ATTACHMENT 1
GENERAL REQUIREMENTS FOR ALL ESTABLISHMENTS

All establishments that have on-site operations must comply with the following:

A. General Business Requirements

1. Ensure compliance with the guidelines from the Centers for Disease Control and Prevention available at https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html (referred to as the "CDC Guidelines") and all additional requirements stated in Broward County Emergency Order 20-12, as amended.

2. Establish and continue communication with local and State authorities to determine current mitigation measures in your community.

3. Communicate clearly all plans and policies you develop regarding personal protective equipment, social distancing, and employee health monitoring to your staff, customers, vendors, partners, and other interested parties. Take the time to answer any questions and concerns.

4. Post CDC signage in public locations emphasizing measures to "Stop the Spread" and to exercise social responsibility (see https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf).

5. Post a telephone number for persons to report suspected violations (311 or the applicable local municipal code enforcement telephone number).

6. Whenever feasible, allow employees to telework or establish a rotation or staggered schedule to reduce the number of employees working on site. Where telework is not possible, consider how your current workspace could be reconfigured by installing physical barriers, placing visual markers, and implementing other measures that allow for social distancing.

7. To the extent possible, implement flexible childcare and sick leave policies and reiterate existing sick time and paid time-off policies to discourage employees from coming to work if they feel ill.

8. Develop a plan for monitoring your employees' health, with a particular focus on COVID-19 symptoms, with the goal of preventing ill employees from working.

9. Establish contingency plans for the handling of a positive case of COVID-19 in your workplace. OSHA's guidelines give specific steps on how to manage and isolate employees displaying COVID-19 symptoms (see https://www.osha.gov/Publications/OSHA3990.pdf).

10. Develop or update your employee contact system (e.g. phone tree, social media, texting, etc.) so you have a way to quickly reach all staff if there is a workplace COVID-19 exposure.

11. Ensure that employees wear facial coverings in the workplace when within six feet of someone else and when required by Broward Emergency Order 20-12, as amended. Social distancing of six feet should be practiced to the maximum extent possible, even when facial coverings are worn.

12. Limit the number of employees simultaneously using employee common areas like breakrooms to ensure social distancing of at least six feet between employees. If not possible, consider closing common areas.

13. Enforce the CDC's health and safety guidelines when employees return to work. Provide employee training on safety measures, including proper use of personal protective equipment and social distancing.

14. Visually mark required separation distances (six feet apart) for areas where there is any potential for people to congregate, such as in elevators, aisles, food counters, or lines to enter, check-in, or receive services or purchase goods.

15. Discourage car valet parking.

16. Set up self-checkout lines and contactless payments, if applicable and practical. Avoid cash transactions as much as practical.

17. Require customers, clients, and other visitors to the business to wear facial coverings in accordance with Broward County Emergency Order 20-12, as amended.

B. Business Process Adaptions and Sanitization Requirements

1. Upgrade/Install ventilation including HVAC filters per OSHA guidance.

2. Clean and disinfect all bathrooms regularly throughout the day.

3. Limit capacity of elevators and place proper markers in such elevators to ensure social distancing.

4. Remove all magazines and other frequently shared items from waiting rooms.

5. Deep clean the establishment at least once every twenty-four hours.

6. Regularly conduct enhanced sanitization of all common areas and high-contact touchpoints such as doors, stairwells, handles, light switches, elevator switches, etc.

7. Provide hand-sanitizing stations or supplies throughout the workplace.

8. All staff, customers, vendors, partners, and other persons entering the establishment should immediately sanitize their hands upon entrance and should be encouraged to continue to sanitize hands routinely, and as otherwise required, throughout their time in the establishment.

9. Any establishment that has equipment for the use of the public (for example, golf clubs or go karts at recreational businesses, or shopping carts or baskets at grocery stores) must ensure that staff monitors such use and must implement sanitization protocols to fully disinfect these items prior to each new customer use.