

In accordance with Governor Jim Justice's plan, "West Virginia Strong: The Comeback," businesses that have employees working in areas that do not allow for proper social distancing (spacing) recommendations must follow the guidance outlined below in order to help minimize risk to employees. Food manufacturing facilities must continue to follow WV §64 CSR 43 and other applicable state and federal food safety laws in addition to this guidance. The goal is to keep West Virginia businesses open while minimizing the risk of being a source of community spread.

COMMON SYMPTOMS OF COVID-19

- Fever
- Cough
- Shortness of breath

PERSON-TO-PERSON TRANSMISSION

- Occurs via small droplets from the nose or mouth of the infected person when they cough, sneeze, or exhale.
- Virus can remain on surfaces for a limited time period. Although less common, transmission may occur from touching contaminated surfaces and then touching your eyes, nose or mouth.

GENERAL PREVENTION

- Learn about COVID-19 from reputable sources.
- Maintain physical distance of at least 6 feet between yourself and others.
- Encourage proper handwashing.
- Clean and sanitize surfaces often.
- Do not share food, drinks, etc.
- Wear cloth face coverings.
- Stay home if you feel sick.
- Isolate sick individuals.

EMPLOYEE HEALTH AND SAFETY

- Perform [Daily Health Screening](#) for symptoms before employees enter work areas each shift.
- Establish protocols should screening reveal a suspected COVID-19 infected individual.
 - Employees that are experiencing symptoms or diagnosed with COVID-19 should not work.
 - Employees who have been in contact with someone or provide care for someone diagnosed with COVID-19 should inform management. Note: these guidelines are industry specific, as food industry workers may be allowed to work until symptoms show.
- Immediately report any diagnosed COVID-19 positive employee to your local health department.

EMPLOYEE HEALTH AND SAFETY, continued

- Employees who experience symptoms at work should report to management and leave work.
- Employees must wear a clean cloth face covering unless safety is inhibited, or other type of PPE as required by employer due to nature of work being performed.
- Encourage increased handwashing, use of hand sanitizer, and covering of coughs and sneezes.
- Minimize use of shared equipment whenever possible (phones, desks, headsets, etc.).

DISTANCING (ENGINEERING CONTROLS)

- All businesses currently open must comply with WV § 64 CSR 114 with regard to operations:
 - Employees, contractors, and vendors should work from home if possible.
 - Arrange workstations to maximize distance between employees whenever possible.
 - Supply hand sanitizer, cloth face masks, and other hygienic supplies to employees and visitors.
 - Provide barriers between employees and members of the public when interaction is necessary.
- If not possible to place 6 feet of distance between employees, make sure employees always correctly wear face coverings.
- Do not hold meetings that require employees to gather in groups larger than 25.

CLEANING AND SANITATION

- Assign a person or team to maintain cleaning and sanitation no less than once per shift or as needed.
- Ensure that hot and cold water are available at all hand sinks with soap and disposable paper towels.
- Provide touchless trash cans.
- Routinely clean all frequently touched surfaces such as workstations, countertops, and doorknobs. Use the cleaning agents that are normally used and follow directions on the label.
- Routinely clean and supply restrooms.

CLEANING AND SANITATION, continued

- Do not use disinfecting and cleaning solutions on food contact surfaces that are not approved for that use.
- Provide disposable wipes so that commonly used surfaces (doorknobs, keyboards, remote controls, desks, etc.) can be wiped down before each use.
- Approved disinfectant products:
 - <https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf>
 - <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
 - Diluted bleach solutions, made fresh daily:
 - 1/3 cup of bleach per gallon of water.
 - 4 teaspoons of bleach per quart of water.
 - Alcohol solutions with at least 70% alcohol.
- Mop floors with disinfectant, or bleach solution, whenever possible.

PUBLIC AND VISITOR HEALTH

- All visitors should be screened the same as employees prior to being granted entry.
- When possible, all visits should be planned in advance, and all visitors and members of the public should wear cloth face masks or coverings.
- Access to the facility should be denied if the screening process reveals the person may have COVID-19 or if management requests a face mask be worn and visitor does not comply.

STORE FRONTS OPEN TO THE PUBLIC

- Limit entry to 2 members of the public per 1000 ft².
- If grocery items equal 80% of sales, limit entry to 3 members of the public per 1000 ft².
- Businesses with less than 1000 ft² are not allowed more than 5 people (including employees) inside.

CLEANING GUIDELINES IF A PERSON OR EMPLOYEE UNDER INVESTIGATION OR POSITIVE FOR COVID-19 IS IDENTIFIED IN WORKPLACE

- **Contact your local health department with questions regarding current guidance.**
- Ensure employee(s) performing cleaning are provided proper PPE (gloves, goggles or a face shield, a face mask, and solid surface shoes that can be sprayed with disinfectant).
- Perform routine cleaning with usual products and follow manufacturer's directions.
- Disinfect with an approved disinfectant listed above, following manufacturer's directions for contact time and applicable surfaces.
- Do not shake out dirty laundry.

CLEANING GUIDELINES, continued

- Launder linens, clothing, and clothing bags on the warmest setting possible.
- Dry on normal setting.
- Dispose of waste products used for cleaning and then remove PPE.
- Discard used disposable PPE and/or properly disinfect reusable PPE items.
- Wash hands for 20 seconds and dry with a disposable towel.

USE OF FACE MASKS/COVERINGS

- CDC recommends the use of simple cloth face masks or coverings as a voluntary public health measure in public settings where other social distancing measures are difficult to maintain.
- For workers who do not typically wear face masks as part of their jobs, consider the following if you choose to use a cloth face covering:
 1. Launder reusable face masks/coverings before each daily use.
 2. Review CDC's [additional information on the use of face coverings](#), including washing instructions and information on how to make them.
 3. Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.

NOTE: The cloth face coverings recommended by CDC 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.

INDUSTRY RESOURCES

- [FDA questions and answers for industry members and consumers](#)
- [FDA temporary policy changes to help combat potential shortages](#)
- [Interim guidance from CDC and the Occupational Safety and Health Administration for meat and poultry processing workers and employers](#)
- [OSHA guidance on preparing workplaces for COVID-19](#)
- [North American Meat Institute sample policies and procedures related to COVID-19](#)

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

1-800-887-4304

