



UNIVERSAL BEST PRACTICES FOR NH EMPLOYERS & EMPLOYEES

This is a **GENERAL SUMMARY** of the Universal Best Practices for NH Employers and Employees.

WELLNESS MATTERS!

Please view the **FULL DOCUMENT** with **COMPLETE DETAILS** at WWW.NHECONOMY.COM

1. COVID-19 SYMPTOMS

Employers should encourage employees or volunteers to **STAY HOME** and **GET TESTED** if they are experiencing COVID-19 symptoms. Including, but not limited to: **FEVER, COUGH, SORE THROAT, AND HEADACHE**



2. PROTOCOLS

Employers should develop safety protocols and procedures that best fit your business and recognize the science and data from state and federal sources.



3. MASKS

Everyone should be encouraged to wear masks when they cannot maintain a consistent distance of six feet or more from others, particularly in enclosed spaces.



4. VACCINATE

Encourage employees to get vaccinated against COVID-19.



5. AWARENESS

Businesses should develop a communication plan about health and safety practices, including what the customers need to be aware of when they arrive.



6. STAY HOME

Employers should encourage employees or volunteers to stay home if they:

- Are showing symptoms of COVID-19.
- Have been diagnosed with COVID-19.
- Have recently experienced close contact with a known or suspected COVID-19 positive person.
- Have had travel risk exposure.



7. WORK MODIFICATIONS

- Consider modifying schedules to reduce the frequency and duration of physical interactions.
- Try and arrange work-space for social distancing.
- Promote electronic non-touch check-in and check-out processes.
- Consider installing physical barriers between customers/clients and employees.
- Take steps to limit self-service options.



8. HAND WASHING

Promote frequent hand hygiene for employees, volunteers, and customers.



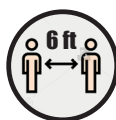
9. CLEAN & DISINFECT

Employers should train all employees about cleaning and disinfecting surfaces, and should consider creating a checklist. Supplies should be made readily available and high-touch surfaces cleaned regularly.



10. HAND SANITIZER

Consider making alcohol-based hand sanitizer readily available to employees, volunteers, and customers/clients.



11. SPACE OUT

Try to have all employees and volunteers maintain safe social distancing of at least 6 or more feet.



12. LIMIT NUMBER

Consider limiting the capacity of people allowed so physical distancing can be maintained between individuals at a facility or workplace.



13. AIR MOVEMENT

Evaluate ventilation systems to increase overall building ventilation and improve air filtration.



14. COMMUNICATIONS

Share information frequently with employees, volunteers, and consumers about steps they can take to help prevent spread of COVID-19 in the workplace.

by *Donnamite!*