A Guide for the State of Idaho Workforce

Return to Work and Stay Healthy

Updated May 15, 2020

Contents

Introduction

Pursuant to Article IV, § 5 of the Idaho Constitution and Idaho Code §§ 46-601 and 46-1008, on April 30, 2020, Governor Little issued a Stay Healthy order for the State of Idaho. This order will remain in effect until it is extended, rescinded, superseded, or amended in writing by the Governor.

The Stay Healthy Order (https://coronavirus.idaho.gov/stay-healthy-order/) provides an objective and organized manner to move our State forward in the fight against the spread of the Coronavirus. The Governor's reopening plan includes four stages, the first stage beginning on May 1, 2020.

As the State of Idaho moves through the phases of the reopening plan, it is important to follow these basic tenets:

Protecting Employees: Frequently check the CDC COVID-19 website and follow guidance provide by the CDC, DHW and Local Health Districts to prevent and reduce transmission among employees.

Maintaining Healthy Business Operations: Implement processes and procedures to ensure healthy business operations, such as methods for practicing social distancing. Ensure that employees are trained on the policies and procedures and adhere to them.

Maintaining a Healthy Work Environment: Since COVID-19 may be spread by those with no symptoms, agencies should evaluate and institute controls to protect their employees and members of the general public.

Taking Personal Responsibility: We are all in this together, and everyone plays a role by following the CDC and DHW guidelines for handwashing, social distancing, wearing masks, and staying home if you are sick. Managers and HR need to ensure that employees are adhering to established guidelines and discussing infractions immediately.

Please note the following guidance may differ for 24/7 operations including correctional facilities, state hospitals, veterans' homes, and youth development centers. Employees within such operations should continue to follow the guidance issued by their agency and federal partners.

Creating a Phase-In Plan

Stage 4 of the [Governor's Stay Healthy Order](#) allows state agencies to begin returning employees to the workforce, effective June 13th if all criteria are met. Agencies should not return all employees back to the worksite at the same time. Instead, the following considerations should be made:

- Return employees with consideration of the employee's ability to work remotely and any requests made by the employee related to childcare and/or vulnerable population status (agencies shall not return employees based on vulnerable population status, unless specifically requested by the employee, as it could be discriminatory).
- Consider how to de-densify buildings, maintain social distancing and perform cleaning of common spaces.
- Identify groups of employees that will return to the worksite (i.e., Group A, B, C, etc. and rotate them on different days, as much as possible).
- Consider having employees telecommute several days a week and work in the office on the other days.
- Track which employees are working onsite which days and in which location to enable contact tracing and environmental cleaning in the event that an employee tests positive for COVID-19.
- Stagger beginning and end times for employee shifts to avoid groups of employees entering and exiting the building at the same time.

Each agency needs to complete a written plan outlining how they will protect employees, maintain healthy business operations, maintain a healthy work environment and ensure adherence to policies and procedures.

Plans must be submitted to each agency's Governor's Office Liaison and DHR contact prior to June 13, 2020. Agencies should also submit any necessary updates to their COOP plans at the same time.

Staying Healthy and Safe at Work

Protecting Employees

Staying Home When Sick

Actively encourage sick employees to stay home:
- Employees who have [symptoms](#) should notify their supervisor and stay home.
- Sick employees should follow [CDC-recommended steps](#). Employees should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow [CDC-recommended precautions](#).

Employee Health Screenings

If an agency wishes to conduct daily in-person or virtual health checks (i.e., symptom or temperature screening) of employees before they enter the facility, they must first consult with and receive approval to do so by DHR.

If approved, agencies must:
- Conduct in-person checks safely and respectfully.

- Use social distancing, barrier or partition controls, or personal protective equipment (PPE) to protect the screener. However, reliance on PPE alone is a less effective control and is more difficult to implement, given PPE shortages and training requirements.
- See the "Should we be screening employees for COVID-19 symptoms?" section of General Business Frequently Asked Questions as a guide.
- Complete the health checks in a way that helps maintain social distancing guidelines, such as providing multiple screening entries into the building.
- Follow guidance from the Equal Employment Opportunity Commission regarding confidentiality of medical records from health checks.
- To prevent stigma and discrimination in the workplace, make employee health screenings as private as possible. Do not make determinations of risk based on race or country of origin and be sure to maintain confidentiality of each individual's medical status and history.

