



COVID19 Resource & Recovery



April 20, 2020

Minimum Basic Operations

The minimum basic operations to maintain the value of a business, establishment, corporation, non-profit corporation, or organization, provide services, manage inventory, ensure security, process payroll and employee benefits, or for related functions can be found below. Such considerations include:

- The minimum necessary activities to facilitate employees or volunteers being able to work remotely from their residences or members or patrons being able to participate remotely from their residences.
- Instances where employees are working outdoors without regular contact with other persons, such as delivery services, contractors, landscape businesses, and agricultural industry services.
- Such entities shall also implement measures which mitigate the exposure and spread of COVID-19 among its workforce.
- Note that such minimum necessary activities include remaining open to the public subject to the restrictions of this order.

Minimum basic operations include the following:

1. Screening and evaluating workers who exhibit signs of illness, such as a fever over 100.4 degrees Fahrenheit, cough, or shortness of breath.
2. Requiring workers who exhibit signs of illness to not report to work or to seek medical attention.
3. Enhancing sanitation of the workplace as appropriate.
4. Requiring hand washing or sanitation by workers at appropriate places within the business location.
5. Providing personal protective equipment (PPE) as available and appropriate to the function and location of the worker within the business location.
6. Prohibiting gatherings of workers during working hours.
7. Permitting workers to take breaks and meals outside, in their office or personal workspace, or in such other areas where proper social distancing is attainable.
8. Implementing teleworking for all possible workers.
9. Implementing staggered shifts for all possible workers.
10. Holding all meetings and conferences virtually, wherever possible.
11. Delivering intangible services remotely wherever possible.
12. Discouraging workers from using other workers' phones, desks, offices, or other work tools and equipment.
13. Prohibiting handshaking and another unnecessary person-to-person contact in the workplace.
14. Placing notices that encourage hand hygiene at the entrance to the workplace and in other workplace areas where they are likely to be seen.
15. Suspending the use of Personal Identification Number ("PIN") pads, PIN entry devices, electronic signature capture, and any other credit card receipt signature requirements to the extent such suspension is permitted by agreements with credit card companies and credit agencies.