



COVID-19

Small Business Guidance

Florida Department of Health • [FloridaHealthCOVID19.gov](https://www.floridahealth.gov/covid-19)

PROTECT YOUR BUSINESS:

- Identify a workplace coordinator who will be responsible for all COVID-19 issues.
- Consider putting flexible sick leave and supportive policies and practices, like telework, in place. Review policies and response plans with your employees. Clearly communicate expectations.
- Know the policies of companies that provide your business with contract or temporary employees.
- Follow CDC travel guidance: [CDC.gov/travel](https://www.cdc.gov/travel).
- Use teleconferencing and video conferencing for meetings.

ENCOURAGE EMPLOYEES TO:



Know the symptoms that can include fever, cough or difficulty breathing.



Practice hand and face hygiene. Wash hands with soap and water for at least 20 seconds or use hand sanitizer that's at least 60% alcohol. Cough and sneeze into a sleeve or tissues. Remind employees to avoid touching their faces.



Stay home if sick or if someone at home has COVID-19.



Practice social distancing. Keep at least 6 feet between co-workers and customers. **Consider cloth face coverings.**



Daily clean and disinfect "high-touch" surfaces: workstations, counter tops, handrails, doorknobs, etc. Follow CDC guidelines for cleaning and disinfecting areas where a sick employee has been.



Avoid sharing tools and equipment, if feasible.

PROTECT EMPLOYEES AND CUSTOMERS:



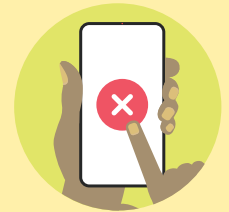
Provide tissues, no-touch trash cans, soap and water, and hand sanitizer that's at least 60% alcohol.



Increase ventilation in buildings and vehicles: open windows or adjust air conditioning.



Use booking and scheduling to stagger customer flow.



Limit handling of cash: consider offering tap and pay, and on-line transactions.



The source for this fact sheet is the Centers for Disease Control and Prevention (CDC). For more information on the guidance above, visit [CDC.gov/coronavirus](https://www.cdc.gov/coronavirus) or scan the code using your phone's camera app.