Responsible Re-Entry for Businesses
amid COVID-19

Getting Georgians back to work safely requires that organizations formulate a responsible and safe multi-phase re-entry plan that supports the public, their employees and their business. A business' culture, work force, size and sector should be considerations of the plan.

Operating within official parameters and deadlines, Georgia businesses must now commit to a methodical approach for re-starting the economy and ensuring recovery. This approach must work in tandem with federal, state, and local regulators and elected officials. As testing, treatment and tracing capacity is established, a gradual return to work should be coupled with a detailed business plan.

As part of any plan, local, state and federal guidelines and parameters, as applicable, should be followed:

>> Georgia's basic minimum operations

>> Office of Georgia Gov. Brian Kemp

>> Gov. Brian Kemp April 23, 2020, Executive Order

>> CDC guidelines

>> OSHA COVID-19 workplace guidelines

>> COVID-19 workplace posters (download, print and post)

Governor Brian Kemp's executive order outlines the following:

Friday, April 24, 2020
Gyms, fitness centers, bowling alleys, body art studios, barbers, estheticians, hair designers and massage therapists may (but are *not* mandated to) begin minimum basic operations .

Monday, April 27, 2020
Restaurants may (but are *not* mandated to) begin providing dine-in services under the same minimum basic restrictions* as noted above for all businesses. *No business or government can have more than 10 individuals in a single place, and all must remain six feet apart, unless they are family members, or their business is defined as "critical infrastructure".**

Thursday, April 30, 2020

The current shelter-in-place order expires for Georgia. The shelter-in-place order provided public health and safety protections in order to flatten the curve. This order allowed for essential business and services to continue operations by following federal and Centers for Disease Control and Prevention (CDC) guidelines.

Wednesday, May 13, 2020
The public health state-of-emergency expires for Georgia.

DEVELOPING A RESPONSIBLE RE-ENTRY PLAN

The information contained herein should not be considered conclusive. It is presented as a initial considerations for developing a safe and responsible return-to-work plan.

Among other considerations, assess the following before implementing a plan:

Safety and Health Costs
- Sanitation and protection of employees/patrons may have a cost associated. Bringing employees and patrons back in phases may help off-set some of the cost.

Communications
- Transparency and constant communication will be key for a successful re-entry. Communication alleviates anxiety for employees and allows them to feel empowered.

Conduct a *Survey
- Use a survey to help with developing your re-entry plan. This survey should be used to establish who is ready and can come back to work. It can also identify any hardships on the employee which include, but are not limited to, lack of daycare, financial issues and mental stress. *Survey should not be used to eliminate jobs or positions.*

Responsible Re-Entry Phase One

Returning Employees
1. Establish optional work plans.
   - Work remotely when feasible.
   - Return workforce in phases.
   - Develop alternating schedules/shifts between working in the office and working remotely.
2. Employees with a temperature greater than 100.4 F should stay home.
3. Employees are encouraged to wear masks.
4. Wash hands frequently. Soap and/or hand sanitizer should be provided.
5. Disinfected personal workstations at the start and end of the workday

Building Access
1. Only employees should be allowed in the business. If applicable, limit/control entry and exit door(s) for employees.
2. Tape off the section/desk area to your receptionist at six feet or build a barrier.
3. If your business requires outside patrons/guests, consider the following;
   - Require or provide masks.
   - Provide hand sanitizer as they enter the building.

Meeting Rooms
1. Meetings should be limited to employees only. Meetings with others should be conducted virtually.
2. Reduce the standard room capacity for meeting rooms and personal offices.
3. Disinfect meeting rooms before and after each use.

Common Areas
1. Close common areas where employees are likely to congregate or enforce strict social distancing protocols. These areas should be disinfected at the end of each day.
2. Sanitize all employee food and containers before storing in a common area. Food stored in a common refrigerator should be sanitized and placed into clear food storage bags. A name and a date will be written on the bag.
3. Reduce the capacity number of people in a fitness room/gym. Equipment should be wiped down before and after use.

