Retail Guidance

Here's what you need to know about limiting the spread of the novel coronavirus (COVID-19).

Updated guidance for social/physical distancing: If gatherings are necessary, limit the number of people to 10.

Contact us if you have questions or concerns:

**Coronavirus (COVID-19) Hotline:** 217-239-7877
**Coronavirus (COVID-19) E-mail:** coronavirus@c-uphd.org
"As of right now, can businesses remain opened?"

Yes, as of right now businesses will remain open. **HOWEVER**, it is imperative that the public health guidance is observed.

**CDC Guidance**

The Centers of Disease Control (CDC) is the United States leading public health institute. The guidelines that they create must be taken seriously to decrease the spread of the novel coronavirus (COVID-19).
Workplace Guidance from the CDC

Based on the CDC's guidance, the following should be observed to slow the spread of the novel coronavirus (COVID-19).

To learn more about the CDC's recommendations click here. If you are reading this on paper visit: https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

Practice good hygiene

- Stop handshaking – use other noncontact methods of greeting
- Clean hands at the door and schedule regular hand washing reminders by email
- Create habits and reminders to avoid touching their faces and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

Be careful with meetings and travel

- Use videoconferencing for meetings when possible
- When not possible, hold meetings in open, well-ventilated spaces
- Consider adjusting or postponing large meetings or gatherings
- Assess the risks of business travel

Handle food carefully

- Limit food sharing
- Strengthen health screening for cafeteria staff and their close contacts
- Ensure cafeteria staff and their close contacts practice strict hygiene

Stay home if...

- They are feeling sick
- They have a sick family member in their home

(CDC, 2020)
Commercial Guidance from the CDC

Based on the CDC's guidance, the following should be observed to slow the spread of the novel coronavirus (COVID-19).

To learn more about the CDC's recommendations click here. If you are reading this on paper visit: https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

### Practice good hygiene

- Stop handshaking – use other noncontact methods of greeting
- Clean hands at the door, and schedule regular hand washing reminders by email
- Promote tap and pay to limit handling of cash
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

### Avoid crowding

- Use booking and scheduling to stagger customer flow
- Use online transactions where possible
- Consider limiting attendance at larger gatherings

### For transportation businesses, taxis, and ride shares

- Keep windows open when possible
- Increase ventilation
- Regularly disinfect surfaces

(CDC, 2020)
Guidance for Homes from the CDC

Based on the CDC’s guidance, the following should be observed to slow the spread of the novel coronavirus (COVID-19). For employees staying home this is essential.

To learn more about the CDC’s recommendations click here. If you are reading this on paper visit: https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

Keeping the home safe
Encourage your family members to...

All households
- Clean hands at the door and at regular intervals
- Create habits and reminders to avoid touching their face and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

Households with vulnerable seniors or those with significant underlying conditions
Significant underlying conditions include heart, lung, kidney disease; diabetes; and conditions that suppress the immune system
- Have the healthy people in the household conduct themselves as if they were a significant risk to the person with underlying conditions. For example, wash hands frequently before interacting with the person, such as by feeding or caring for the person
- if possible, provide a protected space for vulnerable household members
- Ensure all utensils and surfaces are cleaned regularly

Households with sick family members
- Give sick members their own room if possible, and keep the door closed
- Have only one family member care for them
- Consider providing additional protections or more intensive care for household members over 65 years old or with underlying conditions

(CDC, 2020)
Guidance from the Champaign-Urbana Public Health District

Based on the C-UPHD’s guidance, the following should be observed to slow the spread of the novel coronavirus (COVID-19).

To learn more about the C-UPHD’s recommendations visit C-UPHD’s social media accounts and website (listed on pg. 7).

• Encourage staff to telework or work from home
• Expand sick leave policies
  ○ What if I do not offer paid sick leave for my employees? We [C-UPHD] strongly encourages that all employers offer sick leave for their employees. If employees are well enough to work, but potentially contagious, working remotely is a possibility. In the event that working from home is not a possibility, it is recommended that you begin to offer sick leave and paid time off.
• Implement flexible scheduling policies
  ○ In the event that the virus spreads, it is imperative that staff are able to pick-up and take care of their families as schools and daycares begin to close. This will reduce community transmission.
Signs and Symptoms

If you or your staff are noticing the following symptoms, it is greatly encouraged that the individual stays home.

Watch for symptoms

Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed coronavirus disease 2019 (COVID-19) cases.

The following symptoms may appear 2-14 days after exposure.*

- Fever
- Cough
- Shortness of breath

To limit the spread of disease. It is recommended that organizations cancel non-essential travel and limit gatherings to under 50 people; under 10 for people age 60+.

- Administrator Julie Pryde
How to Disinfect

Train your staff on the following ways to disinfect various surfaces.

Clean and disinfect

- **Clean AND disinfect** frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.

- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.

To disinfect:
Most common EPA-registered household disinfectants will work. Use disinfectants appropriate for the surface.

Options include:

- **Diluting your household bleach.**
  To make a bleach solution, mix:
  - 5 tablespoons (1/3rd cup) bleach per gallon of water
  - OR
  - 4 teaspoons bleach per quart of water

  Follow manufacturer’s instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

- **Alcohol solutions.**
  Ensure solution has at least 70% alcohol.

- **Other common EPA-registered household disinfectants.**
  Products with EPA-approved emerging viral pathogens claims are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer’s instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

(CDC, 2020)
Stay Connected

The best way to keep up to date with how the novel coronavirus (COVID-19) will impact your business is to check out our website and follow us on social media.

*We will routinely be updating these platforms with the most up to date novel coronavirus (COVID-19) guidance.*

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<tr>
<th>Best ways to stay up to date</th>
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<tr>
<td><strong>Facebook:</strong> @CUPHD</td>
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<tr>
<td><strong>Twitter:</strong> @CU_PublicHealth</td>
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<tr>
<td><strong>Coronavirus E-mail:</strong> <a href="mailto:coronavirus@c-uphd.org">coronavirus@c-uphd.org</a></td>
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www.c-uphd.org
Sources and Important Resources

