

COVID-SAFE PRACTICES FOR ALL EMPLOYERS

Our businesses leaders have shown great determination and leadership in the face of the extraordinary hardship caused by COVID-19. As the economy reopens, we are asking for your help to ensure all New Mexicans—your customers, employees, and families—take precautions to remain safe when entering a place of business. Please help us set the highest standards for living with COVID-19 by enacting these requirements and additional best practices.

Required

- ☐ Limit operations to remote work to the greatest extent possible.
- ☐ Arrange workplace to provide for 6 feet of distance between individuals wherever possible.
- ☐ Close common areas where personnel are likely to congregate wherever possible or modify them to minimize contact.
- ☐ Provide for all meetings to take place remotely whenever possible.
- ☐ Ensure all employees have face coverings or masks and wear them in the workplace at all times when in the presence of others, except when eating, drinking or exercising, or unless otherwise advised by a health care provider.
- ☐ Train all employees on daily cleaning and disinfecting protocol, hygiene, and respiratory etiquette (e.g., covering coughs).
- ☐ Make handwashing, sanitizer, and other hygiene support available to employees.
Note: the use of gloves is not a substitute for frequent handwashing.
- ☐ Screen employees before they enter the workplace each day (verbally or with a written form or text-based or other app). Send employees home who are experiencing the following COVID-19 symptoms related to COVID-19 and direct them to obtain free testing through the [Department of Health](#).
 - ☐ Fever
 - ☐ Sore throat
 - ☐ Chills
 - ☐ Cough
 - ☐ Headache
 - ☐ Repeated shaking with chills
 - ☐ Shortness of breath
 - ☐ Muscle pain
 - ☐ Loss of taste or smell



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- ❑ Prohibit employees with known close contact to a person who is lab-confirmed to have COVID-19 to return to work until authorized by the Department of Health.
- ❑ Minimize non-essential travel. Adhere to CDC guidelines and state orders regarding isolation following out-of-state travel.
- ❑ Adhere to all [CDC](#) and [OSHA](#) guidelines.

Best Practices

- ❑ Develop a COVID-19 communication plan and provide a forum for answering employee questions and addressing concerns.
- ❑ Appoint a COVID-Safe Practice leader or team to enact safe practices in the workplace.
- ❑ Review employee leave policies and modify as needed to ensure compliance with the [Families First Coronavirus Response Act](#).
- ❑ Consider assigning vulnerable workers duties that minimize their contact with customers and other employees (e.g., managing inventory rather than working as a cashier, managing administrative needs through telework).
- ❑ To support contact tracing, retain a daily log for at least four weeks including the date, name, phone number of all customers and employees who enter the workplace.
- ❑ Follow all heating, ventilation and air conditioning (HVAC) preventative maintenance as required by the manufacturer on prescribed schedules. When possible, consult with an HVAC engineer to improve ventilation and minimize the potential for worker exposure.

Additional Resources

- ❑ Occupational Safety and Health Administration (OSHA): [Guidance on Preparing Workplaces for COVID-19](#)
- ❑ CDC: [Guidelines for Cleaning and Disinfection Community Facilities](#)
- ❑ Environmental Protection Agency (EPA): [List N: Disinfectants for Use Against SARS-CoV-2](#)
- ❑ [CDC Print Resources in multiple languages](#)
- ❑ [CDC Frequently Asked Questions](#)
- ❑ [COVID-19 Emergency Supply Collaborative](#)

