



**MECHANICSBURG**  
**CHAMBER OF COMMERCE**

*The Strength of One. The Power of Many.™*

## ***COVID-19 GUIDE TO REOPENING***



The Mechanicsburg Chamber of Commerce hopes this compilation serves as a helpful guide. We are all in this together, and we are here for you! Please let us know how we can help you.

# COVID-19 REOPENING PHASES

|              | WORK & CONGREGATE SETTINGS   | SOCIAL SETTINGS   |
|--------------|--|---|
| RED PHASE    | <ul style="list-style-type: none"> <li>• LIFE-SUSTAINING BUSINESSES ONLY</li> <li>• RESTRICTIONS IN PLACE FOR PRISON + CONGREGATE CARE</li> <li>• SCHOOLS CLOSED FOR IN-PERSON INSTRUCTION</li> <li>• MOST CHILD CARE CLOSED</li> </ul>  | <ul style="list-style-type: none"> <li>• STAY AT HOME ORDERED</li> <li>• LARGE GATHERINGS PROHIBITED</li> <li>• RESTAURANTS/BARS LIMITED TO CARRY-OUT + DELIVERY</li> <li>• ONLY TRAVEL FOR LIFE-SUSTAINING PURPOSES</li> </ul>   |
| YELLOW PHASE | <ul style="list-style-type: none"> <li>• TELEWORK MUST CONTINUE WHERE FEASIBLE</li> <li>• BUSINESSES WITH IN-PERSON OPERATIONS MUST FOLLOW SAFETY ORDERS</li> <li>• CHILD CARE OPEN COMPLYING WITH GUIDANCE</li> <li>• RESTRICTIONS IN PLACE FOR PRISON + CONGREGATE CARE</li> <li>• SCHOOLS CLOSED FOR IN-PERSON INSTRUCTION</li> </ul> | <ul style="list-style-type: none"> <li>• STAY AT HOME ORDER LIFTED FOR AGGRESSIVE MITIGATION</li> <li>• LARGE GATHERINGS OF MORE THAN 25 PROHIBITED</li> <li>• IN-PERSON RETAIL ALLOWED CURBSIDE/DELIVERY PREFERRED</li> <li>• INDOOR RECREATION, HEALTH AND WELLNESS FACILITIES (SUCH AS GYMS, SPAS, HAIR SALONS, NAIL SALONS AND OTHER ENTITIES THAT PROVIDE MASSAGE THERAPY), AND ALL ENTERTAINMENT (SUCH AS CASINOS, THEATERS) REMAIN CLOSED</li> <li>• RESTAURANTS/BARS LIMITED TO CARRY-OUT + DELIVERY</li> </ul> |
| GREEN PHASE  | <ul style="list-style-type: none"> <li>• ALL BUSINESSES MUST FOLLOW CDC AND PA DEPARTMENT OF HEALTH GUIDELINES</li> </ul>  | <ul style="list-style-type: none"> <li>• AGGRESSIVE MITIGATION LIFTED</li> <li>• INDIVIDUALS MUST FOLLOW CDC AND PA DEPARTMENT OF HEALTH GUIDELINES</li> </ul>  |

As regions or counties move into the yellow phase, some restrictions on work and social interaction will ease while others, such as closures of schools, gyms, and other indoor recreation centers, as well as limitations around large gatherings, remain in place. The purpose of this phase is to begin to power back up the economy while keeping a close eye on the public health data to ensure the spread of disease remains contained to the greatest extent possible.

# Prepare Your Workplace

## Step 1: Prepare

The first step in re-opening is making sure your facility is a safe environment for you, your employees and your customers. The [Occupational Safety and Health Administration \(OSHA\)](#) and the [Centers for Disease Control and Prevention](#) have developed comprehensive guidelines on how best to prepare your workplace. Additionally, the Wolf administration has issued [guidance](#) for businesses permitted to operate during the re-opening process, as well as an [order directing public health safety measures for Pennsylvania businesses](#). While it's critical that employers read the federal and state guidelines in their entirety, here are a few key takeaways:

- **Clean and sanitize** your facility prior to welcoming back employees and customers and implement a cleaning procedure. One way to combat the spread of COVID-19, is to ensure your work environment is cleaned and disinfected regularly. Businesses should maintain pre-existing cleaning protocols, while paying extra attention to clean and disinfect high-touch areas in spaces that are accessible to customers, tenants or other individuals, per guidance issued by the [EPA and CDC](#). Additionally, the [Wolf administration's "Building Safety Measures"](#) order states businesses need to ensure the facility has a sufficient number of employees to perform the required cleaning protocols. (Please note – if a person with a suspected or confirmed case of COVID-19 has been in your facility, the CDC has developed additional [cleaning and disinfection guidelines](#).)
- Develop a plan to allow for continued **social distancing**. As regions transition from the “red” to “yellow” phase of Governor Wolf’s “Plan for Pennsylvania,” social distancing will continue to be required. For businesses, this includes (but is not limited to): continuing to allow employees to telework if possible; conducting meetings and trainings virtually if possible; limiting meetings to 10 people or fewer and holding them in large spaces where individuals can spread out; staggering employee work hours, breaks and lunch schedules; limiting the number of people in employee common areas; offering curbside pickup for customers; adding plastic barriers/shields at registers; offering call-ahead services; and limiting the number of customers permitted in a business at one time.
- Secure the necessary **personal protective equipment (PPE)**. The state’s [Worker and Building Safety Order](#) requires employers to provide employees with masks while on the work site. The order also requires all customers to wear masks while on the premises. A number of Pennsylvania companies have stepped up to produce these critical supplies. A listing of companies providing PPE and cleaning/disinfecting services can be found [here](#).
- Establish protocols that allow you to respond swiftly if your business is exposed to a person who is a probable or confirmed case of COVID-19. This plan must entail the cleaning and disinfecting of the facility per the CDC guidelines; identifying employees that were in close contact with the individual; and implementing temperature screening for employees before entering the building. The state has outlined what all these protocols need to include in its Worker and Building Safety Order.



## Step 2: Take Action

- Using the guidelines above, implement safety policies and best practices for both employees and customers. Make sure to take into account travel policies for employees; as well as guidance for vendors and contractors.
- Communicate with employees the new health and safety protocols that are being put in place. Provide signage with clear directions and steps on how these protocols should be carried out. Create a clear and open communication process with employees – both those working on site and remotely – to notify them of any changes or updates.
- Be transparent with customers about your safety protocols. Post signs on the entryway doors to communicate the new guidelines and procedures for entering your facility.

## Step 3: Stay Informed

- [Sign up for PA Chamber communications](#) to stay up-to-date on the latest re-opening announcements and guideline requirements!
- Check back regularly for status updates regarding Pennsylvania regions that have been moved to the next phase of re-opening and for additional industry-specific resources as they become available.



# Welcome Back Employees and Customers

## Step 1: Making Them Feel Safe

### **For Customers:**

- Limit the number of customers in the facility to ensure appropriate distancing, along with visual markers on the floors for six-foot distancing, per CDC guidance.
- Offer curbside delivery instead of in-store pick-up, drive-through services, call-ahead services, and other ways to ensure limited physical contact.
- Add plastic barriers/shields at registers.

### **For Employees:**

- In addition to setting guidelines so that sick employees stay home when sick, employers are also being encouraged to allow continued telework if applicable, along with videoconferencing or teleconferencing when possible for work-related meetings and gatherings.
- Conduct virtual sales calls, and carefully consider whether travel is necessary.
- Support respiratory etiquette (masks) and hand hygiene for employees, customers and worksite visitors through tissues and no-touch disposal receptacles, soap and water, and hand sanitizer in multiple places at the worksite. While not all industries can allow social distancing – for example, beauty salons and casinos; they can modify these requirements with mandatory mask use, increased sanitation practices and limiting the number of people allowed in the facility.
- Place [posters](#) that encourage hand hygiene to help stop the spread at the entrance to your workplace and in other workplace areas where they are likely to be seen. Discourage handshaking – encourage the use of other noncontact methods of greeting.
- Direct employees to visit the [coughing and sneezing etiquette](#) and [clean hands webpage](#) for more information.
- Establish protocols for when an employee or someone they are in close contact with has been exposed to COVID-19, as [outlined in this guidance document](#) from the PA Department of Health.
- Provide supports for staff to ensure their mental and emotional well-being – including the implementation of employee wellness programs or staff emergency leave or funds.

For more tips on steps businesses should take to ensure a safe return to work, check out this [U.S. Chamber Foundation webinar](#).