Protect Employee's Confidential Medical Information

In addition to protecting employees from contracting COVID-19, we must also protect employee's confidential health information. There are a variety of ways this information can come up in the workplace and we must be careful to ensure that information is shared on a need-to-know basis and that we share minimal information necessary to protect employees.

If an agency has a process whereby they notify other employees of employee absences, agencies may need to review their processes to determine how they are going to ensure that information about employees who are out ill is not being shared. DHR recommends limiting the information to "Jane Doe is out today" rather than saying "Jane Doe is out sick today." Agencies may also need to review protocols they have in place where employees leave a message or email in a common place to notify their agency of an absence.

Consult with HR/DHR and/or legal counsel for additional guidance.

Identify Where and How Employees May be Exposed While at Work

- Provide a safe and healthy workplace by conducting a thorough hazard assessment of the workplace to identify potential workplace hazards related to COVID-19.
- Use appropriate combinations of controls from the hierarchy of controls to limit the spread of COVID-19, including engineering controls, workplace administrative policies, and personal protective equipment (PPE) to protect workers from the identified hazards.
- Encourage employees to wear a cloth face covering at work if their position does not require medical grade PPE, such as a respirator or medical facemask for protection.
- Remind employees and customers that CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community-based transmission. Wearing a cloth face covering, however, does not replace the need to practice social distancing.
- See the OSHA[1] COVID-19 webpage for more information on how to protect workers from potential COVID-19 exposures and guidance for employers, including steps to take for jobs according to exposure risk.

Separate Sick Employees
- Employees who appear to have symptoms upon arrival at work or who become sick during the day should immediately be separated from other employees, customers, and visitors, and sent home. Consult with HR/DHR and legal counsel before sending

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[1] The State of Idaho as an employer is not covered by OSHA's regulations; however, OSHA is a good resources for ensuring the health and safety of our workforce.

an employee home.
- Have a procedure in place for the safe transport of an employee who becomes sick while at work. The employee may need to be transported home or to a healthcare provider.

Suspected or Confirmed Cases of COVID-19 in the Workplace

According to the CDC, in most cases, agencies do not need to shut down their facility. If it has been less than 7 days since the sick employee has been in the facility, close off any areas used for prolonged periods of time by the sick person:
- Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
- During this waiting period, open outside doors and windows to increase air circulation in these areas.

If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.

Follow the CDC cleaning and disinfection recommendations:
- Clean dirty surfaces with soap and water before disinfecting them.
- To disinfect surfaces, use products that meet EPA criteria for use against SARS-Cov-2external icon, the virus that causes COVID-19, and are appropriate for the surface.
- Always wear gloves and gowns appropriate for the chemicals being used when you are cleaning and disinfecting.
- You may need to wear additional PPE depending on the setting and disinfectant product you are using. For each product you use, consult and follow the manufacturer's instructions for use.

Determine which employees may have been exposed to the virus and may need to take additional precautions:
- Inform employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA)external icon.
- Agencies should follow the Public Health Recommendations for Community-Related Exposure and instruct potentially exposed employees to stay home for 14 days, telework if possible, and self-monitor for symptoms.
- Agencies should follow the guidance on Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19.

Educate Employees

- Encourage employees to follow any new policies or procedures related to illness, cleaning and disinfecting, and work meetings and travel.
- Advise employees to:
- Stay home if they are sick, except to get medical care, and to learn what to do if they are sick.
- Inform their supervisor if they have a sick family member at home with COVID-19 and to learn what to do if someone in their home is sick.
- Wash their hands often with soap and water for at least 20 seconds or to use hand sanitizer with at least 60% alcohol if soap and water are not available. Inform employees that if their hands are visibly dirty, they should use soap and water over hand sanitizer. Key times for employees to clean their hands include:
- Before and after work shifts

- Before and after work breaks
- After blowing their nose, coughing, or sneezing
- After using the restroom
- Before eating or preparing food
- After putting on, touching, or removing cloth face coverings
- Avoid touching their eyes, nose, and mouth with unwashed hands.
- Cover their mouth and nose with a tissue when you cough or **sneeze or** use the inside of their elbow. Throw used tissues into no-touch trash cans and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol. Learn more about coughing and sneezing etiquette on the CDC website.
- Practice routine cleaning and disinfection of frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use products that meet EPA's criteria for use against SARS-CoV-2external icon, the cause of COVID-19, and are appropriate for the surface.
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. Clean and disinfect them before and after use.
- Practice social distancing by avoiding large gatherings and maintaining distance (at least 6 feet) from others when possible.

