CITY OF EL PASO HEALTH AUTHORITY ORDERS
FOR WORKPLACES

April 3, 2020

EFFECTIVE IMMEDIATELY

This Order supersedes the March 20, 2020 Health Authority Orders for Workplaces.

This Order is effective immediately and shall be in effect until terminated or modified by a subsequent Order.

In light of the presence of COVID-19 in our community, the Department of Public Health is issuing the following Health Authority Orders for Workplaces:

• Promote regular and thorough hand-washing by employees, contractors and customers. Examples of this include but are not limited to making hand sanitizer that contains at least 60% alcohol available in prominent places around the workplace (and ensuring dispensers are regularly filled), providing soap, water and drying materials at all handwashing stations or restrooms, displaying posters promoting handwashing, and issuing Company wide e-mails promoting handwashing. Employers shall implement at least one of the aforementioned examples within the workplace.

• Promote good respiratory hygiene in the workplace. Examples of this include but are not limited to displaying posters promoting respiratory hygiene, providing tissue and no-touch disposal receptacles for use, instructing employees to wash their hands with soap and water for at least 20 seconds, and issuing employee communications encouraging individuals to dispose of tissue immediately after one use. Employers shall implement at least one of the aforementioned examples within the workplace.

• If feasible, provide employees face masks, and ask the person to wear it, if tolerated.

• Train employees who need to use personal protective clothing and equipment (e.g., gloves, masks, etc.) how to put it on, use/wear it and take it off correctly. If personal protecting clothing and/or equipment are provided to employees, the employer shall provide training material in a format that is easy to understand and make the same available in the appropriate language and literacy level for all employees.
A business must conduct regular health checks of its employees either through temperature checks or respiratory screenings. A business must conduct the first health check of the day upon employees’ arrival at work. Employees who have a fever greater than 100 degrees Fahrenheit or a cough or shortness of breath must be sent home immediately.

Separate sick employees. Employees who appear to have acute respiratory illness symptoms upon arrival to work or become sick during the day shall be separated from other employees and be sent home immediately.

When possible, install high-efficiency air filters and/or increase ventilation in the work environment by opening windows or adjusting air conditioning.

Perform routine environmental cleaning. Clean all frequently touched surfaces in the workplace, such as workstations, counter tops, keyboards, telephones and door knobs at least once daily with disinfectant.

A business with equipment that is touched by members of the public, such as micromobility equipment, ATMs, gas pumps, water fountains, etc., shall clean and sanitize such equipment at least once daily.

Implement social distancing measures, e.g.
- When possible, space workers at the worksite by 6 ft. distance from each other, and eliminate contact greater than 10 minutes
- When feasible, stagger work schedules
- Decrease social contact in the workplace (eliminate in-person meetings)
- Eliminate in-person gatherings (e.g., staff meetings, after-work functions)
- Cancel work-sponsored conferences, tradeshows, etc.
- When videoconferencing for meetings is not possible, hold meetings by phone or email

Cancel work-sponsored conferences, tradeshows, etc.

Any employee who has traveled to a place that has a high incidence of COVID-19 cases, as identified by state and federal mandates, must not be permitted to work in the workplace and must self-quarantine for fourteen (14) days. When feasible, a business may facilitate a means by which a self-quarantined individual may work from home or by virtual means.

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