COVID-19 Business FAQs
Protect your business, employees, and customers

What does COVID-19 mean for my business?

We are all trying to navigate the COVID-19 pandemic and the changes it brings. There is guidance at [https://covid19.ca.gov/industry-guidance](https://covid19.ca.gov/industry-guidance) giving directions to all open sectors as to how to safely reopen. Be sure to review this guidance thoroughly. You can stay up-to-date on all of the guidance at [https://covid19.ca.gov](https://covid19.ca.gov). You will also need to check with any regulatory bodies that normally inspect and guide your business for updates to their requirements.

How can I protect myself and my employees?

Follow the advice of Public Health Officials; frequent hand washing, wearing face coverings, clean and disinfect regularly, and maintain a distance from others of at least 6 feet where possible. We know that the novel coronavirus (COVID-19) is contagious, and more so between people in social settings. Screening employees, and asking employees to self-screen before coming to work, will protect the employees, co-workers, and customers. This will help reduce community spread of the COVID-19 virus AND protect valuable employees working at the essential businesses.

How can I protect my customers?

Follow the advice of Public Health Officials; frequent hand washing, wearing face coverings, clean and disinfect regularly, and maintain a distance from others of at least 6 feet where possible. We know that the novel coronavirus (COVID-19) is contagious, and more so between people in social settings. You may want to limit the number of people in your business even more than guidance requires to help manage the situation.

Why should people wear face coverings?

Cloth face coverings can reduce the release of virus particles into the air when a person with COVID-19 speaks, coughs, or sneezes. You can help prevent the spread of COVID-19 by wearing a cloth face covering, even if you don’t think you have COVID-19. Cloth face coverings are not a substitute for physical distancing, washing hands, and staying home when ill, but they may be helpful when combined with these actions.

What can be used as a face covering?

Vital PPE, such as N-95 respirators and surgical masks, should be reserved for those whose jobs require their use. If the guidance for your sector does not require either of these, a cloth face covering can be used. They can be masks, buffs, bandanas, scarves, etc. As per the guidance, those exempted from wearing a face covering due to a medical condition, but who are
employed in a job with regular contact with others may opt for a face shield with a drape on the bottom edge.

**How do we know face coverings are effective?**
Before the pandemic, there was not much research about the benefit of wearing cloth face coverings to prevent COVID-19. Some researchers compared countries that promoted face coverings as part of their early response to countries, like the US, that did not. The countries that promoted face coverings ended up with fewer cases than the countries that did not. Research is continuing and we are still learning more, but we now know that COVID-19 can be spread by people who do not know they have it. The virus that causes COVID-19 is likely spread by droplets you exhale as you breathe, as well as when you talk, sing, cough or sneeze. If you wear a face covering, you help keep those droplets to yourself.

**When do I not have to wear a face covering?**
You do not need to wear a cloth face covering when you are in your own home or in your car, if you are only with people in your own household. You also do not need to wear a cloth face covering when you are exercising outdoors and you have plenty of space. It’s a good idea to keep one in your pocket, though, in case you come across other people you can’t stay six feet away from. And some people may have health conditions or circumstances that make wearing a cloth face covering difficult or dangerous.

**What are the health risks of wearing a face covering?**
For the vast majority of the general public, there are no health risks when wearing a cloth face covering. Those who are younger than the age of two, those with certain medical conditions, and those who are not able to remove the face covering on their own should not wear one. The prolonged use of face coverings can be uncomfortable. However, it does not lead to CO2 intoxication or oxygen deficiency.

**How should I care for a cloth face covering?**
- Wash cloth face coverings frequently, ideally after each use, or at least daily.
- Keep cloth face coverings in a bag or bin until they can be washed with detergent and hot water and dried on a hot cycle.
- If you must re-wear your cloth face covering before washing, wash your hands immediately after putting it back on and avoid touching your face.
- Discard cloth face coverings that:
  - No longer cover the nose and mouth
  - Have stretched out or damaged ties or straps
  - Have holes or tears in the fabric
What are the symptoms of COVID-19?