Cleaning Personal Workspace

Employees should regularly clean frequently touched areas in their personal workspaces—including doorknob, table, desktop, handles, chair, light switch, phone, keyboard, mouse, and other electronic devices used.

The CDC recommends cleaning surfaces with soap and water, if dirty, followed by a disinfectant. This CDC graphic will assist supervisors develop, implement and maintain a cleaning plan. Many disinfection products recommend keeping the surface wet for a period of time and wearing gloves when using, so it is important to follow the instructions on the product label.

Specifically, for electronics, remove visible contamination if present. If manufacturer guidance for cleaning is unavailable, consider cleaning these surfaces with alcohol-based wipes or sprays containing at least 60 percent alcohol. Dry surfaces thoroughly to avoid pooling of liquids. Sprays should be applied to paper towel prior to disinfecting electronics.

Social Distancing During Breaks and Meal Periods

Employee breaks and meal periods should be staggered, when operationally feasible to limit the number of employees in communal spaces at one time.

If an employee requests a specific break time due to a medical condition, agencies should make every reasonable attempt to accommodate their request. In addition to existing break rooms, agencies should encourage employees to consider alternate sites for breaks which may include their workstation, unoccupied meeting rooms, car, or outside space (if available and weather permitting).

Seating and Capacity

- Ensure employees sit six feet apart during breaks. Consider removing chairs or designating seats that can be used.
- Adhere to occupancy limits in communal areas, including vending machines.
- Make sure employees begin and end breaks at designated times to avoid large groups of people in break rooms.

Break Times

- Require employees to wipe tables, seats, all surfaces, refrigerators, vending machines, coffee pots and microwave ovens before and after each use.
- Provide disinfectant wipes and other cleaning supplies in break rooms and communal areas.

Communal Spaces

- Determine expectations for use of communal spaces; for example, avoiding direct contact with hard surfaces in communal areas, including refrigerators, microwaves, coffee pots, water coolers/fountains, chairs, tables, copiers, other office equipment etc. Encourage employees to use paper towels to touch any surface and use wipes to disinfect before and after every use.
- Consider requiring all dishware and utensils be brought by the employee for personal use and cleaned daily.
- Determine if communal dishes should be avoided or washed immediately after use and returned to storage.
- Require communal space sinks and dish strainers should remain empty at all times.
- Develop schedule and expectations for how communal spaces should be cleaned throughout the day, with twice per shift as the minimum.
- Wipe down common surfaces, handles, handrails, etc. after use.

Employees Who Use Public Transportation or Ride Sharing

- Consider allowing employees to adjust their workhours to allow them to commute during less busy times.
- Ask employees to **clean their hands** as soon as possible after their trip.

Maintaining Healthy Business Operations

Identify a Workplace Coordinator

Agencies should designate one or more workplace coordinators who are responsible for COVID-19 issues and their impact to the workplace.

Leave Policies

Agencies should ensure employees understand the state's leave policies and maintain flexibility to allow employees to stay home to care for a sick family member or care of children due to school and daycare closures.

The State's policy on leave benefits related to COVID-19 is available at:
https://dhr.idaho.gov/covid-19-workforce-guidance/

Protect High Risk Employees

According to the CDC, older adults and people of any age who have serious underlying medical conditions are at higher risk for severe illness from COVID-19.

Agencies should not identify individuals based on if they are in a vulnerable population and treat the differently than the rest of the workforce. Instead, agencies should consider accommodations as requested by employees. Some possible accommodations may include:
- Allowing the employee to telework;

- Minimizing contact with customers and employees;
- Reduce travel into areas with higher transmission;

Communicate and Provide Training on Policies

- Train employees on any new policies implemented to reduce the spread of COVID-19.
- Communicate with contractors and on-site visitors about changes that have been made to help control the spread of COVID-19.
- Ensure employees and visitors have the necessary resources to comply with policies (i.e., hand sanitizer, soap).
- Provide a method for employees to self-report if they are sick.