Travel
1. Minimize non-essential travel and adhere to CDC guidelines regarding isolation after travel.

Employee Assistance
1. Human resources representatives will be readily available to provide assistance on lapsed benefits, questions on COVID-19 issues and mental health assistance.

Responsible Re-Entry Phase Two

Returning Employees
1. Continue with optional work plans.
    - Work remotely when feasible.
    - Return workforce in phases.
    - Develop alternating schedules/shifts between working in the office and working remotely.
2. Employees with a temperature greater than 100.4 F should stay home. Those who feel ill should take sick time or be allowed to work from home for 72 hours.
3. Employees are encouraged to wear masks.
4. Wash hands frequently. Soap and/or hand sanitizer should be provided.
5. Disinfected personal workstations at the start and end of the workday.
6. Consider special accommodations for employees who are members of the vulnerable population.

Building Access
1. If applicable, limit/control the entry and exit door for employees.
2. Tape off the section/desk to your receptionist at six feet or build a barrier.
3. For outside patrons and visitors;
    - Require or provide masks.
    - Provide hand sanitizer as they enter the building.

Meeting Rooms
1. Encourage virtual meetings.
2. Reduce the standard room capacity for meetings rooms and personal offices.
3. Disinfected meetings rooms before and after each use.

Common Areas
1. Close common areas where employees are likely to congregate or enforce strict social distancing protocols. These areas should be disinfected at the end of each day.
2. Sanitize all employee food and containers before storing in a common area. Food stored in a common refrigerator should be sanitized and placed into clear zip-log bags. A name and a date will be written on the bag.
3. Reduce the capacity number of people in a fitness room/gym. Equipment should be wiped down before and after use.

Travel
1. Non-essential travel can resume. If appropriate, consider isolation after travel.

Employee Assistance
1. Human resources representatives will be readily available to provide assistance on lapsed benefits, questions on COVID-19 issues and mental health assistance.

Responsible Re-Entry Phase Three

Returning Employees
1. Resume normal work schedules.
2. Encourage best practices hygiene.
3. Disinfected personal workstations at the start of each day.
4. Vulnerable employees should practice physical distancing and minimizing unnecessary exposure.

Building Access
1. Continue to provide hand sanitizer to patrons/guests as they enter the building.

Meeting Rooms
1. Disinfected meeting rooms before and after each use.

Common Areas
1. All common areas should be disinfected daily.
2. Fitness equipment should be wiped down before and after use.

Travel
1. Resume normal travel.

Employee Assistance
1. Programs should remain in place for mental health assistance.

Other Considerations
- Some companies are utilizing UV Boxes to sterilize PPE, laptops, iPads, etc. (Must verify before using on sensitive equipment.)

* Sample Survey Questions
1. Are you comfortable with returning to work?
   a. If no, list why.

        b.   When would you be comfortable with returning to work? (list dates if a date has been set)

2. Will you have a hardship with returning to work due to:
   a. Child Care (many programs for the summer may be cancelled)
   b. Caring for another family member?
3. Have you traveled outside of the region in the last 14 days?
   a. Where?
   b. Did you self-quarantine after your return?
4. Have you had any COVID-19 symptoms in the last 14 days?
5. Has working from home created a significant financial hardship?
6. Have you been around a person who you know has been diagnosed with COVID-19?
7. Have you cared for someone with COVID-19?

Disclaimer: The Albany Area Chamber of Commerce seeks to provide access to recommendations, regulations, services, and expertise to its members. During the COVID-19 pandemic, this mission remains constant. Prior to acting, organizations should consult their professional advisors for information and counsel specific to the individual and unique situations faced by organizations, individuals, and corporations. The opinions, interpretations and recommendations of the Albany Area Chamber are informational only and should not be relied upon by the recipient as legal or professional advice. The Albany Area Chamber makes no representations as to the accuracy or reliability of the content contained herein. Users of this information accept all risks associated with the use of such information and agree that the Albany Area Chamber has no liability to user.