

Washoe County Health District Operating Checklist for Reopening General Guidance

Facilities throughout Nevada have been closed, some since March 15, due to the COVID-19 pandemic. As facilities reopen, the Washoe County Health District (WCHD) is recommending steps to reduce further transmission in our communities. The following information is based on CDC guidance and public health principals to help facilities open in a safe manner. These guidelines are intended for the initial phase of reopening the economy and are subject to change depending on how the outbreak progresses.

If your business is regulated by WCHD, guidance specific to your industry can be found here:

Take steps to reduce transmission among employees:

- Contact employees to determine a schedule for preparing your business for operation. WCHD's "COVID-19 Screening Questionnaire for Employees" may be used to screen employees by phone. Employees who answered yes to any of the questions should not be allowed to work until symptoms are resolved and the CDC's guidelines on "[What to Do if You Are Sick](#)" are followed.
- Keep a record of employee screening using WCHD's "Employee Illness Log."
- Employees who have fever, cough, or shortness of breath should not be allowed to work until symptoms have resolved and they meet the criteria provided in the CDC's guidelines on "[What to Do if You Are Sick](#)." Information about when they can return to work can be found at that site.
- Review the [Nevada OSHA](#) webpage to make sure your employees are protected from potential exposures. [OSHA Guidance Document](#) is another source of information.
- Follow any industry specific directions given by the various Nevada State Boards and Commissions that regulate the facility or its employees.
- Consider offering paid sick leave to all employees to encourage them to stay home when sick.

Additional information from the CDC for employers and specific industries can be found on the CDC's webpage: [Communities, Schools, Workplaces, and Events](#)

Educate employees on how they can reduce the spread of COVID-19

- Employees can take steps to protect themselves. Refer to CDC [How to Protect Yourself & Others](#) for tips.
- Clean and disinfect high touch objects and surfaces following the CDC recommendations [Cleaning and Disinfecting Your Facility](#).

- Employees should avoid using other employees' office equipment. If shared equipment is necessary, the surfaces of the equipment should be cleaned and disinfected as recommended in "[Cleaning and Disinfecting Your Facility](#)" between uses.
- Practice social distancing by maintaining six feet from others and avoid large gatherings of employees or clients.

Take steps to maintain healthy business operations and work environment

- Establish policies and practices for social distancing. Consider occupancy reduction for employees and customers. Evaluate employee areas and how workstations can be removed or relocated to allow for increased social distancing.
- Consider increasing ventilation rates and/or increasing the percentage of outdoor air that circulates into the system.
- Verify equipment is ready for operation and working properly.
- Look at customer interface area changes that could allow for increased social distancing, reduced lines, or removal of high-touch surfaces.
- Revisit what type of services will be offered to customers. Consider a soft-open that would allow you to start with basic service and increase to full operation over a period of weeks.
- Support education on coughing and sneezing etiquette, along with frequent handwashing for employees and customers.
- Provide tissue and no touch disposal receptacles.
- Provide handwashing facilities.
- Provide hand sanitizer throughout the workplace.
- Use a face covering as recommended by the Nevada Governor on April 3, 2020: [Guidance on Improvised Facial Coverings](#). The CDC has information on how to [Use Face Coverings to Slow the Spread of COVID](#).
- Place educational posters that encourage hand hygiene, social distancing, and other control measures.
- Discourage handshaking and other contact greetings.
- Prior to reopening, cleaning with soap and water to remove soil accumulation will work for most surfaces.
- After opening, routinely clean and disinfect high touch surfaces using a disinfectant that is on the [EPA List N](#). High touch surfaces include door handlers, push plates, machinery buttons, faucet handles, drinking fountain buttons, coffee urn handles and spigots, and coffee machine buttons and levers. Apply the disinfectant following the directions on the label.
- Perform enhanced cleaning and disinfection after persons suspected or confirmed to have COVID-19 have been in the facility using the CDC [Cleaning and Disinfecting Your Facility](#) guidelines. All areas visited by suspected or confirmed COVID-19 cases need to be cleaned and disinfected.

Take steps to protect your customers and clients

- Maintain social distancing between staff, customers, and clients.
- Require use of a face covering as recommended by the Nevada Governor on April 3, 2020: [Guidance on Improvised Facial Coverings](#).
- Consider screening customers with guiding questions about any symptoms. An example of a question is, “Do you have a fever, a cough, or shortness of breath?” Customers who answer “yes” to any of these questions should be asked to visit your business another time and to seek medical care.
- Consider screening customers for fever using a non-contact thermometer. Customers with a temperature of 100.4°F should be asked to visit your business another time and to seek medical care, if needed.
- Use appropriate personal protective equipment (PPE), as required by best business practices, if social distancing cannot be kept between employees and customers or clients. Nevada OSHA (<http://dir.nv.gov/OSHA/Home/>) has industry specific guidance.
- Look at the customer interface area changes that could allow for increased social distancing, reduced lines, or removal of high-touch surfaces.
- Revisit what type of services will be offered to customers.
- Consider a soft-open that would allow you to start with basic service and increase to full operation over a period of weeks.

If you have any questions about this document, please send them to “HealthEHS@washoecounty.us”