Establish Policies and Practices for [Social Distancing](#)

General Guidelines:
- Implement flexible worksites (e.g., telework).
- Implement flexible work hours (e.g., rotate or stagger shifts to limit the number of employees in the workplace at the same time).
- Increase physical space between employees at the worksite by modifying the workspace.
- Increase physical space between employees and customers (e.g., drive-through service, physical barriers such as partitions).
- Use signs, tape marks, or other visual cues such as decals or colored tape on the floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.
- Implement flexible meeting and travel options (e.g., postpone non-essential meetings or events in accordance with state and local regulations and guidance).
- Close or limit access to common areas where employees are likely to congregate and interact.
- Prohibit handshaking.
- Deliver services remotely (e.g., phone, video, or web).
- Adjust your practices to reduce close contact with customers — for example, by providing drive-through service, click-and-collect online shopping, shop-by-phone, curbside pickup, and delivery options, where feasible.
- Move the electronic payment terminal/credit card reader farther away from the cashier, if possible, to increase the distance between the customer and the cashier.
- Shift primary stocking activities to off-peak or after hours, when possible, to reduce contact with customers.

If agencies have more than one location, consider giving local managers the authority to take appropriate actions outlined in their COVID-19 response plans based on their local conditions.

Social Distancing at Workday Start, Stop and Shift Changes

Shift changes must be managed thoughtfully to reduce infection risk and to leverage the opportunity they present to ensure optimal disinfection of the worksite. Where operationally feasible, worksites should implement staggered start and end schedules. You may need to work with your agency HR or DHR to determine if you can accommodate staggered schedules and how to assign employees to different schedules.

If employee start and end times are already staggered, you should review to ensure adequate separation exists, with the ultimate goal of avoiding groups of employees waiting in a particular area. If work areas are close together, such as cubicles, you may consider additional protective devices such as plastic screens, higher cubicle walls or keeping every other cubicle vacant. Refer to Social Distancing at Work Stations below.

In consultation with your agency HR or DHR, supervisors will discuss any necessary work schedule changes that are required. Supervisors can then discuss work schedule changes with employees to reach an agreeable alternative until the Stay Healthy order has been extended, rescinded, superseded, or amended in writing by the Governor.

Recommendations for shift changes:

- Employees are to enter and exit through designated areas. Worksites with multiple entrances may consider designating employees to specific entrances.
- End of shift times should be scheduled to release the employees in the order they arrived.

Staggered work schedules will vary by worksite and operational needs. Please consult with your employees to determine if there are concerns with carpools, commuter vans or other factors that may impact their work schedule. To the extent possible, these factors should be considered in any schedule changes.

During start/end of shift, employees should:
- Avoid gathering when entering and exiting the worksite.
- Maintain six feet of space between each person while waiting in line to enter the worksite, if necessary.
- Supervisors can use tape on floors to mark off six feet for employees to stand apart.
- Do not touch the entry door handle with an exposed finger(s) or hand (if possible).
- Do not touch their face before they have had a chance to wash their hands.
- Wash hands with soap and water or use hand sanitizer containing at least 60% alcohol upon arrival and prior to departure.

Social Distancing Between Floors

Some worksites have multiple levels or floors. Employees who are physically able are encouraged to use the stairwells when moving between floors. If an employee must use the elevator, agencies should predetermine how many passengers can ride at one time. If signs are not already posted, signs are available for printing on the DHR COVID-19 website: https://dhr.idaho.gov/covid-19-workforce-guidance/.

Social Distancing in Meetings

Avoid holding in-person meetings whenever possible. Instead, conduct meetings using the state's Microsoft Teams platform or other agency acquired conferencing tools.

If an in-person meeting is deemed necessary, the following protocols apply:
- In-person meetings will be limited to 10 persons even when the meeting area is large enough to accommodate prescribed social distancing measures;
- Meeting rooms must accommodate a social distancing requirement of six feet of separation for everyone in attendance;
- Face masks are encouraged for all in-person meetings.

Agencies should work with their IT support to ensure that proper software and technology are available to accommodate social distancing requirements. In the event than an employee requests an accommodation, the supervisor should work with the employee and HR to identify the employee's needs. The supervisor should contact their Agency HR or DHR to discuss any additional requests, as necessary.

Social Distancing at Workstations

Whenever possible, workstations should be arranged to allow separation of six feet and

employee workstations should be arranged so that employees are not directly facing each other. If these conditions cannot be met, you should consider alternative measures to protect employees such as the following:

- Staggering work shifts or a combination of telework and in office work;
- Installing plexi glass barriers between employees and visitors entering lobbies;
- Converting meeting rooms to workstations;

Social Distancing During Restroom Breaks

- Determine how the agency will maintain social distancing in restrooms; consider closing off stalls and/or sinks.
- Develop a method of avoiding congregation in the restroom; for example, utilize signage to notify others that the bathroom is occupied.