[From PCI: HR Tips on Ensuring a Healthy Return to Work](#)



## Step 2: Address Real-World Challenges

- **Childcare:** The closure of childcare centers and schools as a result of the COVID-19 pandemic presents challenges for employers working to get their facilities up and running and their employees back to the jobsite. Site capacity limits; staff personal protective equipment needs; financial concerns for childcare centers; and higher safety and cleanliness standards than ever before are among the many childcare-related topics that will need to be addressed as Pennsylvania gradually gets back to work. A recent U.S. Chamber Foundation webinar explored this issue in depth; and our “Bringing PA Back” Policy Guidelines also call for an extended school year into the summer to help alleviate childcare dilemmas for many who are returning to work. Business owners are encouraged to be as flexible as possible with their employees when working to address these challenges.
- **Re-skilling.** The COVID-19 pandemic has presented opportunities to re-imagine how work is conducted. Not only will working remotely become a more common way of life, but according to this Forbes article, a focus on skills training will be critical in the immediate future as companies focus on “recruiting candidates with the skills and capabilities they need rather than on their degree pedigree”. This issue is multi-faced, given that a focus on re-entry for former offenders can pose challenges (many individuals with criminal records will be competing for jobs with laid-off workers who do not have a criminal record); and in higher education – as the pandemic has led to issues related to smaller class sizes, lower enrollments and uncertainty about the fall semester.

## Step 3: Promote Employment Opportunities

In an effort to combat the rise in unemployment that was an unfortunate result of the COVID-19 pandemic, the PA Department of Labor and Industry has launched a comprehensive employment site — a new COVID-19 job portal for Pennsylvanians who are looking for work at life-sustaining businesses.

Life-sustaining businesses can feature their job openings on the portal through an easy to use online form. Businesses must meet the criteria of a life-sustaining business and must have more than 10 job openings.

The PA COVID-19 Job Hiring Portal is an active, robust site with a complete listing of businesses’ jobs openings, offering persons seeking immediate work excellent employment opportunities all in one place.

We thank all employers looking to hire additional employees for promoting your hiring announcements and trying to make sure that all those seeking employment during these very challenging times have a place at an in-demand job right now.



# BEST PRACTICES

## FOR RETAIL FOOD STORES, RESTAURANTS & FOOD/PICK-UP DELIVERY SERVICES DURING THE COVID-19 PANDEMIC

FDA is sharing information about best practices to operate restaurants, retail food stores and associated pick-up and delivery services during the COVID-19 pandemic to safeguard workers and consumers.

This addresses key considerations for how foods offered can be safely handled and delivered to the public. This is not a comprehensive list. FDA encourages consulting the references and links provided below (by CDC, FDA, EPA, and OSHA) for more detailed information. This will be updated as FDA receives further information and inquiries.

- [Managing Employee Health \(Including Contracted Workers\)](#)
- [Personal Hygiene for Employees](#)
- [Managing Operations in a Foodservice Establishment or Retail Food Store](#)
- [Managing Food Pick-Up and Delivery](#)

### BE HEALTHY, BE CLEAN



- Employees - Stay home or leave work if sick; consult doctor if sick, and contact supervisor
- Employers - Instruct sick employees to stay home and send home immediately if sick
- Employers - Pre-screen employees exposed to COVID-19 for temperature and other symptoms



- Wash your hands often with soap and water for at least 20 seconds
- If soap and water are not available, use a 60% alcohol-based hand sanitizer per CDC
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Wear mask/face covering per [CDC](#) & [FDA](#)



- Never touch Ready-to-Eat foods with bare hands
- Use single service gloves, deli tissue, or suitable utensils
- Wrap food containers to prevent cross contamination
- Follow 4 steps to food safety [Clean, Separate, Cook, and Chill](#)

### CLEAN & DISINFECT



- Train employees on cleaning and disinfecting procedures, and protective measures, per CDC and FDA
- Have and use cleaning products and supplies
- Follow protective measures



- Disinfect high-touch surfaces frequently
- Use EPA-registered disinfectant
- Ensure food containers and utensils are cleaned and sanitized



- Prepare and use sanitizers according to label instructions
- Offer sanitizers and wipes to customers to clean grocery cart/basket handles, or utilize store personnel to conduct cleaning/sanitizing

