

Universal Guidelines for All New Hampshire Employers and Employees

For All Businesses:

The Governor's Economic Re-Opening Task Force recommends safeguarding protocols for all New Hampshire businesses, including those that have been deemed essential during the "Stay at Home Order" or those that are re-opening.

These safeguarding protocols are based on the recommendations of the CDC and OSHA. To ensure the safety of all Granite Staters, all employers and employees should take steps to reopen safely, assist other industries to open in an expedient manner and help New Hampshire remain open for business.

Businesses and their employees should follow guidance issued by the CDC, as well as any applicable federal or state regulatory requirements. In addition to these general guidelines for all Granite State employers and employees, each business should refer to and follow their industry-specific guidance, as those guidelines are set forth.

Employers:

- 1.) Screen all employees reporting for work for COVID-19 related symptoms by asking the following questions:
 - Have you been in close contact with a confirmed case of COVID-19?
 - Are you experiencing a cough, shortness of breath, or sore throat?
 - Have you had a fever in the last 48 hours?
 - Have you experienced any new loss of taste or smell?

- 2.) Screen the temperature of employees:
 - Employers should take the temperatures of their employees on site with a no-touch thermometer each day upon arrival at work.
 - If this is not possible, temperatures can be taken before arriving as long as it can sufficiently be authenticated by the employee. Normal temperature should not exceed 100.4. degrees Fahrenheit.

- 3.) Handling of employee(s) who exhibit COVID-19 symptoms (Ex. Answers in the affirmative to any of the screening questions or who is showing a fever):

Instruct the employee to leave the premises immediately and to seek medical advice. Per CDC guidelines, employers must maintain the confidentiality of employee health information.

- 4.) Implement workplace cleaning and disinfection practices: These practices should follow CDC guidelines with regular sanitation of high-moderate touch surfaces at least every two hours.

- 5.) Mitigate exposure: Reduce the risk to employers and employees in the workplace by implementing social distancing guidelines and modified employee schedules, where possible to reduce the number of physical interactions. Employers should also take steps to limit self-servicer options. For example, customer samples, communal packaging, food/beverages (e.g. candy dishes, common creamers at coffee stations).
- 6.) Allow Employees to work from home as much as practical: Work from home policies assist in limiting exposure and maintaining social distancing. This is encouraged as much as possible which still allowing a business to open.
- 7.) Plan for potential COVID-19 cases: Employers should work with local health department and state officials when needed to monitor and trace cases of COVID-19. In all cases, they should work in a manner to ensure privacy rights.
- 8.) Covered employers and employees should be reminded of the provisions of the federal Families First Coronavirus Response Act: This law allows for paid sick leave or expanded family and medical leave for specified reasons, such as for self-quarantining or seeking a medical diagnosis for COVID-19 symptoms.
- 9.) Update the Employee Illness Policy: Employers should amend or update their internal policies to include symptoms of COVID-19 or create a COVID-19 specific policy. These policies should incorporate sector specific recommendations by the state of New Hampshire. All staff should sign the policy, and the policy should be posted for confirmation.

Further, employers should post extensive signage on health policies, including the following documents in the workplace to help educate building occupants on COVID-19 best practices.

Employees:

- 1.) Stay home when feeling ill: When exposed to COVID-19 or if diagnosed with a confirmed case of COVID-19, employees must stay home. Exposure to COVID-19 can include having been exposed to a positive family member or individual within the same household or another individual for whom you have been in close contact who tests positive for COVID-19.

Employees who are particularly vulnerable to COVID-19 according to the CDC, either due to age or underlying health conditions are encouraged to consider their individual risk and whether they are safer to remain at home.

- 2.) Increase hygiene practices, including:
 - Wash hands more frequently
 - Avoid touching the face, eyes or mouth
 - Practice good respiratory etiquette. This includes coughing and sneezing into your elbow rather than into your hands.

- 3.) Wear a face covering: While at work and in public, employees should consider wearing a face covering to help protect against the spread of the virus. When possible, N-95 or medical masks should be reserved for healthcare workers or first responders.

- 4.) Practice social distancing: To the greatest extent possible, all employees should maintain safe social distancing.

- 5.) Abide by employer, local and state guidelines: Employees should follow all guidelines issued by their employer, local officials or state officials. This may include the use of gloves, social distancing practices and increased sanitation practices.

As previously noted, these guidelines are to be followed in addition to the industry specific guidelines. Industry-specific guidelines have been created with the input of private sector working groups in partnership with the Governor's Economic Re-Opening Task Force. Protocols are subject to change and may be released on a rolling basis. New Hampshire companies doing business in the state should follow this guidance and other best practices set forth in this document.