The CDC has updated its list. The full list is now:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

The CDC recommends that people seek medical attention immediately if they develop any of these emergency warning signs:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

NOTE: Please consult your physician if you are experiencing symptoms that are non-emergency. If you are emergent and have been in contact with a person known to have COVID-19 please disclose that to dispatch.
During an infectious disease outbreak, such as the current outbreak of COVID-19, small business owners must prepare for disruption in their business as well as prepare to protect their employees’ health and safety in the workplace.

These steps are recommended to protect employees and prepare your business for disruption:

**Coronavirus disease 2019 (COVID-19)** is a respiratory illness that can spread from person to person. It spreads between people who are in close contact with one another (within about 6 feet) and through respiratory droplets produced when an infected person coughs or sneezes. Symptoms can include fever, cough, or difficulty breathing, which may appear 2-14 days after exposure.

**Identify a workplace coordinator** who will be responsible for COVID-19 issues and their impact at the workplace.

**Examine policies for leave, telework, and employee compensation.**

- Leave policies should be flexible and non-punitive, and allow sick employees to stay home and away from co-workers. Leave policies should also account for employees who need to stay home with their children if there are school or childcare closures, or to care for sick family members.
- When possible, use flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts) to help establish policies and practices for social distancing (maintaining distance of approximately 6 feet or 2 meters) between employees and others, especially if social distancing is recommended by state and local health authorities.

**Review your leave policies with all employees** and provide information about available employee assistance services. Share information on steps they can take to protect themselves at work and at home.

**Identify essential employees and business functions, and other critical inputs** such as raw materials, suppliers, subcontractor services/products, and logistics required to maintain business operations. Explore ways you can continue business operations if there are disruptions.

**Prepare business continuity plans** for significant absenteeism, supply chain disruptions, or changes in the way you need to conduct business.

**Establish an emergency communications plan.** Identify key contacts (with back-ups), chain of communications (including suppliers and customers), and processes for tracking and communicating about business and employee status.

**Share your response plans with employees and clearly communicate expectations.** It is important to let employees know plans and expectations if COVID-19 occurs in communities where you have a workplace.
Top 10 Tips to Protect Employees’ Health

Healthy employees are crucial to your business. Here are 10 ways to help them stay healthy.

• Actively encourage sick employees to stay home. Develop policies that encourage sick employees to stay at home without fear of reprisals, and ensure employees are aware of these policies.

• Develop other flexible policies for scheduling and telework (if feasible) and create leave policies to allow employees to stay home to care for sick family members or care for children if schools and childcare close.

• Promote etiquette for coughing and sneezing (https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html) and handwashing (https://www.cdc.gov/handwashing/index.html). Provide tissues, no-touch trash cans, soap and water, and hand sanitizer with at least 60% alcohol.

• Perform routine environmental cleaning. Routinely clean and disinfect all frequently touched surfaces, such as workstations, countertops, handrails, and doorknobs. Discourage sharing of tools and equipment, if feasible.

• Provide education and training materials in an easy to understand format and in the appropriate language and literacy level for all employees, like fact sheets and posters (https://www.cdc.gov/coronavirus/2019-ncov/communication/index.html).

• Have conversations with employees about their concerns. Some employees may be at higher risk for severe illness, such as older adults (https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/older-adults.html) and those with chronic medical conditions.

• Talk with companies that provide your business with contract or temporary employees about their plans. Discuss the importance of sick employees staying home and encourage them to develop non-punitive “emergency sick leave” policies.

• Plan to implement practices to minimize face-to-face contact between employees if social distancing is recommended by your state or local health department. Actively encourage flexible work arrangements such as teleworking or staggered shifts.

• Consider the need for travel and explore alternatives. Check CDC’s Travelers’ Health (https://wwwnc.cdc.gov/travel) for the latest guidance and recommendations. Consider using teleconferencing and video conferencing for meetings, when possible.

• If an employee becomes sick while at work, they should be separated from other employees, customers, and visitors and sent home immediately. Follow CDC guidelines for cleaning and disinfecting (https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html) areas the sick employee visited.