### SOCIAL DISTANCE



- Help educate employees and customers on importance of social distancing:
  - Signs
  - Audio messages
  - Consider using every other check-out lane to aid in distancing



- Avoid displays that may result in customer gatherings; discontinue self-serve buffets and salad bars; discourage employee gatherings
- Place floor markings and signs to encourage social distancing



- Shorten customer time in store by encouraging them to:
  - Use shopping lists
  - Order ahead of time, if offered
- Set up designated pick-up areas inside or outside retail establishments

### PICK-UP & DELIVERY



- If offering delivery options:
  - Ensure coolers and transport containers are cleaned and sanitized
  - Maintain time and temperature controls
  - Avoid cross contamination; for example, wrap food during transport



- Encourage customers to use "no touch" deliveries
- Notify customers as the delivery is arriving by text message or phone call



- Establish designated pick-up zones for customers
- Offer curb-side pick-up
- Practice social distancing by offering to place orders in vehicle trunks

# COVID-19 Safety Procedures for Businesses

## PROTECTING CUSTOMERS AND EMPLOYEES WORKING IN THE COMMONWEALTH

### Requirements for Businesses Authorized to Continue In-Person Operations:

#### Health and Cleaning

- Provide masks for employees to wear at all times.
- Clean and disinfect the building frequently, especially high-touch areas.
- Make sure employees have access to soap and water, hand sanitizer, and disinfectant wipes.
- Tell employees they should notify their supervisor if they are sick and stay home.

#### Social Distancing

- Prevent large groups from entering or leaving the building at the same time.
- Limit the number of employees in common areas.
- Conduct meetings virtually. For in-person meetings, limit the number of employees to 10 and maintain a distance of six feet.
- Don't allow non-essential visitors.

#### If there is a COVID-19 exposure in your building

- Establish a plan for employee COVID-19 exposure, that includes building cleaning and notifying affected employees. See COVID-19 Safety Guidance at [pa.gov](https://www.pa.gov) for more details.
  - Secure and clean the exposed areas.
  - Take each employee's temperature before they enter the building and send home those who have a temperature of 100.4°F or higher.
  - Employees should notify their supervisor if they have symptoms and go or stay home.
- Advise sick employees to follow CDC recommended guidance on home isolation.

### Additional Safety Guidance for Any Retail Operations at Your Location

- Conduct business with the public by appointment only, when possible.
- Limit the number of people inside the building to no more than 50% of the total maximum occupancy.
- Modify business hours so there is enough time to clean and restock.
- Install shields at check-out areas to separate cashiers and customers.
- Provide delivery or pick-up options and encourage online ordering.
- Designate a specific time for people at high risk to use the business at least once a week.
- Require customers to wear masks or face coverings.
- Limit check-out lanes to every other register and rotate every hour to allow for disinfection.
- Schedule handwashing breaks for employees at least every hour.
- Assign an employee to wipe down carts and handbaskets before the customer uses it.

### Questions or Concerns?

#### Businesses

Contact the Department of Health at 1-877-PA-HEALTH (1-877-724-3258).



#### Employees or Customers

If you feel unsafe at your workplace relative to COVID-19 concerns, file a complaint with:

- A local health department or law enforcement agency.
- The Occupational Safety and Health Administration at [OSHA.gov](https://www.osha.gov).
- The PA Department of Health at [health.pa.gov](https://www.health.pa.gov).

### Remember These Important Steps to Stop the Spread of COVID-19

- Maintain a distance of at least 6 feet from other individuals.
- Wash hands with soap and water for at least 20 seconds as frequently as possible, or use hand sanitizer if soap and water are not available.
- Cover coughs or sneezes with a sleeve or elbow.
- Do not shake hands.
- Regularly clean high-contact surface areas.
- When sick, stay at home.
- Do not gather in groups larger than 10 people.