Social Distancing with Customers or Visitors

- Deliver services remotely (e.g., phone, video, or web) as much as possible.
- If customer service must be provided in-person, conduct business by appointment only as much as possible.
- Stagger appointment times to avoid large groups of people accessing the building at the same time.
- Avoid implementing procedures that will result in large congregations of people (i.e., long lines).
- Designate specific times for high-risk and elderly people to obtain services at least once a week.
- Maintain social distancing of six feet by arranging points of service and posting signage to remind employees, customers, and visitors of social distancing requirements.
- Designate where customers or visitors can sit. If able, rearrange chairs to ensure six feet of separation between each chair.
- Use floor tape spaced six feet apart to indicate where individuals can stand in a line. Consider both the inside and outside of the worksite.
- In situations where social distancing cannot be maintained; shields or other barriers may be installed to help prevent exposure.

Worksite Signage

To help maintain employee mindfulness about proper COVID-19 safety precautions, DHR's Health Matters Program has the following worksite posters available for print:

- COVID-19 Symptoms
- Reminder for Employees to Disinfect Personal Items/Surfaces
- Social Distancing (conference rooms, breakrooms, etc.)
- Take the Stairs
- Handwashing
- Elevator Capacity of 3

Electronic versions of the worksite posters for self-printing are available on DHR's COVID-19 website.

Maintaining a Healthy Work Environment

Since COVID-19 may be spread by those with no symptoms, agencies should evaluate and institute controls according to the hierarchy of controls to protect their employees and members of the general public.

Engineering Controls

Consider improving the engineering controls using the building ventilation system. This may include some or all of the following activities:

- Increase ventilation rates.
- Ensure ventilation systems operate properly and provide acceptable indoor air quality for the current occupancy level for each space.
- Increase outdoor air ventilation, using caution in highly polluted areas. With a lower occupancy level in the building, this increases the effective dilution ventilation per person.
- Disable demand-controlled ventilation (DCV).
- Further open minimum outdoor air dampers (as high as 100%) to reduce or eliminate recirculation. In mild weather, this will not affect thermal comfort or humidity. However, this may be difficult to do in cold or hot weather.
- Improve central air filtration to the MERV-13 or the highest compatible with the filter rack, and seal edges of the filter to limit bypass.
- Check filters to ensure they are within service life and appropriately installed.
- Keep systems running longer hours, 24/7 if possible, to enhance air exchanges in the building space.

Note: Some of the above recommendations are based on the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) Guidance for Building Operations During the COVID-19 Pandemic. Review these ASHRAE guidelines for further information on ventilation recommendations.

Providing Supplies to Employees and Visitors

Agencies should review their current inventory of supplies and determine what needs to be purchased prior to reopening and/or having employees return to the worksite. Such items may include:
- Tissues and no-touch trash cans.
- Soap and water in the workplace. If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol. Ensure that adequate supplies are maintained.
- Ideally, place touchless hand sanitizer stations in multiple locations to encourage hand hygiene.
- Place posters that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen. This should include signs for non-English speakers, as needed.
- Discourage handshaking. Encourage employees to use other noncontact methods of greeting.
- Direct employees to visit CDC's coughing and sneezing etiquette and clean hands webpage for more information.

Agencies should consult with the Division of Purchasing regarding which supplies are available via the statewide contract.

Orders will be limited to employees returning to worksites; supplies will not be ordered for teleworkers. Agency requests will be prioritized on a first come, first serve basis, unless there are extenuating circumstances. A Mask, Glove, Sanitizer (MGS) request form can be found at: http://supplies.idaho.gov.

Medical and emergency employees are covered by the Idaho Office of Emergency Management, including masks, gloves and sanitizer. If agencies purchase surgical or cloth masks, they should ensure they are protective and beneficial for the employee.

Wearing a Mask

Governor Little's Idaho Rebounds Guidelines and the guidance from CDC recommends employees wear cloth face coverings. Wearing cloth face coverings is intended to protect employees and others in settings where it is difficult to maintain social distancing. However, it is important to remember that wearing the cloth face covering does not replace social distancing. We must continue to maintain a six-foot (6) distance from others wherever possible.

