

# The Four to Follow

## How to keep your employees and customers safe during a pandemic

As more San Diego businesses are able to reopen during COVID-19, it is important that we do so in a responsible and cautious way. This is our opportunity to lead our community, our businesses and our economy back to health.

There are four steps you can take — prescribed by health care professionals — that will help you reopen your business safely. Implemented together these “Four to Follow” will provide the greatest level of protection for your employees and customers and will help set the tone for how our community responds during this first phase of recovery.

1

### Hygiene



#### Handwashing.

Make it a rule. All employees, soap and water, every hour. Use hand sanitizer in-between washings.

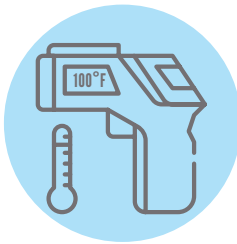


#### Disinfection.

Regularly disinfect all high-touch surfaces, including door handles, countertops, touch pads and pens.

2

### Screening



#### Employees.

Screen employees daily for signs of illness — 100° fever or higher, cough, sore throat, muscle pain, chills. Employees should stay home if sick.

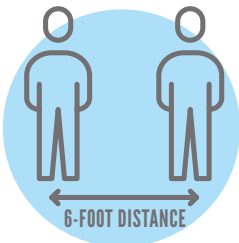


#### Customers.

Encourage customers to use online, delivery or pick-up services if they are feeling ill or have any cold or flu symptoms.

3

### 6-Foot Distancing



#### Employees.

Adapt work processes so employees can work at a 6-foot distance from coworkers. Limit close-up interactions with customers.



#### Customers.

Encourage 6-foot physical distancing. Use signs and floor markings as aids. Limit customer flow to ensure distancing is kept.

4

### Face Coverings



#### Employees.

Require employees to wear quality face coverings or masks at all times on the job; well fitting, always covering nose and mouth.



#### Customers.

All customers should wear face coverings or masks while in or outside your business. You can require this if necessary.

Help us demonstrate that businesses can operate safely and responsibly during this worldwide health crisis. Together we can lead the way to a safe and healthy San Diego.