Purpose: Based on the Febrile Respiratory Illness Health Order that took effect on 03/25/2020, all employers, on a daily basis, are to screen all employees for signs of respiratory illness accompanied by fever.

This QR code can be used to reach the online screening tool.

Instructions: ALL individuals (employees, family, visitors, and government officials) entering the building must be asked the following questions:

1. Have you washed your hands or used alcohol-based hand sanitizer on entry?
   ☐ YES ☐ NO – Ask them to do so.

2. Do you have any of the following respiratory symptoms?
   ☐ Fever ☐ Sore throat ☐ New or worsening cough ☐ New or worsening shortness of breath
   • If YES to any, restrict them from entering the building and send person home.*
   • If NO to all, proceed to steps #3A-3C for employees, and step #4 for others.

3. Employee’s temperature: _____________ °F. If you do not have a thermometer to take their temperature, go to step #3B.

   3A. Does the employee have a fever (temperature 100.4°F or greater)  ☐ YES ☐ NO
       • If YES to any, restrict them from entering the building and send person home.*
       • If NO, proceed to question #3C.

   3B. Ask the employee the following:
       1. Are you feeling feverish?  ☐ YES ☐ NO
       2. Are you having chills?  ☐ YES ☐ NO
       • If YES to any, restrict them from entering the building and send person home.*
       • If NO, proceed to question 3C.

   3C. Ask the employee the following:
       1. Have you worked in facilities with confirmed COVID-19 cases?  ☐ YES ☐ NO
          • If YES, ask question #2 below.
          • If NO, proceed to step #4.

          2. Have you worked with persons with confirmed COVID-19 by lab test?  ☐ YES ☐ NO
             • If YES to any, restrict them from entering the building and send person home.*
             • If NO, proceed to step #4.

4. Allow entry to building and remind individual to:
   ☐ Wash their hands or use alcohol-based hand sanitizer throughout their time in the building.
   ☐ Not to shake hands with, touch, or hug others during their visit.

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* The person being sent home, must inform their supervisor that they were sent home and is responsible for following-up with their primary care physician if needed.

Person Performing Screening: ____________________________
June 29, 2020

We are reaching out to ask for your help and to offer assistance in ensuring the health of your employees, our residents, and visitors. As you may know, the State of California has issued face covering and business sector guidance for operating during the COVID-19 pandemic. The guidance is intended to reduce the spread of COVID-19 in our community. The full sector guidance can be found on https://covid19.ca.gov/industry-guidance/#top.

Below is a summary of the basic business requirements during COVID-19:

- Conduct Febrile Respiratory Illness screening for all employees, do not allow sick employees to work.
- Promote use of face coverings by employees and public
- Maintain social distance and/or barriers between people to the extent possible
- Require employees to wash or sanitize hands frequently
- Perform frequent and diligent cleaning of common, high-touch surfaces and high-traffic areas

Mariposa County Public Health has launched a public education campaign and are making available the following tools aimed at assisting you in educating your employees and customers about the new COVID-19 requirements:

- CDC – Prepare Your Small Business for COVID-19
- CDC – 10 Tips to Protect Employees’ Health
- CDC – Use of cloth face coverings
- Where to get PPE resource page
- COVID-19 Exposure Risk Infographic
- COVID-19 Guidance FAQ’s
- FRI Screening Tool
- COVID-19 Testing Flyer

The downloadable items may be found on the Mariposa County Website at www.mariposacounty.org/covid19. To request materials please contact us by email or call. We are happy to answer any questions.

Working together we can reduce the spread of COVID-19 to your customers, your employees, and our community. Thank you for your attention to this matter and your assistance in promoting a healthy Mariposa County for residents and visitors.

