



Business and Organization Overview

As you prepare to safely enter the next phase of business, these guidelines are meant to provide you with best practices. They are designed to supplement—not replace—any state, local, safety laws, rules, and regulations applicable to a particular industry segment.

These materials and any related updates are provided and intended for general public informational purposes and guidance. While intended to be timely and accurate, please note that federal and state regulations and directives are changing often. To that extent, please continue to monitor this site for any significant modifications and developments.

Open as of July 1st, 2020

- In the Green phase, all businesses must follow CDC and DOH guidelines for social distancing and cleaning. However, all business should be able to operate *in some capacity*.
- Restaurants, bars, personal care services, indoor recreation, health and wellness facilities, gyms, spas, and entertainment may operate *at 50% capacity*.
 - No more than 250 individuals may gather at a time.
- Continued telework wherever possible is strongly encouraged.
- Construction activity may return to full capacity with continued implementation of protocols.

Is My Business Ready?

To consider reopening, your business must:

- Be consistent with applicable state and local orders
- Must be ready to protect employees at higher risk for severe illness
- Have all CDC recommended health and safety actions in place
- Be prepared for ongoing monitoring

How Do I Do This?

As per [the Secretary of Health's May 1st Order](#), face coverings are required if individuals are:

- Outdoors and unable to consistently maintain a distance of six feet from those who are not members of their household.
- Any indoors location where members of the public are generally permitted.
- Waiting for, driving, or operating public transportation, paratransit, taxi, or other ride-sharing vehicle.
- Engaged in work in any circumstance where one is not able to socially distance at all times.

Exceptions to this requirement (documentation is not necessary to show exception applies):

- Individuals who cannot wear a mask due to a medical condition.

- Individuals for whom wearing a mask would create an unsafe condition in which to operate equipment or execute a task.
- Individuals under two years of age.
- Individuals seeking to communicate with someone who is hearing impaired or has a disability where the ability to see the mouth is essential for communication.

First, follow state and CDC procedures including, but not limited to:

- Employers should consider developing a team of professionals to monitor, assess, and implement new strategies as they become available.
- Consistently monitor employee wellness and do not let anyone symptomatic report to work. Revisit your leave or sick program to allow for this time off.
- Conduct employee temperature screening and wellness checks before each shift. Employees can self-check temperature.
- Employees who monitor their temperature at home should update their supervisor if they have a temperature exceeding 100.4 degrees Fahrenheit and stay home.
- If applicable, encourage continued e-commerce and contactless curbside pick-up and home delivery.
- Provide signage for employees and use social media and other communication (signage/email/text lists) to educate customers/clients on the steps being taken for their protection.
- Provide the ability to maintain a 6-foot distance (including ground markers).
- Provide access to soap and water/hand sanitizer.
- Provide PPE materials to staff.
- Where you can, conduct business or the functions of business virtually.
- Provide contactless delivery and curbside options in all situations where possible.
- If applicable, consider scheduling appointment times for transactions
- Create a plan for if an employee becomes sick, and develop flexible leave policies and practices.
- Be ready to communicate with local authorities and employees on developments within your organization.
- Enforce mask wearing for staff and anyone entering the facility and implement shields where appropriate.

Ensure staff knows:

- To wash hands for 20+ seconds frequently
- To cover coughs and sneezes (into elbow)
- To clean regularly (modify your business hours to provide ample time for them to do so)
- To stay home when sick or if showing symptoms
- No handshaking
- No large groups (limit number of employees in common areas)
- No non-essential visitors

Employers must also have a safety plan for employees and customers.

Employers are permitted to ask employees whether they are experiencing any COVID-19 symptoms, but should be careful not to ask health questions unrelated to COVID-19. Review with HR. The Chester County Health Department can be reached at 610-344-6225.

Employers must establish this protocol and educate employees on this plan, including whom employees notify if they are sick, whether there will be temperature checks, and any other safety protocols established by you as the business owner, or by the state or CDC in future releases.

Screening measures:

Completing a screening provides you the ability to walk through your readiness. Johns Hopkins has prepared a screening survey that can help you determine your risk of transmitting COVID-19, and your readiness to reopen or expand operations. [See Johns Hopkins Operational Toolkit for Businesses Considering Reopening or Expanding Operations in COVID-19](#), which provides risk assessment, modification assessment and mitigation measures.

Guidelines vary by industry. See best practices by industry by clicking on links to individual business sectors at the [Restore Chester County website](#).

Notice on Teleworking:

- Unless not possible, all businesses are required to conduct their operations in whole or in part remotely through individual teleworking of their employees in the jurisdiction or jurisdictions in which they do business.
- Where telework is not possible, employees may conduct in-person business operations, provided that the businesses fully comply with all substantive aspects of the [business safety order](#), the [worker safety order](#), and the [masking order](#)

PPE (Personal Protective Equipment) materials:

Your business must determine all PPE materials it may require. This may currently include masks, gloves, hand sanitizer and shields. There are many companies statewide that are offering such materials. Access a list of regional sources for [Personal Protection Equipment \(PPE\)](#) here.