



## Best Practices for Businesses to Reopen

# GENERAL BUSINESS BEST PRACTICES



### OPEN FOR EMPLOYERS

- Prepare your reopening and operating plan according to [CDC guidance](#), [OSHA guidance](#), and any State and local regulation and requirements.
- Prepare your physical facility - for buildings that have not been occupied, check HVAC systems and flush the water system.
- Communicate your COVID-19 policies clearly to everyone, including signage for staff and visitors.
- Arrange visitor and employee spacing and traffic to maintain 6 foot separation wherever possible, and prevent crowding.
- Screen employees for [COVID-19 symptoms](#) at start of work.
- Protect employees through supportive policies and practices, such as telework, flexibility in assignments and work space, and appropriate social distancing.
- Clean and disinfect the facility according to [CDC guidance](#)
- Ensure that sick leave policies are flexible and consistent with State and Federal law.
- Contact your local health department if you are concerned about transmission of COVID-19 in your facility.



### OPEN FOR MASKS ON MARYLAND

- Face coverings are required for all employees and guests, including children older than five years of age, when indoors. When outdoors, face coverings are required if unable to consistently maintain at least six feet of distance from other non-household individuals and are advisable under all conditions. For exceptions to this requirement, please see the latest [Executive Order](#).
- Customers with disabilities who are unable to wear a face covering must be provided with an opportunity to receive the same goods and services as customers without disabilities. For more information, please see the [Face Coverings FAQ](#).



### OPEN FOR EMPLOYEES

- If you are sick, stay home or see a doctor.
- Stay 6 feet from other people (social distancing).
- Avoid close contact with people who are sick.
- Cover your cough or sneeze, or use a tissue.

- Avoid touching your eyes, nose, or mouth.
- Clean and disinfect frequently touched surfaces in accordance with CDC guidelines.
- Wash your hands often with soap and water for at least 20 seconds, or use a hand sanitizer.



### OPEN FOR VISITORS

- If you are sick, please don't visit us unless you have to.
- Cover your cough or sneeze, or use a tissue.
- Wash your hands often with soap and water for at least 20 seconds, or use a hand sanitizer.
- Stay 6 feet from others (social distancing) wherever possible, and do not congregate.
- Contact your local health department if you are concerned about transmission of COVID-19 in your facility.

All Executive Orders still in effect must be complied with. See most up to date orders here: [governor.maryland.gov/covid-19-pandemic-orders-and-guidance](https://governor.maryland.gov/covid-19-pandemic-orders-and-guidance).