Sincerely,

Mariposa County Health and Human Services
Public Health Branch
209-259-1332
Mariposacovid19@gmail.com
COVID-19 Internet Resource Links

COVID-19 Facts CDC

CDC Print Resources
https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc&Audience=Businesses%2CTransportation%26Workplaces

CDC – Cloth Face Covering Facts and Resources

California COVID-19 Website
https://covid19.ca.gov/

Mariposa County COVID-19 Resources
http://www.mariposacounty.org/
http://www.mariposacounty.org/2430/Mariposa-County-Business-Sector-Resource

Mariposa County Online FRI Screening Tool
https://survey123.arcgis.com/share/9579b07647ce45e696f60542606b28a2

EPA Approved COVID-19 Disinfectants
https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19

California Department of Public Health COVID-19 Resources
https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx
https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Resources.aspx
GET TESTED FOR COVID-19

Make sure you are getting tested every 14 days.

You must have an appointment to test. To schedule, scan the code here or call 1-888-634-1123.

OPTUMSERVE TESTING SITE:
Site Location: 5171 Silva Rd, Mariposa, CA 95338
Testing site hours: Tuesday - Saturday from 7am-7pm.
How to Wear Cloth Face Coverings
Cloth face coverings should—
• fit snugly but comfortably against the side of the face
• be secured with ties or ear loops
• include multiple layers of fabric
• allow for breathing without restriction
• be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Cloth Face Coverings
CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), especially in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?
Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?
A washing machine should suffice in properly washing a cloth face covering.

How does one safely remove a used cloth face covering?
Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.
Sewn Cloth Face Covering

Materials

- Two 10”x6” rectangles of cotton fabric
- Two 6” pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

Tutorial

1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the cloth face covering as if it was a single piece of fabric.

2. Fold over the long sides ¼ inch and hem. Then fold the double layer of fabric over ½ inch along the short sides and stitch down.

3. Run a 6-inch length of 1/8-inch wide elastic through the wider hem on each side of the cloth face covering. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight.
   Don’t have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the cloth face covering behind your head.

4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the cloth face covering on the elastic and adjust so the mask fits your face. Then securely stitch the elastic in place to keep it from slipping.
Quick Cut T-shirt Cloth Face Covering (no sew method)

Materials

• T-shirt
• Scissors

Tutorial

1. Cut T-shirt 7–8 inches down to 6–7 inches.

2. Cut tie strings.

3. Tie strings around neck, then over top of head.

Bandana Cloth Face Covering (no sew method)

Materials

• Bandana (or square cotton cloth approximately 20”x20”)
• Rubber bands (or hair ties)
• Scissors (if you are cutting your own cloth)

Tutorial

1. Fold bandana in half.

2. Fold top down. Fold bottom up.

3. Place rubber bands or hair ties about 6 inches apart.

4. Fold side to the middle and tuck.

5.
COVID EXPOSURE
KEEP YOURSELF & OTHERS SAFE!

HIGH RISK
COVID-19 Carrier without mask

MODERATE RISK
COVID-19 Carrier without mask

LOW RISK
COVID-19 Carrier with mask

LOWER RISK
COVID-19 Carrier with mask

LOWEST RISK
COVID-19 Carrier with mask

Healthy Person without mask

Healthy Person with mask

Healthy Person without mask

Healthy Person with mask

Healthy Person with mask

6 ft. physical distance

This is a general guideline. Different masks offer different levels of protection.
In California face coverings are now required with minimal exceptions. (CDPH 6/18/2020)

**Individuals**

- Cloth face coverings are required.
- Resources: [https://covid19.ca.gov/](https://covid19.ca.gov/)
- Face coverings can be procured from many public suppliers such as local and online retailers

**Non Healthcare Businesses and Non-profits**

- Cloth face coverings are required.
- Resources: [https://www.safelymakingca.org/](https://www.safelymakingca.org/)
- [https://covid19.ca.gov/industry-guidance/](https://covid19.ca.gov/industry-guidance/)
- Face coverings can be procured from many public suppliers such as local and online retailers

**Healthcare and Dental Facilities**

- Surgical Masks or N95 or greater for aerosolized droplet risks.
- Resources for Healthcare:
  - [https://www.cmadocs.org/](https://www.cmadocs.org/)
- Resources for Dentists:
  - [https://www.tdsc.com/](https://www.tdsc.com/)