



**TIPPECANOE COUNTY**  
**HEALTH DEPARTMENT**

# Tippecanoe County Health Department

Foods & Environmental  
20 N 3rd Street  
Lafayette, IN 47901  
765-423-9221

Nursing & Vital Records  
629 N 6th Street Ste A  
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## **Updated COVID-19 Checklist for Businesses within Tippecanoe County – November 2, 2020**

Due to increasing COVID-19 cases in the community, the Tippecanoe County Health Department advises the following measures for businesses to prevent transmission of COVID-19 and protect the health of employees and customers:

- 1) Require face coverings for employees and customers per Governor Holcomb's Executive Order 20-43.
- 2) Reduce capacity and modify operations and the workplace environment to promote social distancing of 6 feet.
- 3) Make hand sanitizer readily available or provide the means for frequent handwashing.
- 4) Actively encourage sick employees and customers to stay home.
- 5) Post signs reminding employees and customers about face coverings, social distancing, and hand hygiene. Also utilize audio announcements, if possible.
- 6) Designate six-foot distances with signage, tape, or other means for employees and customers in line to maintain appropriate distance.
- 7) Utilize Plexi-Glass shields at customer service areas.
- 8) Implement separate operating hours for elderly and vulnerable customers.
- 9) Promote curbside pickup or delivery when possible
- 10) Encourage only one member of a household, whenever possible, to enter the business.
- 11) Frequently perform enhanced environmental cleaning of commonly touched surfaces.
- 12) Allow employees to work remotely from home when possible.
- 13) De-densify common areas by staggering breaks and lunch hours.
- 14) Minimize in-person meetings in favor of teleconferences or virtual meetings.
- 15) Minimize visitors in the workplace.

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