Below is a breakdown of the requirements of Executive Order 2020-97 which establishes safeguards for employees leaving their residence to work pursuant to Executive Directive 2020-6 which establishes the Office of Worker Safety.

By June 1, 2020, or within two weeks of resuming in-person activities, whichever is later, a business’s or operation’s plan must be made readily available to employees, labor unions, and customers, whether via website, internal network, or by hard copy.

**EO 2020-97 REQUIRES BUSINESSES TO MINIMALLY DO THE FOLLOWING:**

- **Develop** a COVID-19 preparedness and response plan consistent with OSHA guidelines.
- **Designate** a work place supervisor to implement, monitor and report on the plan developed as a result of the above requirement.
- **Provide** COVID-19 training to employees addressing infection control practices, proper use of personal protective equipment (PPE), steps to notify the employer of a positive test or symptoms, and how to report unsafe work conditions.
- **Conduct** daily entry self-screening of employees including a questionnaire covering symptoms or confirmed exposure to positive people.
- **Maintain** a distance of 6 feet between all people at the business to the maximum extent possible using ground markings, etc.
- **Provide** non-medical grade facemasks to all employees.
- **Require** face coverings be worn when employees cannot maintain consistently maintain 6 feet of distance from each other.
- **Increase** disinfection and cleaning of the business with special attention to shared objects and high-touch surfaces.
- **Develop** protocols to be used for cleaning if there is a positive test at the location.
- **Make** cleaning supplies available to employees upon arrival at work and allow time for them to wash their hands or use hand sanitizer frequently.
- **Notify** the local health department and co-workers, contractors, or suppliers who may have come into contact with the person within 24 hours of having an employee test positive.
- **Follow** EO 2020-36 which prohibits any retaliating against employees who stay home or leave work when they are at particular risk of infecting others.
Establish a response plan to send employees home and temporary closure when dealing with a confirmed infection.

Restrict business related travel to essential travel only.

Encourage employees to use PPE and hand sanitizer on public transportation.

Promote remote work to the fullest extent possible.

Adopt additional reasonable infection control measures in light of the work performed at the location and the infection rate in the community.

**BUSINESSES WHOSE WORK IS PRIMARILY OUTDOORS MUST:**

Prohibit gatherings where people cannot maintain 6 feet of distance from one another.

Limit in-person interaction with clients or patrons to the maximum extent possible and prohibit any interaction where 6 feet of distance cannot be maintained.

Provide PPE for employees and require its use.

Adopt protocols to limit the sharing of tools and equipment to the maximum extent possible and frequently clean tools and equipment.

**BUSINESSES OR OPERATIONS IN THE CONSTRUCTION INDUSTRY MUST:**

Conduct a daily entry screening protocal for all individuals entering a worksite, including a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with, if possible, a temperature screening.

Create dedicated entry points at every worksite for screening or provide stickers for employees who receive a screening.

Provide instructions for PPE and designate a place to dispose of used face coverings.

Require the use of work gloves where appropriate.

Identify choke points where employees must stand near each other and control their access and use.

Ensure easy access to hand-washing or hand-sanitizing stations.

Notify contractors/owners of any confirmed COVID-19 cases among employees.

Restrict unnecessary movement between project sites.

Create protocols for minimizing personal contact during material deliveries.
MANUFACTURING FACILITIES MUST:

- Conduct a daily entry screening protocol for all individuals entering a worksite, including a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with, if possible, a temperature screening.

- Create dedicated entry points at every worksite for screening.

- Suspend all non-essential visits, including tours.

- Train employees on how COVID-19 is spread, including through the air and on surfaces, and the use of PPE.

- Reduce congestion in common areas such as cafeterias and places where employees form lines.

- Implement rotational shift schedules when possible.

- Stagger meal and break times when possible.

- Install temporary physical barriers between work stations and cafeteria tables.

- Create protocols for minimizing personal contact during the delivery of materials.

- Adopt protocols to limit the sharing of tools and equipment.

- Ensure easy access to hand-washing or hand-sanitizing stations and discontinue use of hand dryers.

- Notify plant leaders and potentially exposed individuals if there is a case of COVID-19 within the facility. Maintain a log for symptomatic employees or employees who received a positive test for COVID-19.

- Send exposed individuals home if a positive case of COVID-19 is identified in the facility.

- Require employees to promptly self-report symptoms of COVID-19 as soon as they develop.

- Shut down areas of the facility for cleaning and infection as necessary if an employee goes home due to COVID-19 symptoms.

