



## REQUIREMENTS FOR BUSINESSES

*Pursuant to Executive Order 2020-40 Containing the Spread of COVID-19*

### All Businesses

Any business, whether for-profit or non-profit, institution, profession or entity that physically operates in the State of Arizona and serves the public or is an employer shall develop, establish, implement and enforce policies that adopt guidance from the Centers for Disease Control and Prevention (CDC), the Department of Labor, the Occupational Safety and Health Administration (OSHA), and the Arizona Department of Health Services (ADHS) to limit and mitigate the spread of COVID-19 including the following:

- Promoting healthy hygiene practices;
- Intensifying cleaning, disinfection and ventilation practices;
- Monitoring for sickness;
- Ensuring physical distancing;
- Requiring face coverings when physical distancing is not feasible;
- Providing necessary protective equipment;
- Allowing for and encouraging teleworking where feasible;
- Providing plans, where possible, to return to work in phases; and
- Limiting the congregation of groups of no more than 10 persons when feasible and in relation to the size of the location.

### Requirements for Preventing COVID-19 Transmission

Pursuant to the previous and updated guidance issued by the Centers for Disease Control and Prevention (CDC) and the Arizona Department of Health Services (ADHS), under all circumstances, the following precautions are required for businesses operating in Arizona:

- Unless the service provided does not allow for physical distancing, businesses shall implement and enforce physical distancing requirements of at least 6 feet between employees and/or customers:
  - Maintain physical distancing of at least 6 feet in between tables, chairs, or desks if in an open space.
  - Maintain clearly marked 6-foot spacing marks and/or signage along entrances, waiting areas, hallways, patios, and restrooms and any other location within a business where queues may form or patrons may congregate.
  - If physical barriers are not possible, consider the use of visual cues, such as tape marks or decals, placed 6 feet apart to indicate where to stand.
  - Operate with reduced occupancy and capacity based on the size of the business location to accommodate 6 feet physical distancing, with special attention to limiting areas where customers and employees can congregate.
  - Install barriers, rearrange or remove furniture, use signage to promote physical distancing, or provide remote opportunities such as delivery or pick-up for consumers.
  - Close or limit access to congregate settings such as lunch rooms, employee lounges or break rooms, and other communal gathering spaces as feasible.
  - Ensure proper use of personal protective equipment (PPE), such as gloves, face coverings or respirators, as required.
  - Implement policies and encourage teleworking where feasible.

*\*\*Note that guidance may be updated. Those complying with this guidance are encouraged to regularly visit the websites provided to ensure they are adhering to the most up-to-date guidance.*

**Websites for additional public health guidance:**



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- In businesses where services cannot be provided without physical distancing, all possible efforts shall be made to physically distance to the greatest extent possible and the business shall implement and enforce a policy for the use of face coverings by employees and customers when feasible.
  - Maintain physical distancing, to the extent possible.
  - Provide and require employees to wear masks when possible.
  - Operate with reduced occupancy and capacity based on the size of the business location with special attention to limiting areas where customers and employees can congregate.
  - Implement comprehensive sanitation protocols.
  - Consider operating by appointment-only to manage occupancy levels.
- Post physical and/or electronic signage at building entrances of public health advisories prohibiting individuals who are symptomatic from entering the premises.
- Continue to provide options for delivery or curbside service if you provide business to customers.
- Implement symptom screening for employees prior to the start of their shift.
  - Wellness/symptom checks, including temperature checks for all personnel, when possible, as they arrive on premises or before opening.
  - Maintain physical distancing guidelines and use personal protective equipment (PPE) while conducting health checks.
  - Health checks should be done in a private location to avoid stigma and discrimination in the workplace. Information should be kept confidential.
  - Employees who appear to have symptoms or who become ill while at work should immediately be separated from others and sent home.
    - Have a plan in place for safely transporting sick employees to their home or healthcare provider.
- Require sick employees to stay home and not return until they have met criteria to return to work.
  - Employers should not require a COVID-19 test result in order for employees to return to work and should consider waiving any requirement for a note from a healthcare provider.
  - Sick employees, or those with a family member at home sick with COVID-19, should notify their supervisors and stay home.
- Employees should wear a cloth face covering when possible.
  - CDC recommends use of a cloth face covering to contain respiratory droplets and to protect coworkers and members of the general public.
  - Note that wearing a face covering does not replace the benefits of physical distancing.
- Increase the frequency of employee hygiene, cleaning and disinfection.
  - Ensure hand sanitizer is available at or adjacent to entrances to the facility, restrooms and in employee work areas.
  - Where possible, ensure soap and running water are readily accessible to staff and customers.
  - Post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering.
  - Wash hands often with soap and water for at least 20 seconds. If soap and water are not available, use a hand sanitizer with at least 60% alcohol.
  - Avoid touching eyes, nose and mouth with unwashed hands.
  - Cover coughs and sneezes with a tissue or your sleeve (not your hands) and throw the tissue away. Wash hands or use hand sanitizer immediately after.
  - Clean and disinfect frequently touched objects and surfaces such as keyboards, phones, handrails, and door knobs.
- Avoid using or sharing items.
  - Instead, use disposable items and no-touch trash cans and doors.
  - Wipe any pens, touchpads, counters, or hard surfaces between each use by a customer.

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