

**Your safety matters to us. We are following the State of Connecticut's recommended guidelines for safe business reopening.**

## INTRODUCTION

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# GENERAL BUSINESS RULES

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### OVERVIEW

Businesses must exercise caution throughout the phases of reopening, ensuring strict adherence to the protocols listed here. Those businesses that are not able to meet these by May 20, shall delay opening until they are able.

Businesses should take these rules as the minimum baseline of precautions needed to protect public health in Connecticut. Individual businesses should take additional measures as recommended by industry guidelines or by common sense applied to their particular situation. We urge customers to stay vigilant and pay attention as to whether establishments they frequent are faithfully implementing these rules.

Businesses allowed to open after May 20th without industry-specific guidelines, including outdoor recreation.

## SOCIAL DISTANCING

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### SOCIAL GATHERING

Enforce rules on maximum gathering size of 5 people.

# GENERAL BUSINESS RULES

## CAPACITY CONSTRAINT

Limit maximum occupancy to 50% of usual occupancy in any indoor space.

## SIGNAGE

Post clear signage that reinforces new policies, like:

- Social distancing protocols
- Cleaning and disinfection protocols
- Personal protection protocols (face masks) for employees and customers
- Employees shall stay home if sick/experiencing symptoms
- Customers shall not enter if they are experiencing symptoms



## SOCIAL DISTANCING MARKERS

Install visual social distancing markers to encourage employees and customers to remain 6 ft apart in common spaces:

- By placing markers along the queue for washrooms
- By marking as "out of service" any seating that does not fit the social distancing rules



## SEATING/TABLE ARRANGEMENT

Rearrange space to maintain at least 6 feet of distance between customers when they may be seated (e.g., ensure tables are at least 6+ ft apart. This may require keeping some booths or seats empty. Distance shall be measured from the closest chair at one table to the closest chair at another table).



## TOUCHLESS APPLIANCES

Install touchless appliances wherever possible, including:

- Paper towel dispensers
- Soap dispensers
- Water fountains



## SHARED EQUIPMENT

Ensure employees do not share equipment to the extent possible. If shared, clean after each use.



## HOTLINE FOR VIOLATIONS

Post clear signage that includes the state hotline (211) for employees and customers to report potential violations of these rules.

# GENERAL BUSINESS RULES



## HAND SANITIZER

Hand sanitizer shall be made available at entrance points and common areas, where possible.



## HANDWASHING

Ensure employees wash their hands routinely using soap and water for at least 20 seconds.



## CLEANING, DISINFECTANT PRODUCTS, AND/OR DISPOSABLE DISINFECTANT WIPES

Make available near commonly used surfaces, where possible, like:

- High-transit surfaces (e.g., door handles)
- Check-out counters



## BATHROOMS

Clean and disinfect frequently, implement use of cleaning log for tracking. Clean multiple times a day and hourly during busy times.



## CLEANING AND DISINFECTING

Follow federal guidelines (CDC, EPA) on what specific products should be used and how.

- Use products that meet EPA's criteria for use against SARS-CoV-2 and that are appropriate for the surface. Disinfectants are irritants and sensitizers and should be used cautiously.
- Prior to wiping the surface, allow the disinfectant to sit for the necessary contact time recommended by the manufacturer. Train staff on proper cleaning procedures to ensure safe and correct application of disinfectants.
- Avoid all food contact surfaces when using disinfectants, these surfaces should be sanitized instead.
- Clean and disinfect common areas, high transit areas, and frequently touched surfaces on an ongoing basis (at least daily) and more frequently if used more often. Clean and disinfect shared objects after each use, including:
  - Elevators, including panels and buttons, door handles, etc.

# GENERAL BUSINESS RULES

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## PERSONAL PROTECTION

- All employees and customers are required to wear a facemask or other cloth face covering that completely covers the nose and mouth, unless doing so would be contrary to his or her health or safety due to medical conditions.
  - Employers are responsible for providing personal protection to their employees.
  - Gloves and eye protection are required when using cleaning chemicals.

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## TRAINING



## TRAINING

Institute a training program and ensure employee participation in the program prior to reopen. Training shall include:

- Rules contained in this document.
- Protocols on how to clean and use cleaning products (incl. disinfectants) safely.
- Additional guidance can be found here:  
[https://osha.washington.edu/sites/default/files/documents/FactSheet\\_Cleaning\\_Final\\_UWD\\_EOHS\\_0.pdf](https://osha.washington.edu/sites/default/files/documents/FactSheet_Cleaning_Final_UWD_EOHS_0.pdf)

**NOTE:** If any on-site duties are subcontracted, it is the employer's responsibility to ensure subcontractors are also appropriately trained. The training shall be provided at no cost to the employee and during working hours. The training materials shall be presented in the language and at the literacy level of the employees. There shall also be weekly refreshers on policies.

# GENERAL BUSINESS RULES



## DAILY HEALTH CHECK

Ask employees resuming on-premise work to confirm they have not experienced COVID-19 CDC-defined symptoms and to monitor their own symptoms, including cough, shortness of breath, or any two of the following symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Employees shall stay home if sick.



## IN THE EVENT OF A POSITIVE COVID-19 CASE

Employees shall inform their employers and follow state testing and contact tracing protocols.



## WHISTLEBLOWER PROTECTION

Employers may not retaliate against workers for raising concerns about COVID-19 related safety and health conditions.

- Additional information can be accessed at [www.OSHA.gov](http://www.OSHA.gov).
- Additional information for the public sector can be accessed at [www.connosha.com](http://www.connosha.com).



## LEAVE

Employers shall adhere to federal guidance pertaining to paid leave for employees and provide this guidance to employees. Employers shall post the Families First Coronavirus Response Act (FFCRA) Department of Labor poster. The poster can be accessed at:  
<https://www.dol.gov/agencies/whd/posters>

- Additional guidance can be accessed at:  
<https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave>