

TIANJIN COVID-19 MITIGATION PLAN

PRIMARY RECOMMENDATIONS

- Ensure all employees and customers wear face masks.
- Provide employees with masks or other PPE and proper instruction on how to clean and maintain PPE (until further notice).
- Analyze your infrastructure (i.e. air conditioning maintenance cleaning schedule, airflow system, etc.) for maximum sanitary conditions.
- Provide at least one hand sanitizer station in each workspace or public area*.
- Provide minimum 6-ft social distancing between chairs and workspaces.
- Provide floor markings indicating distance for all lines/queues.
- Ensure seating in all waiting areas meets physical distancing requirements (or transition into virtual waiting rooms, i.e. cars).
- Disinfect all frequently touched surfaces regularly.
- Disinfect and clean bathrooms (minimum once hourly).
- Sanitize shared equipment before/after shifts or when transferred.
- Send any employees home who are sick (fever, cough, difficulty breathing).
- **Signage:**
 - Sign on the door to ask all who enter to sanitize hands upon entry and to maintain social distancing while in the space.
 - Sign on the door that if you are not feeling well (e.g. coughing or sneezing, fever), then you are not allowed to enter.

SECONDARY RECOMMENDATIONS

- Record all names, date, phone number, and physical address of people who come into the enclosed business premises, including all workers, customers or guests. *This information is important for the process of contact tracing, should it be required to track down and prevent the further spread of COVID-19.*
- Replace physical contact greetings (e.g. hugs and handshakes) with non-contact recognition, such as a wave.

- Avoid sharing personal objects (e.g. pens, phones) or clean with disinfectant.
- Reposition high-risk individuals to jobs allowing increased distancing or telework
- Make entries as touchless as possible (open doorways, auto doors or manned).
- Where possible, increase operating hours to spread out customer density.
- Where feasible, provide dedicated operation time for high risk individuals.
- For large operations, check guest temperatures at entry (above 100F, no entry).
- For large operations, check staff temperatures at entry (above 100F, no entry).
- Some limited positions may require closer than 6 ft separation. However, every effort shall be made to ensure 6-ft distance and extra care should be taken.

EMPLOYEE

- Face masks are to be worn and any other required PPE as indicated by employer (until further notice).
- Sanitize hands after clocking in and prioritize frequent proper handwashing.
- Sick employees should stay home and not return until CDC criteria are met.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor.

** subject to availability*