The West Virginia Department of Health and Human Resources, Bureau for Public Health (BPH) continues to respond to the novel coronavirus disease (COVID-19) in West Virginia. BPH is working closely with communities, state agencies, local and federal partners to monitor the ongoing risk of COVID-19 and ensure the health and protection of all individuals in West Virginia.

To help prevent spread of COVID-19 in communities, the West Virginia Department of Health and Human Resources is partnering with the West Virginia Chamber of Commerce and businesses throughout West Virginia to encourage disease prevention practices that keep consumers and employees safe while shopping.

SHOP SAFE DISEASE PREVENTION CHECKLIST:

☐ **Comply with Governor Jim Justice's Executive Order on face coverings:**
- Require all employees to wear face coverings per the Governor's Executive Order 77-20, unless exempt due to age or health.
- Post adequate signage notifying employees and patrons of the face covering requirements of the Executive Order.
- Businesses shall require patrons to wear face coverings per Executive Order 77-20, unless exempt due to age or health.

☐ **Comply with safety recommendations of the Centers for Disease Control and Prevention and West Virginia Department of Health and Human Resources Rule 64 CSR 114 including but not limited to:**
- Encourage social distancing with 6-foot distance signage, tape, or other means.
- Provide customers with hand sanitizer and other sanitizing products.
- Establish separate operating hours for elderly and other vulnerable populations.
- Post up to date business hours, how best to contact the business location, and encourage contactless services.
- Review legislative rule Public Health Standards for Businesses Remaining Open During the COVID-19 Outbreak, 64 CSR 114, available here: http://apps.sos.wv.gov/adlaw/csr/ruleview.aspx?document=17200&KeyWord.

☐ **Actively encourage sick employees to stay home:**
- Employees who have symptoms of respiratory illness should notify their supervisor and stay at home.
- Employees with COVID-19 illness should not return to work until the criteria to discontinue home isolation are met, in consultation with the local health department, as follows:
  - Employees *with symptoms* (including those who have tested positive and those who have not been tested) should stay home until:
    - At least 10 days since onset of symptoms first began, AND
    - At least 24 hours have passed with no fever without use of fever-reducing medication, AND
    - Symptoms have improved.
  - Employees *without symptoms* but test positive for COVID-19 should stay home until at least 10 days have passed since the date of the positive test. If respiratory symptoms develop, follow above symptom-positive criteria.
  - If an employee is severely immunocompromised, a healthcare provider may determine that a longer timeframe is recommended.
- Employers should report all suspected outbreaks immediately to your local health department.
- Consider encouraging employees to perform a self-assessment each day to check for COVID-19 symptoms: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html

☐ **Businesses should ensure that sick leave policies are up to date, flexible, and non-punitive to allow sick employees to stay home to care for themselves, children, or other family members.**

☐ **Separate employees who appear to have acute respiratory illness symptoms from other employees and send them home immediately.**
- Sick employees should not return to work until the criteria to discontinue home isolation are met.

☐ **Reinforce key messages to employees: Stay home when sick, use cough and sneeze etiquette, wear a face covering, practice hand hygiene, and place posters reinforcing these measures in areas where they are most likely to be seen.**
- Employers should provide personal protection equipment such as masks, and supplies such as soap and water, hand sanitizer, tissues, and no-touch disposal receptacles for use by employees.

☐ **Frequently perform enhanced environmental cleaning of commonly touched surfaces, such as workstations, countertops, railings, door handles, and doorknobs.**
- Use the cleaning agents that are usually used in these areas and follow the directions on the label.
- Provide disposable disinfectant wipes so that commonly used surfaces can be wiped down by employees before each use. A list of EPA registered effective COVID-19 disinfectants can be found at: https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

☐ **Be prepared to change business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize customers, or temporarily suspend some of your operations).**

☐ **Have a "time out" between shift changes at work in order to wipe down all high touch surfaces (door knobs, counter tops, handrails, etc.) to slow the spread of COVID-19.**

STOP THE SPREAD POSTERS
- Post signs reinforcing the wearing of face coverings in prominent locations at the entrance and throughout the business location. A face covering tool kit including downloadable signs can be found at: https://dhhr.wv.gov/COVID-19/Pages/Face-Covering-Toolkit.aspx
- Post signs reinforcing social distancing practices in prominent locations throughout the business location, examples of which may be found at: https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc

MORE INFORMATION
- West Virginia's COVID-19 website: https://coronavirus.wv.gov
- Governor Justice's website: https://governor.wv.gov
- CDC guidance: https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

Questions and concerns can also be directed to the 24/7, toll-free COVID-19 information hotline:
1-800-887-4304