Agencies may provide cloth face coverings or employees may elect to bring their own. Cloth face coverings can be made from common household materials. For more information, visit the below link provided to the U.S. Surgeon General's video and CDC about how to make a homemade cloth face covering (https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html).

- Generally, state employees do not need to wear a medical-grade mask (e.g., N95 respirators or surgical mask). State employees who are healthcare workers and certain other individuals may need to wear certain types of medical-grade masks because they provide direct patient healthcare or are at higher risk of COVID-19 infection (e.g., are immunocompromised). For the general public who are not in close contact with COIVD-19 patients, cloth face coverings are recommended and should be used in combination with social distancing.

- Maintenance of professional appearance continues to be required in accordance with your agency's dress code policy and to maintain operational safety. For instance, you may not wear a cloth face covering that is excessively large (i.e. no ski masks or motorcycle masks). You may not wear cloth face coverings with inappropriate writing or graphics on them. If you have questions about whether a cloth face mask complies with your dress code policy, contact your agency HR or DHR.

- Management reserves the right to ask employees to replace their cloth face covering by the next scheduled shift if it is deemed inappropriate or unprofessional. If the cloth face covering is unsafe, the employee may be asked to replace it in cooperation with management.

Mask Cleaning Guidance

Cloth face coverings should be washed frequently based on use. Medical-grade masks or respirators should be maintained or disposed of in accordance with manufacture and CDC recommendations.

Medical Exceptions for Masks

If an employee has a medical condition that prevents them from wearing a mask or cloth face covering, alternatives may be considered. If needed, contact your agency HR or DHR for guidance.

Wearing Gloves

For the general public, CDC recommends wearing gloves when you are cleaning or caring for someone who is sick.

In most other situations, like running errands, wearing gloves is not necessary. Instead, practice everyday preventive actions like keeping social distance (at least 6 feet) from others, washing your hands with soap and water for 20 seconds (or using a hand sanitizer with at

least 60% alcohol), and wearing a [cloth face covering](#) when you have to go out in public.

Mail Handling

Employees who handle and process mail should attempt to complete processing activities in well-ventilated areas. They should avoid touching mouth, eyes, or face when handling mail. If employees choose to wear gloves while handling mail, gloves should be made of breathable material and should be changed when dirty or when perforated. Gloves should be removed when not completing mail processing activities, and frequent handwashing and sanitization is strongly encouraged.

Perform Routine Cleaning

Agencies should:
- Provide cleaning and disinfectant products for employee to use.
- Follow the Guidance for Cleaning and Disinfecting to develop, implement, and maintain a plan to perform regular cleanings to reduce the risk of exposure to COVID-19.
- Encourage employees to routinely clean all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs.
- If surfaces are dirty, clean them using a detergent or soap and water before you disinfect them.
- For disinfection, most common, EPA-registered, household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19external icon is available on the EPA website. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method, and contact time).
- Discourage employees from using each other's phones, desks, offices, or other work tools and equipment, when possible.
- Provide disposable disinfecting wipes so that employees can wipe down commonly used surfaces (e.g., doorknobs, keyboards, remote controls, desks, other work tools and equipment) before each use.
- Store and use disinfectants in a responsible and appropriate manner according to the label.
- Do not mix bleach or other cleaning and disinfection products together. This can cause fumes that could be very dangerous to breathe in.
- Advise employees to always wear gloves appropriate for the chemicals being used when they are cleaning and disinfecting and that they may need additional PPE based on the setting and product.

Sanitation and Chemical Exposure Safety

It is important to remember that while cleaning and disinfecting surfaces to prevent the spread of COVID-19, employees should also be protecting themselves and others from exposure to the chemicals they are using.

Chemical exposure can result in irritation to the skin, eyes, nose, throat, and respiratory system – especially if the exposure is prolonged or frequent. The CDC suggests the following safety tips for preventing chemical exposure while cleaning:
- Maintain a current safety data sheet (SDS) for each cleaning chemical used on site. All employees should be familiar with SDSs of products they are using which detail personal protective equipment (PPE) requirements and first aid measures for exposure.
- Employ the use of PPE to at least the level required by the SDS or more protection if required by your supervisor.

