

# GETTING BACK TO WORK IN NEVADA

## GENERAL OFFICE TIP SHEET

Your business may look very different as it begins to recover from COVID-19 impacts. To move forward, your business will need to adapt to new safety and health guidelines and respond to new and increased expectations from staff. New practices and guidelines will become commonplace in order for staff to feel safe entering their office.

To help you get started we have put together this tip sheet that focuses on four important areas: **Requirements, React, Recover, Be Resilient**. We conclude the tip sheet with a list of **Resources** to help you.

### **Requirements: Nevada Phase 1 & 2 Reopening**

Nevada Governor Steve Sisolak announced *The Roadmap to Recovery for Nevada: Phase 1* on May 7, 2020 and *Phase 2* on May 26, 2020. In the roadmap, offices are strongly encouraged to continue to require employees to stay home if symptomatic. The following guidelines are provided for reopening offices during Phases 1 and 2 of the reopening.

Offices are allowed to open under strict social distancing requirements:

- Ensure a minimum of 6 feet distance between people; if not possible, install barriers
- Face coverings are required for all employees, unless not advisable by a healthcare professional, against documented industry best practices, or not permitted by federal or state laws/regulations. A face covering is not required if an employee is working alone in an enclosed office space
- Employers must perform daily symptom assessment of employees
- Require employees to stay home if symptomatic
- Require frequent and thorough hand washing, including providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand sanitizer
- Limit travel as much as possible
- Stagger arrival of all employees and guests
- Prohibit gatherings of 50 or more people where social distancing of at least 6 feet cannot be achieved.
- Ensure frequent disinfection of desks, workstations, and high-contact surfaces
- Daily deep disinfection of high contact surfaces (e.g. door handles, light switches, seats, railings, cabinetry handles, appliance handles, toilets, countertops, phones, tables, etc.)
- Cancel/postpone in person events when special distancing guidelines cannot be met.
- No self-serve food in cafeteria
- Utilize disposable tableware and other materials
- Establish maximum capacity (e.g. 50% of fire code)

All businesses *are encouraged* to:

- Encourage personnel to work from home whenever possible and feasible with business operation
- Reduce sharing of work materials
- Face coverings are recommended for all customers and guests
- Enable natural workplace ventilation
- Health questionnaire for symptoms at entry
- Post informational signs regarding social distancing, facial coverings, and what to do if symptomatic
- Encourage personnel to work from home whenever possible and feasible with business operations
- Redesign/space workstations for 6 feet or more of distance
- Close cafeteria and gathering spaces, if possible, or conduct regular cleanings
- Divide essential staff into groups and establish rotating shifts
- Availability of at least 3 weeks of cleaning supplies

## **React:** *Get ready to open your doors again!*

***Be Prepared*** – Based on the above guidelines, below is a starter checklist of what you might need or find helpful to purchase or prepare before you reopen. **Always check with the state, your county, and your local health district for current operating guidelines because local jurisdictions can impose stricter requirements than the state:**

- Face masks for employees (and as a courtesy for customers)
- Face shields for employees, where applicable
- Nitrile gloves for employees
- EPA-approved COVID-19 cleaners & disinfectants (See RESOURCES for link)
- Touchless hand sanitizer stations
- Touchless payment systems
- Plexiglass/clear acrylic partitions
- Have at least three weeks of cleaning supplies available at all times
- Touchless thermometer for employee use
- Spare HVAC filters

## **Recover:** *Expect new ways of doing business. The new office experience.*

Reopening requires employers to adapt to new operating requirements that include the above social distancing and enhanced health and safety guidelines. Some best practices and tips that may help implement the new guidelines include:

### **Operations**

- Deep clean your office before the initial reopening and close once a week for deep cleaning
- Provide touchless hand sanitizer stations for employees and guests, particularly at entry points
- Practice routine cleaning and disinfection of frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs
- Avoid using other employee's phones, desks, offices, or other work tools and equipment when possible
- Staff should avoid touching items that have been stocked in the office
- Create one-way aisles where possible
- Avoid large gatherings
- Install plexiglass/clear acrylic panels or barriers between employee workstations
- Establish new operating hours so you can close earlier and each night an employee can thoroughly clean the office using US EPA-approved COVID-19 disinfectants to limit the spread of the virus
- Develop an infectious disease preparedness and response plan
- Encourage respiratory etiquette
- Establish alternating days or extra shifts that reduce the total number of employees in a facility at a given time, allowing them to maintain distance from one another while maintaining a full onsite work week.
- Discontinue nonessential travel to locations with ongoing COVID-19 outbreaks

### **Employees**

- Provide and require employees to wear face masks
- Provide employees with nitrile gloves to wear and/or provide instruction on proper hand hygiene to practice between interactions with each other
- Group employees by shift to reduce exposure and make contact tracing easier between employees
- Offer employees incentives to use forms of transportation that minimize close contact with others, such as offering reimbursement for parking or single-occupancy ride shares
- Allow employees to shift their hours so they can commute during less busy times
- Ask employees to clean their hands as soon as possible after their trip
- Consider no touch thermometers to conduct pre-shift employee temperature checks and do not allow anyone with a temperature over 100F degrees to work (keep a log of daily assessments)
- Provide workers with up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g., cough etiquette and care of PPE)
- Train workers who need to use protecting clothing and equipment how to put it on, use/wear it, and take it off correctly, including in the context of their current and potential duties. Training material should be easy to understand and available in the appropriate language and literacy level for all workers.

