### Employees, Distributors, & Guests

**Mandatory**
- Ensure minimum 6 ft between people, if not possible, install barriers
- Face coverings are required while employers and employees are on the job, unless any one of the following apply:
  - An employee in a particular position is prohibited by a law or regulation from wearing a face covering while on the job
  - A face covering is not advisable for health purposes
  - Wearing a face covering on the job is against documented industry best practices
  - Wearing a face covering violates a company’s safety policies
  - There is a practical reason a face covering cannot be worn
  - An employee is sitting alone in an enclosed work-space.

(If any of these exceptions apply to your business, or one of your employees, written justification must be provided upon request.)
- Employees must perform daily symptom assessment*
- Require employees to stay home if symptomatic
- Require regular handwashing
- Stagger or limit arrivals of employees and guests
- Personnel should work from home if possible

**Recommended Best Practices**
- Customers and guests should wear a face covering. They are not required to wear a face covering.
- Provide stipend to employees for transportation

**Shift Pattern**
- Daily disinfection of desks and workstations
- Change shift patterns (e.g. fewer shifts)
- Stagger lunch and break times

**Physical Spaces / Workstations**
- Ensure minimum 6 ft between people, if not possible, install barriers
- Daily deep disinfection of high-contact surfaces
- Space factory floor to allow for distancing
- Regulate max number of people in cafeterias/common spaces
- Establish maximum capacity (e.g. 50% of fire code)

**Confirmed Cases**
- Immediately isolate and seek medical care for any individual who develops symptoms while at work
- Contact the local health district about suspected cases or exposures
- Shutdown shop/floor for deep sanitation if possible

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*Daily symptom assessments should include taking your temperature with a thermometer and monitoring for fever. Also watch for coughing or trouble breathing.*

Revised 4/29