RETAIL STORES THAT ARE OPEN FOR IN-STORE SALES MUST:

- Create material for customers to inform them of the changes to in-store practices and to explain the precautions being taken to prevent infection.

- Establish lines to regulate entry into the store and create markings for patrons to allow them to stay at least 6 feet apart while waiting in line.

- Explore alternatives to lines, including by allowing customers to wait in their cars for a text message or phone call, to enable social distancing and to accommodate seniors and those with disabilities.

- Limit the number of customers allowed in the store at one time.

- Stores of less than 50,000 square feet of customer floor space must limit the number of people in the store (including employees) to 25% of the total occupancy limits established by the State Fire Marshal or a local fire marshal.
Stores of more than 50,000 square feet must limit the number of customers in the store at one time (excluding employees) to 4 people per 1,000 square feet of customer floor space.

- Establish at least 2 hours a week where vulnerable people are allowed to shop.
- Post signs at the entrance informing customers of their legal obligation to wear masks while in the store.
- Post signs at the entrance telling customers not to enter if they are or have recently been sick.
- Design spaces in the store and activities that encourage 6 feet of distance from one another.
- Install physical barriers at checkout or other service points.
- Establish an enhanced cleaning schedule.
- Train employees on appropriate cleaning procedures including for cashiers on cleaning between customers and how to manage symptomatic people.
- Notify employees if they learn that anyone who was positive was in the store.

OFFICES MUST:
- Assign entry points for employees to avoid congestion.
- Provide visual markers outside the building to maintain distance in case of congestion.
- Take steps to reduce entry congestion and ensure effective screening.
- Require face coverings in shared spaces.
- Increase distances between employees by spreading out work spaces, staggering space usage, etc.
- Turn off water fountains.
- Prohibit social gatherings and meetings that do not allow for social distancing or create unnecessary movement in the office.
- Provide disinfecting supplies and require workstations be wiped down at least twice daily.
- Post signs about the importance of personal hygiene.
- Disinfect high-touch surfaces.
- Institute cleaning protocol when symptomatic employees are sent home.
- Notify employees if a positive person was at the office.
- Prohibit non-essential visitors.
- Restrict non-essential travel including in-person conference events.
RESTAURANTS AND BARS MUST:

- Limit capacity to 50% of normal seating. Require six feet of separation between parties or groups at different tables or bar tops.
- Create communications material for customers to inform them of changes to restaurant or bar practices and to explain the precautions that are being taken to prevent infection.
- Close waiting areas and ask customers to wait in cars for a call when their table is ready.
- Close self-serve food or drink options, such as buffets, salad bars, and drink stations.
- Provide physical guides, such as tape on floors or sidewalks and signage on walls to ensure that customers remain at least six feet apart in any lines.
- Post signs at store entrances informing customers not to enter if they are or have recently been sick.
- Post signs instructing customers to wear face coverings until they get to their table.
- Require hosts, servers, and patrons who can tolerate masks to wear face coverings in the dining area.
- Require employees to wear face coverings and gloves in the kitchen area when handling food, consistent with guidelines from the FDA.
- Limit shared items for customers (e.g., condiments, menus) and clean high-contact areas after each customer.
- Train employees on: use of personal protective equipment in conjunction with food safety guidelines, food safety health protocols, and how to manage symptomatic customers upon entry or in the restaurant.
- Notify employees if the employer learns that an individual with a confirmed case of COVID-19 has been there.
- Close restaurant immediately if an employee shows multiple symptoms of COVID-19 and perform a deep clean, consistent with guidance from the FDA and CDC.
- Require a doctor’s written release to return to work if an employee has a confirmed case of COVID-19. The health department will provide release from isolation documentation to individuals who had COVID-19.
- Install physical barriers at cash registers, bars, host stands, and other areas where maintaining physical distance of six feet is difficult. To the maximum extent possible, limit the number of employees in shared spaces, including kitchens, break rooms, and offices, to maintain at least a six-foot distance between employees.

Local government can decide to establish more stringent guidelines for businesses. Businesses must maintain a record of the requirements in sections 1(c), (d), and (k).

ED 2020-6 creates the Office of Worker Safety and allows someone to be appointed Director of COVID-19 Workplace Safety. EO 2020-97 establishes the workforce safety rules for all businesses across the state as the process of in-person work gradually returns. The Director of Workplace safety (and all agencies required to monitor compliance with workplace safety) will bring enforcement actions against any employer who violates these orders.