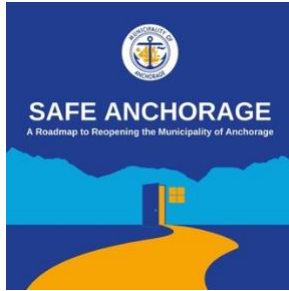


## ATTACHMENT B



### PHASE 2 OPERATING REQUIREMENTS

**Sector:** Non-Critical, Non-Public

**Business Type:** Professional Services

**Description:** These are businesses that are Non-Critical and Non-Public Facing, such as marketing companies, law offices, consulting services, etc.

### RECOMMENDED SAFETY MEASURES

- Staff to work from home to the greatest extent possible if doing so does not compromise business operations.
  - Utilize teleconference and/or videoconference for staff meetings to minimize physical interaction.
  - Prioritize utilizing teleconference and/or videoconference to work with clients/customers.
- Encourage staff at [high-risk for severe illness from COVID-19](#) to stay home.
  - Any high-risk employee must be provided an alternative workspace and/or special accommodations at the employee's request to avoid contact with, and mitigate the risk of, the employee's exposure to colleagues and others at the business.
- Utilize electronic signature and deliverable capabilities to mitigate in-person contact.
- Individual businesses may choose to be more restrictive.

### REQUIRED SAFETY MEASURES

#### GENERAL

- Employees and clients/customers must adhere to 6-foot physical distancing protocols.
- Employees and clients/customers strongly encouraged to wear face coverings if physical distancing cannot be maintained.
- Frequent hand washing by employees, and adequate supply of soap, disinfectant, hand sanitizer, and paper towels available onsite.
  - Employees must follow Centers for Disease Control (CDC) guidance for COVID-19 hand hygiene.
- Develop COVID-19 Mitigation Plan that contains, at a minimum, the Operating Requirements in this document and other protocols to minimize direct contact between employees and customers, increase physical distancing, and protect staff and the public.
  - The COVID-19 Mitigation Plan must be kept on the business premises.

#### CAPACITY

- All occupied, desks, cubicles, or open work spaces must be 6-feet apart or greater.

## ATTACHMENT B

### OPERATIONS

- Hand sanitizer or hand washing publicly available for customers.
- Regularly sanitize all touchpoints and shared surfaces, such as counters, doors, shared workstations or equipment, screens, restrooms, etc.)
- Place signage at entrances stating that any customer who has symptoms of COVID-19 must not enter the premises and notifying the public of the COVID-19 Mitigation Plan for the business.

### STAFF

- Provide training for employees on COVID-19 and the COVID-19 Mitigation Plan for the business.
- Conduct pre-shift screening and maintain staff screening log.
  - No employee displaying symptoms of COVID-19 will be permitted to be in the facility.
  - An employee who becomes sick while at work should be immediately sent home.
  - No person may work within 72 hours of exhibiting fever.
- Symptomatic or ill employees may not report to work.
- Employer must establish a plan for an Occurrence of COVID-19 in the workplace and include it in the COVID-19 Mitigation Plan.

### IN THE EVENT OF OCCURRENCE

- When an active employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting must be performed as soon after the confirmation of a positive test as practical. In lieu of performing CDC cleaning and disinfecting, retail businesses may shut down for a period of at least 72 consecutive hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.
  - CDC protocols for Cleaning and Disinfection can be found [here](#) and [here](#).

### QUESTIONS?

Email us with questions at: [COVID-19-business@anchorageak.gov](mailto:COVID-19-business@anchorageak.gov)