



Municipality of Anchorage

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Office of Emergency Management



Best Practices for Businesses

Promote Physical Distancing:

- Mark areas and place signs to indicate 6 feet separation to promote physical distancing. Place tape, cones or other physical items to indicate 6-feet of distance between customers and employees

Limit Customer Access to Worksites

- Restrict access to only certain workplace areas.
- Install physical barriers, such as clear plastic sneeze guards, where feasible.
- Consider strategies to minimize face-to-face contact (e.g., drive-through windows, phone-based communication, online or phone payments).

Keep customers informed about symptoms of COVID-19

- Post signs about COVID-19 in stores where sick customers may visit (e.g., pharmacies)
- Include COVID-19 information in automated messages sent when prescriptions are ready for pick up.
- Ask sick customers to minimize contact with workers until healthy again

Keep Employees Safe

- Provide employees with face coverings, gloves and personal protective equipment as needed.
- Provide soap and water in the workplace. If soap and water are not readily available, use alcohol-based hand sanitizer that is at least 60% alcohol. Place hand sanitizers in multiple locations to encourage hand hygiene.
- Discourage handshaking – encourage the use of other noncontact methods of greeting.
- Encourage sick employees to stay home
- Communicate the availability of medical screening or other worker health resources (e.g., on-site nurse; telemedicine services).

Keep Spaces Clean

- Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use. To disinfect, use products that meet the [EPA criteria for disinfecting](#).
- Clean dirty surfaces using soap and water prior to disinfection.

- Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Perform enhanced cleaning and disinfection after persons suspected/confirmed to have COVID-19 have been in the facility:
 - If a sick employee is suspected or confirmed to have COVID-19, follow the [CDC cleaning and disinfection recommendations](#).
- Consider improving the engineering controls using the building ventilation system. This may include some or all of the following activities:
 - Increase ventilation rates.
 - Increase the percentage of outdoor air that circulates into the system.

Additional Resources:

[MOA Business Dashboard](#)

OSHA: [Guidance on Preparing Workplaces for COVID-19](#)

[CDC Workplace Recommendations](#)