practices are consistent with public health recommendations and are consistent with existing state and federal workplace laws. Employers should amend or update their internal policies to include symptoms of COVID-19 or create a COVID-19 specific policy. Maintain flexible, non-punitive policies that permit employees to stay home if ill or to care for a sick family member. These policies should incorporate any sector specific recommendations by the state of New Hampshire. All staff should sign the policy, and the policy should be posted for confirmation.

11. Communicate frequently with both employees and customers about steps being taken to prevent spread of COVID-19 in the workplace: Employers should communicate expectations to employees with recommendations on steps everybody can take steps to prevent spread of COVID-19. Post extensive signage on health policies, including the following documents in the workplace to help educate building occupants on COVID-19 best practices. Communicate with customers about steps being taken to protect them from COVID-19 exposure in the workplace.

Employees:

- 1.) Stay home when feeling ill: Employees who have symptoms (see list of symptoms above) should notify their supervisor and stay home. When exposed to COVID-19 or if diagnosed with COVID-19, employees must stay home. Exceptions can be made for asymptomatic exposed employees who are NOT diagnosed with COVID-19 if they are considered essential workers, and these individuals could return to work only with approval from public health officials and their employer after certain protections have been put in place.

Employees who are particularly vulnerable to COVID-19 according to the CDC, either due to age or underlying health conditions are encouraged to consider their individual risk and whether they are safer to work from home.

2. Employees who develop symptoms of COVID-19, even mild symptoms, should consult their primary care providers about COVID-19 testing, or seek testing through one of the public testing options, such as through a State-run testing center, local health department, or ConvenientMD.
3. Increase hygiene practices, including:
 - Wash hands and use hand sanitizer frequently
 - Avoid touching the face, eyes or mouth
 - Practice good respiratory etiquette. This includes coughing and sneezing into a tissue or your elbow rather than into your hands.
4. Wear a cloth face covering: While at work and in public, employees should wear a cloth face covering to help protect against the spread of the virus. Employees should review the CDC's guidance on [use of cloth face coverings](#). Medical-grade masks should be reserved for healthcare workers or first responders.

5. Practice social distancing: To the greatest extent possible, all employees should maintain safe social distancing, which means keeping a distance of at least 6 or more feet between one another at all times.
6. Abide by employer, local and state guidelines: Employees should follow all guidelines issued by their employer, local or state officials. This may include the use of gloves, social distancing practices and increased sanitation and disinfection practices.

As previously noted, these guidelines are to be followed in addition to the industry specific guidelines. Industry-specific guidelines have been created with the input of private sector working groups in partnership with the Governor's Economic Re-Opening Task Force. Protocols are subject to change and may be released on a rolling basis. New Hampshire companies doing business in the state should follow this guidance and other best practices set forth in this document.

To learn more, please visit the New Hampshire COVID-19 website for the latest COVID-19 information, resources and guidance: <https://www.nh.gov/covid19/> or <https://businesshelp.nheconomy.com/hc/en-us>.

Revised 4/28/20