



Jersey County Health Department
1307 State Hwy 109
Jerseyville, IL 62052
Equal Opportunity Employer

COVID-19 BUSINESS GUIDANCE CHECKLIST FOR OPENING

HEALTH SCREENING AND EMPLOYEE HEALTH

- Establishment will have a plan in place to monitor employees for symptoms of COVID-19
- Establishment maintains current Employee Health Policy, and adds stricter guidelines of employee being fever & symptom free for 72 hours.
- Call offs are documented and symptoms are identified. Keep log.
- At any time if this establishment has questions about ill workers, notification of confirmed cases, or potential staff undergoing testing, you must contact the Jersey County Health Department at 618-498-9565 ext. 316

PERSONAL HYGIENE & SOCIAL DISTANCING

- Hand sanitizer readily available to all employees that interact with customers (taking money, etc.)
- Gloves available to all employees that interact with customers (must be changed between customers.)
- Handwashing stations readily available to all employees including soap and hand drying methods. Handwashing will always be first choice over hand sanitizer and glove usage as in normal food safety guidance.
- Employees must wear a face covering that covers nose and mouth, when directly interacting with customers or if a 6- foot social distance cannot be maintained with other employees.
- Develop a system for employees to maintain a contactless transaction with customers. (Bagging items, no cash payments, etc.)
- Establishment should post signs or other visual cues regarding practices & policies employees should follow to prevent the spread of COVID-19
- Owner/ manager should perform a walk through to target areas where social distancing could be a concern. Areas include time clocks, break rooms, locker rooms, etc.

DISINFECTING MEASURES

- Establishment should be regularly and thoroughly cleaning, sanitizing, and disinfecting equipment and work areas
- Dining room if applicable, disinfecting tables, including menus, standard table items such as salt and pepper
- Transport if applicable, maintain transport equipment disinfection processes
- Plan for if employee becomes ill, how will facility address and disinfect
- Disinfectant (bleach 1/3 cup to a gallon of water) available. Test strips for testing part per million (PPM). Chlorine test strips advised.

EMPLOYEE TRAINING

- Train employees regarding:**
 1. **Symptoms of illness**
 2. **Proper Handwashing**
 3. **Proper use of hand sanitizer**
 4. **When to report illness and symptoms to employer**
 5. **When to report illness to Health Department**
 6. **When to stay home from work**
 7. **All staff policies relating to COVID-19**
 8. **Proper usage of Face Covering and when to where**
 9. **How to maintain a social distance for employees and customers**
 10. **Proper way to clean, sanitize, and disinfect surface including high touch areas**

For the most update information regarding COVID-19 Guidance, please contact:

Illinois Department of Public Health- <http://www.dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus/business-guidance>

CDC- <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Illinois Department of Commerce and Economic Opportunity-
<https://www2.illinois.gov/dceo/Pages/default.aspx>

OSHA- <https://www.osha.gov/Publications/OSHA3990.pdf>