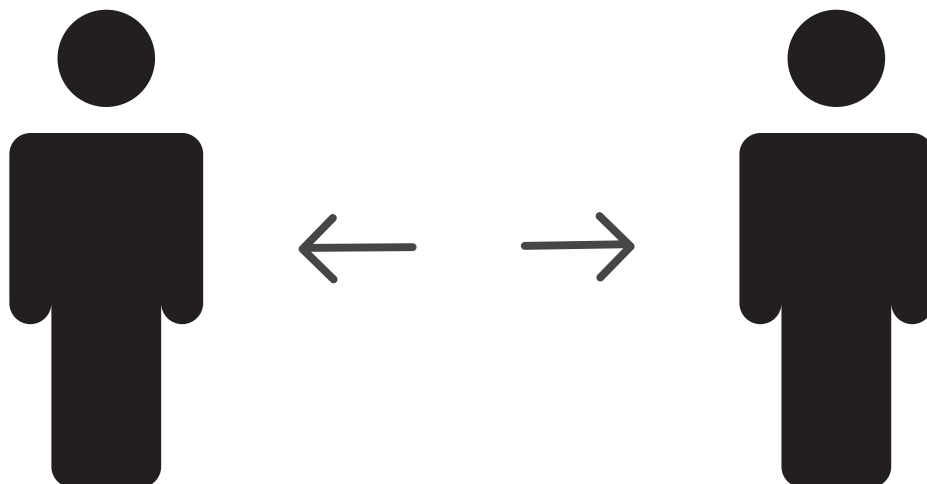


# NOTICE

**FOR YOUR SAFETY,  
OCCUPANCY IS  
LIMITED TO  
\_\_PERSONS**



HELP PREVENT THE SPREAD OF COVID-19  
& MAINTAIN YOUR DISTANCE.



**PLEASE KEEP 6FT APART**

# PROTECT YOURSELF



# AND OTHERS

MASKS ARE REQUIRED UPON ENTRY

# Business Resources

## ***CHAMBER MEMBERS***

### CLEANING & JANITORIAL SERVICES

**Angel Home Solutions**, 6301 Brandy Lane, Mechanicsburg, PA 17050. (717) 620-8917

**Classic Drycleaners and Laundromats**, 5028 Simpson Ferry Road, Mechanicsburg, PA 17055. (717) 766-5112

**Clean Treat Cleaning**, 105 Fieldstone Drive, Carlisle, PA 17015. (717) 448-6824

**Cook's Janitorial Services**, 1366 West Trindle Road, Mechanicsburg, PA 17055. (717) 512-5562

**Cumberland Valley Cleaning**, 718 Olson Drive, Carlisle, PA 17013. (717) 385-7734

**Zimmerman's Automotive Tire Pros**, 2234 South Market Street, Mechanicsburg, PA 17055. (717) 766-7656.

### PRINTING & SIGNAGE

**Clipper Magazine**, 3708 Hampland Road, Mountville, PA 17554. (717) 215-5910

**DRS Printing Services**, 6 N Grantham Road, Dillsburg, PA 17019, (717) 502-1117

**Hot Frog Print Media**, 118 West Allen Street, Mechanicsburg, PA 17055. (717) 697-2204

**Konhaus Print & Marketing**, 3544 Gettysburg Road, Camp Hill, PA 17011. (717) 731-9456

**LaPerla LLC**, 806 S 29th Street, Suite C, Harrisburg, PA 17111. (717) 561-1257

**Postal Connections**, 5246 Simpson Ferry Road, Mechanicsburg, PA . (717) 766-0335

**The UPS Store**, 275 Cumberland Parkway, Mechanicsburg, PA 17055. (717) 795-8818

## ***STATEWIDE***

### MASKS, THERMOMETERS, HAND SANITIZER, FACE SHIELDS

[PA COVID-19 PPE & Supplies Business-2-Business \(B2B\) Interchange Directory](#)

# Additional Resources

[Phased Reopening](#)

[Ready to Reopen: A Playbook for Your Small Business - US Chamber of Commerce](#)

[Industry Operation Guidance](#)

[General Office Settings - AIHA Issues Best Practices](#)

[Child Care Centers - CDC Issued Guidelines](#)

[Construction - State Issued Guidelines](#)

National Restaurant Association – [COVID-19 Reopening Guidance](#)

National Retail Federation – [Operation Open Doors Checklist](#)

[OSHA Issued Guidance - Nursing Home and Long-Term Care Facilities](#)

[Hair and Nail Salons - AIHA Issued Best Practices](#) - Not currently permitted to open in Red/Yellow phases

[Gyms and Workout Facilities - AIHA Issued Best Practices](#) - Not currently permitted to open in Red/Yellow phases

[Passenger Transportation - OSHA Issued Guidance](#)

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