- Ensure areas being cleaned are well ventilated with a fan or open window, if possible.
- Keep cleaning products in their original, labeled containers. If transferring to a secondary container, the new container must be labeled with the common name of the chemical and appropriate hazard warnings.
- Do not mix cleaning products or any other chemicals unless specifically directed to by a supervisor.
- Only use cleaning products as directed.
- Avoid contacting your skin with cleaning chemicals.
- Dispose of gloves and wash hands thoroughly with soap and water when cleaning is complete, and gloves have been removed.
- Do not spray cleaning chemicals on or near others while cleaning.
- Be mindful when cleaning of others in the area, who may be sensitive to aspects of certain cleaning products, including smells.
- If a large area needs to be cleaned or harsh chemicals used, discuss cleaning options to determine best times to complete these tasks and whether other employees can be present.
- If an exposure occurs, contact your supervisor and call 911 for emergencies. If possible, get the SDS for the chemical that was being used at the time for transport to the emergency room or doctor to assist medical personnel with treatment options.

Travel
The Governor's Stay Healthy stages outline business related travel expectations for Idaho. The CDC's website also includes a full list of travel precautions.

The CDC recommends the following:

- Minimize non-essential travel and consider resuming non-essential travel in accordance with state and local regulations and guidance.
- Check the CDC's Traveler's Health Notices for the latest guidance and recommendations for each country where you will travel. Specific travel information for travelers going to and returning from countries with travel advisories, and information for aircrew, can be found on the CDC website.
- Advise employees to check themselves for symptoms of COVID-19 before starting travel and to notify their supervisor and stay home if they are sick.
- Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and promptly call a healthcare provider for advice if needed.
- If they are outside the United States, sick employees should follow company policy for obtaining medical care or contact a healthcare provider or overseas medical assistance company to help them find an appropriate healthcare provider in that country. A U.S. consular officer can help locate healthcare services. However, U.S. embassies, consulates, and military facilities do not have the legal authority, capability, or resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.

Traveling by Vehicle
Employees should ride alone in vehicles where operationally feasible if travel is required for work. Employees who normally have multiple employees in the vehicle due to safety or work standards should follow their agency-specific protocols when traveling in vehicles.

It is recommended that employees limit stops when traveling between their home and their worksite.

Upon arrival at the worksite and prior to departing, employees should wash their hands as recommended.

Traveling on Mass Transit
Employees must not use buses or commuter vans if they suspect they are sick or if they have [symptoms of COVID-19.](#)

Cleaning Work Vehicles
Employees who use state vehicles should wipe down all touched services before and after each use.

State employees who require the use of a rental car through a contracted provider, may review additional safety procedures provided by the rental service.

Follow [CDC guidelines for disinfecting work vehicles used to transport a probable or confirmed case from the worksite.](#)

Minimize risk to employees when planning [meetings and gatherings](#):

- Use videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
- Cancel, adjust, or postpone large work-related meetings or gatherings that can only occur in-person in accordance with state and local regulations and guidance.
- When videoconferencing or teleconferencing is not possible, hold meetings in open, well-ventilated spaces continuing to maintain a distance of 6 feet apart and wear cloth face coverings.

Other Infection Prevention Protocols

Employees should also use hand sanitizer, disinfecting wipes, and tissues to prevent potential infection. These supplies should be provided by the agency. For more information on how to stop the spread of COVID-19 please refer to [Help Stop the Spread](#).

Taking Personal Responsibility for Success of Reopening

In the event that an employee does not comply with these guidelines, managers should meet with the employee to discuss their concerns. Employees should understand that if they do not comply with the guidelines outlined herein, they may be subject to corrective action.

Leave Policy
DHR has issued [a Statewide Policy: 2019 Novel Coronavirus (COVID-19)](#). This policy was issued to set forth state-wide guidance on the use of leave related to COVID-19.

EAP Resources for You and Your Family
As we all work hard to continue serving Idahoans during this challenging time, it is also important to focus on our own well-being.

The state Employee Assistance Program (EAP) is free and available to serve you, members of your family and anyone living in your household with a variety of services during this time and year-round. These services can help with everything from having trouble sleeping or stress to financial, legal, work or relationship concerns and more.

EAP also offers you the option of Virtual Visits, where you can talk with and see a counselor from the privacy and comfort of your own home. Counselors are available 24/7. Call EAP and learn more at 1-877-427-2327 (TTY 1-800-697-0353).

DHR's Health Matters Program has made a variety of tools available to help you and your

family navigate through these difficult times. Visit the Health Matters website (https://healthmatters.idaho.gov/) for facts and resources about COVID-19 and tips for keeping you educated, healthy and engaged.