

Mississippi General Guidelines for State Agencies

General Guidelines for Social Distancing and Enhanced Hygiene during the COVID-19 Emergency June 11, 2020

Safety Procedures

- **Screen all employees reporting to work for COVID-19 symptoms¹ with the following questions:**
 - o Have you been in close contact with a confirmed case of COVID-19?
 - o Are you experiencing a cough, shortness of breath or sore throat?
 - o Have you had a fever in the last 48 hours?
 - o Have you had new loss of taste or smell?
 - o Have you had vomiting or diarrhea in the last 24 hours?
 - o Do you have any other unusual symptoms or complaints?

- **Temperature screening employees:**
 - o Best practice: employers to take temperatures onsite with a no-touch thermometer each day upon arrival at work.
 - o Minimum: temperatures can be taken before arriving. Normal temperature should not exceed 100.0 degrees Fahrenheit.

- **Direct any employee who exhibits COVID-19 symptoms¹** (i.e., answers yes to any of the screening questions or who is running a fever) to leave the premises immediately and seek medical care and/or COVID-19 testing, per Mississippi State Department of Health and CDC guidelines. Employers should maintain the confidentiality of employee health information.

- **Implement workplace cleaning and disinfection²** practices, according to CDC guidelines, with regular sanitization of high-touch surfaces.

- **Hand hygiene** products or soap and water should be available at all work sites and easily accessible.

- **Social Distancing in the workplace:**
 - o All employees should maintain a minimum of 6 feet from other employees as practicable.
 - o Physical work locations should be adjusted to assure that a minimum of 6 feet spacing can be maintained by employees.
 - o Meeting should use technological options to minimize the number of in-person attendees at any meeting.

- When unable to maintain social distancing of 6 feet – all employees should wear a cloth or surgical type face mask.
- All employees must wear a cloth or other face covering, covering the mouth and nose when interfacing with the public.
- **Working with the public:**
 - Clients or other visitors should not be permitted to enter a work area if they have symptoms of COVID-19. They should immediately seek medical care.
 - Every location that engages with the public should have a sign outlining the symptoms of COVID-19 and to not enter but seek medical care immediately.
 - Hand hygiene should be available at all entrances and in areas where the public receives services.
- **Preparing to Return**
 - Please review current CDC guidance on preparations for returning to normalized operations. Ensuring physical separation, proper airflow and air filtering, are some of the important planning steps that must be taken.

<https://www.cdc.gov/coronavirus/2019-ncov/community/office-buildings.html>
- **Teleworking**
 - Teleworking is an effective way to decrease risk of COVID-19 transmission at work sites. You are encouraged to maintain effective telework policies in a manner that reduces transmission risk and ensures the effective execution of job duties.

Employees

- **Stay home when feeling ill**, when exposed to COVID-19 (e.g., close contact to a confirmed case of COVID-19), or if diagnosed as a confirmed case of COVID-19.
- **Increase hygiene practices**—wash hands more frequently, avoid touching face, practice good respiratory etiquette when coughing or sneezing.
- **Wear a cloth face covering or other face covering, covering the mouth and nose as above.**
- **Practice recommended social/physical distancing** to the greatest extent possible—**“Further is safer”**.
- **Employees should take steps to protect themselves outside of the work environment:**

- Inform their supervisor in the event of exposure to someone with confirmed COVID-19.
- Perform regular hand hygiene.
- Avoid mass gatherings as much as possible.
- Wear a cloth mask or other face covering, covering the mouth and nose when in public and around others.
- Minimize trips for essential items to avoid unnecessary interpersonal contact.
- Avoid all non-essential travel.

¹ COVID-19 Symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

This list is not all inclusive. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

² Sanitizing Instructions

Cleaning: the removal of dirt, including germs, from surfaces. Germs are not killed just by cleaning, but it does reduce the risk of spreading infection. Dirty surfaces should be cleaned using a detergent, or soap and water, before being disinfected. Use disposable gloves when cleaning. If you have reusable gloves, make sure the gloves are only used for cleaning/disinfecting of surfaces for COVID-19.

Electronics should be cleaned according to the manufacturer’s instructions.

Do not shake dirty laundry. Wash items according to the manufacturer's instructions. Use the warmest water setting and dry the items completely. Dirty laundry that has been in contact with an infected person can be washed together.

Disinfecting: EPA-registered disinfectants work best to kill germs on surfaces. Doing this reduces any risk of spreading infection. Visit <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2> to see if your item is on the list of EPA-approved products.

Bleach: Hard surfaces can be cleaned by using bleach solutions. The solution can be 1/3 cup bleach per gallon of water, or four teaspoons bleach per quart of water. The solution will disinfect up to 24 hours. **But remember - NEVER mix bleach with ammonia or any other cleaner.** Wear rubber boots, gloves and eye protection. Try not to breathe in the fumes. If you are using the products inside, open windows and doors to let in fresh air.

See <https://www.cdc.gov/healthywater/emergency/cleaning-sanitizing/household-cleaning-sanitizing.html> for additional information.

For more information and guidance, please refer to the CDC guidelines and references listed below.

●Centers for Disease Control and Prevention Guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility-H.pdf>

and

https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf

●Industry Specific Guidance can also be found here:

American Industrial Hygiene Association, <https://www.backtoworksafely.org/>

Occupational Safety and Health Administration, <https://www.osha.gov/SLTC/covid-19/>