## **Be Resilient:** *This is all new. Adapt as necessary. Let's stay in business together.*

Business basics will be more important than ever. Evaluate your profit and loss statement. Look for ways to reduce operating and product costs. Analyze your cash flow and breakeven to evaluate the impacts of the new guidelines and best practices on your business. As Nevada reopens in phases, you may need to continually adjust your operations. Here are a few things to think about:

### **Get Help**

- Contact a business development counselor at the Nevada SBDC by calling 800.240.7094 – we can help you assess your operations and decide on best strategies for keeping your business open
- For questions about cleaning and disinfecting, strategies to control new waste streams, or other environmental questions, contact an environmental business advisor at BEP at 800.882.3233

### **General Operations**

- Identify alternate supply chains for critical goods and services. Some goods and services may be in higher demand or unavailable
- Plan to monitor and respond to absenteeism at the workplace
- Implement plans to continue your essential business functions in case you experience higher-than-usual absenteeism
- Prepare to institute flexible workplace and leave policies
- Cross-train employees to perform essential functions so the workplace can operate even if key employees are absent
- Increase ventilation rates
- Ensure ventilation systems operate properly and provide acceptable indoor air quality for the current occupancy level for each space
- Increase outdoor air ventilation, using caution in highly polluted areas. With a lower occupancy level in the building, this increases the effective dilution ventilation per person
- Check filters to ensure they are within service life and appropriately installed

### **Employee Operations**

- Ensure that sick leave policies are flexible and consistent with public health guidance and that employees are aware of and understand these policies
- Maintain flexible policies that permit employees to stay home to care for a sick family member or take care of children due to school and childcare closures. Additional flexibilities might include giving advances on future sick leave and allowing employees to donate sick leave to each other
- Employers that do not currently offer sick leave to some or all of their employees should consider drafting non-punitive “emergency sick leave” policies
- Support and encourage options to telework, if available
- Consider offering vulnerable workers duties that minimize their contact with customers and other employees (e.g., restocking shelves rather than working as a cashier), if the worker agrees to this.

### **Communicate**

- Keep communicating with your employees on social media and your website with announcements about your reopening

- Be open about the measures you are taking to meet the Phase 1 reopening guidelines; consider signage at your entrance so employees are aware of the steps you are taking to prevent the spread of COVID-19 and to meet new industry guidelines

### ***Potential Cost-Saving Measures***

- Crosstrain employees to work in different areas
- Reduce hours to minimize utility bills and increase time for cleaning, for example instead of staying open from 10:00 AM to 8:00 PM operate from 10:00 AM to 6:00 PM.
- Only turn on utilities that are needed – do not use all fans, lights, or air conditioners in the office when fewer people are occupying it

## Resources

Below are additional resources to help retailers react, recover, and be resilient in the face of COVID-19.

### Nevada SBDC Small Business Recovery Procurement List

<https://docs.google.com/spreadsheets/d/e/2PACX-1vRaNqMHmNRt3ZAIsoivMUghuvuZBOsNx8d6WG-S7HVjfPlsqrb5HfYXd6OCi2-9FA/pubhtml>

### US EPA List N: Disinfectants Approved for Use Against SARS-CoV-2

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

### Center for Disease Control (CDC) Guidance for Businesses and Employers

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

### Nevada Health Response | COVID-19 | Roadmap to Recovery for Nevada

<https://nvhealthresponse.nv.gov/wp-content/uploads/2020/05/Industry-specific-Guidance-Documents-1.pdf>

### Southern Nevada Health District Guidance to Reopen Businesses

<https://www.southernnevadahealthdistrict.org/coronavirus/guidance-to-reopen-businesses-and-permitted-facilities/>

### Nevada Governor's Office of Economic Development

<https://www.diversifynevada.com/>

### Nevada Department of Business & Industry, Occupational Safety & Health Administration

<http://dir.nv.gov/OSHA/Home/>

### Small Business Federal Financial Assistance

<https://www.coronavirus.gov/smallbusiness>

### OSHA Guidance on Preparing Workplaces for COVID-19

<https://www.osha.gov/Publications/OSHA3990.pdf>

**This tip sheet will be updated as new information becomes available.**

***Stay Safe to Stay Open Nevada!***

The Nevada Small Business Development Center (SBDC) guides and assists Nevadans looking to start and grow businesses. We are available to counsel on business planning and management issues raised in this tip sheet. One-on-one counseling services are free and confidential.

The Business Environmental Program is affiliated with the Nevada SBDC and provides free and confidential environmental compliance and management assistance and can help your business think about cleaning and waste issues. Our focus is on making Nevada's businesses stronger and more environmentally responsible.

*DISCLAIMER: This guidance document is intended as general information and is not provided nor intended to act as a substitute for legal advice or other professional services. The Nevada SBDC advises the regulated business community to read all applicable regulations and to check with state and local authorities, including local health districts, for the latest in guidelines and requirements for businesses reopening during the COVID-19 pandemic. This tip sheet is funded, in part, through a Cooperative Agreement with the US Small Business Administration and funding support from the Nevada Division of Environmental Protection. All opinions, conclusions, and/or recommendations expressed herein are those of the author(s) and do not necessarily reflect the views of the SBA.*