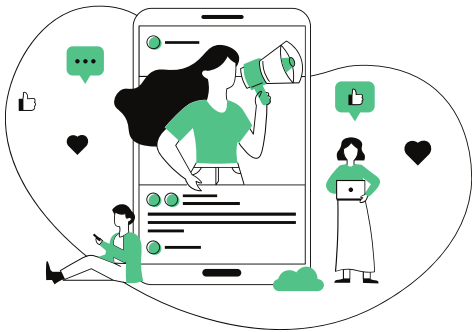


Tips for Operating Safely During COVID-19

If you are a **critical business** (see Anchorage's [Emergency Order EO-03](#)), here's how you can operate safely:

Promote Physical Distancing

- Indicate 6 feet separation by marking areas with tape, signs, cones or other physical items to keep distance between customers and employees.
- For example, if customers must come in, make pick-up stations for goods separated by 6' distance.
- Restrict access to only certain workplace areas. Try making a one-way flow for customers by labeling doors as separate customer entrance-only and exit-only, if possible.
- If you are a food based business, lay out silverware, napkins, and condiments in pre-packaged disposables, and have customers wait apart from each other for pickup.

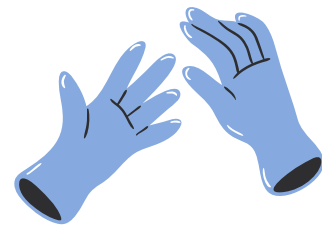


Use Pre-Orders to Limit Contact

- Create a pre-order strategy to minimize face-to-face contact: Customers can call in and pay in advance, or direct message on social media.
- Use your cellphone to make a Google Voice line for business.
- Consider drive-through windows and porch-drop delivery. For pick-up orders, prop open the door so customers do not have to touch the handle.

Get Sneeze Guards

- Install physical barriers like a **Sneeze Guard**: Put a plexiglass or acrylic shield at your sale counter to protect both the cashier and customer!
- You can buy sneeze guards online from many websites (try displays2go.com or falkenacrylic.com), or locally through Image Plastics - Alaska Plastic Fabrication (Call 907-344-2190. They made all the ones in our grocery stores!)
- You can find acrylic sheets at hardware stores to make your own. They can be mounted to the counter, hung from the ceiling, or freestanding.
- Can't install one? Place an additional table between counter and customer to increase distance.



Share What You're Doing!

- Communicate your efforts to all your customers! For example, announce how back-of-house cooks are certified in hygienic prep procedures, or that you have trained your cashiers, or that you have committed to using Personal Protective Equipment (PPE).
- Communicate that you are taking action and maintain consumer trust.
- Ask sick customers to minimize contact with workers until healthy again.
- Ask your customers to support you! If your business is struggling and you need customers to buy gift cards, place orders, or commit to coming back when you re-open, tell your customers and supporters.

Operating Your Business Safely with COVID-19

If you are a **critical business** (see Anchorage's [Emergency Order EO-03](#)), here's how you can operate safely:

Keep Employees Safe

- Provide employees with face coverings, gloves and personal protective equipment (PPE) as needed.
- Did you know there are **sponsorships for PPE available through the Frontline Business Safety Initiative?**
- 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).
- Train your cashiers on a **new workflow**. For example, have a “clean” pen cup and “dirty” pen cup for receipt signing. Sanitize used pens. Have customers drop receipts into a box or jug themselves to minimize handling.



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. Open a window and turn on the bathroom exhaust fan to make a negative air pressure. If in a higher-risk environment, use a HEPA air purifier.

