



Panhandle Health District

Healthy People in Healthy Communities

Public Health
Prevent. Promote. Protect.

Panhandle Health District



Stage 1: Protocols for Business Supplemental Checklist

1. Establish a protocol to maintain the six (6) foot physical distancing for employees and patrons, consider the following:

- Telework to limit employees in the facility
- Staggering work hours for those who must be present
- Use floor markings to demonstrate six (6) foot distance

2. Providing adequate sanitation for employees, vendors, and patrons

- Clean and disinfect regularly, especially high touch areas or where items may be exchanged
- Identify how personal use items such as masks face covering and gloves shall be worn, if necessary, for employees, vendors, and patrons
- Encourage the use of cloth face coverings among employees, vendors and patrons while maintaining social distancing

3. Identify methods to limit close interactions with patrons such as:

- Encourage online, digital, or telephonic ordering
- Curbside pickup
- Delivery
- Establish hours of operations for vulnerable populations
- Limiting number of patrons in the business at a time
- Directing the flow of traffic in the business
- Use of signage or barrier protection to limit movement and maintain distancing
- Use of employees to remind patrons of the social distancing
- Consider non-cash transactions

4. Identify strategies for addressing ill employees and determining wellness of employees

- Completing a health check with each employee prior to beginning shift – see attached Employee Health Check Guidance
- Requiring ill COVID-19 employees to stay home and possible restricting employees who may have been exposed.
- Closing facility for proper disinfection if a COVID-19 positive employee has been present
- Educating employees on available physical and mental health services, what to do if they feel they are symptomatic etc.

Hayden –
Kootenai County
8500 N. Atlas Rd.
Hayden, ID
83835
208.415.5100

Sandpoint –
Bonner County
2101 W. Pine St.
Sandpoint, ID
83864
208.263.5159

Kellogg –
Shoshone County
35 Wildcat Way
Kellogg, ID
83837
208.786.7474

Bonnors Ferry –
Boundary County
7402 Caribou St.
Bonnors Ferry, ID
83805
208.267.5558

St. Maries –
Benewah County
137 N. 8th St.
St. Maries, ID
83861
208.245.4556

Employee Health Check Guidance

Employees who meet ANY of the below criteria will not report for duty and should contact Panhandle Health District or your healthcare provider for further evaluation

New symptoms within the last 14 days:

- Fever greater than 38° C /100° F
- Cough **AND/OR** Shortness of Breath
- Chills
- Repeated shaking with chills
- Unexplained muscle pain (not exercise induced)
- Headache
- Sore throat
- Loss of taste or smell

If employee has had close contact with any individuals diagnosed with COVID-19, have them report through the Panhandle Health District Covid-19 Hotline.

If an employee calls in and reports any of these symptoms, do not allow them in the facility and direct them to the Panhandle Health District Covid-19 Hotline.

Panhandle Health District Covid-19 Hotline: 877-415-5225