



PARK CITY SAILING ASSOCIATION

PO Box 981236, Park City, Utah 84098
www.SAILpc.org info@ParkCitySailing.org (435) 631-2201

General Business Phased Guidelines Attestation Checklist May 1, 2020 (Applicable across all industries)

Employers exercise extreme caution, with employees working remotely, evaluating workforce concerns, and enacting strategies to minimize economic impact. Businesses that necessitate on-site work should monitor workforce for symptoms and well-being.

- Employers take extreme precautions
- Provide accommodations to high-risk employees
- Employees and volunteers operate remotely, unless not possible
- Symptom checking in business interactions
- Face coverings worn in settings where other social distancing measures are difficult to maintain; ensure that face coverings are available
- Make every possible effort to enable working from home as a first option; where not possible, workplaces comply with distancing and hygiene guidelines
- Minimize face-to-face interactions, including with customers (e.g. utilize drive-thru, install partitions)
- Where distancing and hygiene guidelines cannot be followed in full, businesses should consider whether that activity needs to continue for the business to operate
- Eliminate unnecessary travel and cancel or postpone in-person meetings, conferences, workshops, and training sessions
- Require employees to self-quarantine when returning from high-risk areas
- Employers evaluate workforce strategy and concerns and enact strategies to minimize economic impact
- Employers must not allow any individuals under isolation or quarantine to come to work at any time unless authorized by LHD
- Ensure every employee's contact information and emergency contact details are up to date; ensure a plan is in place to reach employees quickly
- Educate workforce about the threat of the COVID-19 pandemic, what the business is doing, and what they should do to protect themselves and their families
- Prepare for absenteeism—not only sick employees will stay home; others may need to care for the sick or children if schools close; those employees should notify their supervisors
- Provide signage at each public entrance to inform all employees and customers that they should:
 - Avoid entering if they have a fever of 100.4 degrees Fahrenheit or above, cough, trouble breathing, sore throat, muscle aches and pains, sudden changes in smell or taste, or feel generally unwell
 - Maintain a minimum 6-foot distance
 - Sneeze/cough into cloth, tissue, elbow or sleeve (not hands)
 - Avoid hand shaking or unnecessary physical contact
 - Wash hands often, and for at least 20 seconds
 - Wear face coverings

Cleaning & Hygiene Guidelines for Employers

- Promote etiquette for coughing, sneezing, and handwashing; avoid touching face, especially eyes, nose, and mouth; place posters that encourage hand and respiratory hygiene
- Face coverings should be worn by employees and patrons, especially when difficult or impossible to maintain 6-foot distance
- Ensure adequate air circulation and post tips on how to stop the spread of germs
- When possible, discourage sharing of work tools and equipment



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- Make a list of high-touch surfaces requiring routine disinfecting and perform routine environmental cleaning (e.g., elevator buttons, workstations, countertops, handrails, doorknobs, breakrooms, bathrooms, common areas), either twice a day or after each use. Keep a logbook of cleaning regimen. Those cleaning should:
 - Wear gloves
 - Prior to disinfecting, clean surfaces with soap and water if soiled
 - Use EPA-approved disinfectant, industrial cleaner, diluted bleach, or alcohol solutions
- Provide disposable disinfecting wipes for employee use on high-touch surfaces; provide no-touch trash bins
- Laundry: wear gloves, use warmest appropriate water setting, dry items completely, do not shake dirty laundry, launder items that have come in contact with COVID-19 separately
- Make hand sanitizer, soap and water, or effective disinfectant readily available. Provide pop-up handwashing stations or facilities where necessary (e.g. open houses, construction sites)
- Personal Protection Equipment (PPE) should not be shared and should be disposed of properly
- After using gloves, employees should wash their hands

Employers Monitoring Symptoms

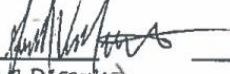
- Employees who are sick or who appear to have COVID-19 symptoms should be separated from other employees/customers immediately and sent home; immediately clean and disinfect areas the sick employee visited
- Train managers/leadership to spot symptoms of COVID-19 and to be clear on relevant protocols
- Monitor employee symptoms, especially fever (100.4 degrees Fahrenheit/38 degrees Celsius, or above). If employees take simple medications such as acetaminophen, ibuprofen, or aspirin, they should take temperature beforehand
- Do not allow employees to come to work if they feel sick; create or maintain non-punitive leave policies so employees do not feel pressured to come to work if they are sick. Remind employees to report any illness to a manager, especially if sick with fever, cough, trouble breathing, sore throat, muscle aches and pains, sudden changes in smell or taste
- If an employee is confirmed COVID-19 positive, employers should inform close contact employees while maintaining confidentiality; close contact employees should self-monitor for symptoms for 14 days

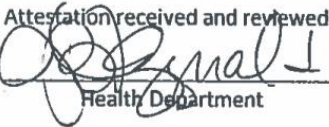
To the best of my knowledge, the above is an accurate representation of our business compliance with the Governor's ordered Phased Guidelines for the General Public and Businesses.

Business Name: Park City Sailing

Business Phone: 435-631-2202 Email: ~~www~~ operations@parkcitysailing.org

Type of services provided: Non-profit Community Sailing organization

Scott Vermerris  5/12/20
Owner/Manager (Executive Director) Date

Attestation received and reviewed:

Health Department

5/12/2020
Date