

# KEEP MACON-BIBB MOVING FORWARD BUSINESS SAFETY TOOLKIT

Presented By:



MACON



OCCUPATIONAL



MEDICINE

 @MACONCHAMBER   @MACON\_CHAMBER

[MACONCHAMBER.COM/MOVINGFORWARD](http://MACONCHAMBER.COM/MOVINGFORWARD)

 **GREATER  
MACON**  
CHAMBER OF COMMERCE

# **PURPOSE OF THE KEEP MACON-BIBB MOVING FORWARD CAMPAIGN**

The purpose of Keep Macon-Bibb Moving Forward is a grassroots campaign that encourages Macon-Bibb community members to wear a mask, practice social distancing, wash hands regularly and follow state and local safety guidelines so that our businesses can continue to serve our communities during these unprecedented times. We must all work together to keep Macon-Bibb moving forward in the fight to reopen and stay open.

## **ABOUT THE BUSINESS TOOLKIT**

The business toolkit provides Macon-Bibb businesses with all the resources they need to ensure their business, employees and patrons are safe and moving forward through the challenges of the pandemic. Toolkit resources include guidelines from local, state and national officials; suggestions for navigating the "new normal" of your business; campaign marketing materials that can be tailored to your business needs; and a list of businesses who can provide you with necessary resources.

## **TABLE OF CONTENTS**

Logo Assets

Helpful Links & Resources

Keeping the Workplace Safe

Personal Protection Equipment (PPE)

Preparing Your Space & Staff

Community Safety Initiatives

Printable Safety Signs

# LOGO ASSETS

KEEP MACON-BIBB  
MOVING   
FORWARD

M  VING  
F  RWARD

MACON-BIBB   
MOVING  
FORWARD

# HELPFUL LINKS & RESOURCES

## LOCAL RESOURCES

[Bibb County School District](#)

[Coliseum Health System](#)

[Community Foundation of Central Georgia](#)

[Greater Macon Chamber of Commerce](#)

[Macon-Bibb County](#)

[Macon Occupational Medicine](#)

[Middle Georgia CEO](#)

[Navicent Health](#)

[NewTown Macon](#)

[SCORE Middle Georgia](#)

[UGA Small Business Development Center](#)

[Visit Macon](#)

## STATE RESOURCES

[Centers for Disease Control \(CDC\)](#)

[Georgia Chamber of Commerce](#)

[Georgia Department of Public Health](#)

[National Institute of Health \(NIH\)](#)

[Office of Governor Brian Kemp](#)

[Small Business Administration](#)

[U.S. Chamber of Commerce](#)

**KEEP UP WITH THE NEWEST  
EXECUTIVE ORDERS & MANDATES**

**LOCAL:**

[Macon-Bibb County](#)

**STATE:**

[Office of Governor Brian Kemp](#)

**FEDERAL:**

[White House Official](#)

# KEEPING THE WORKPLACE SAFE



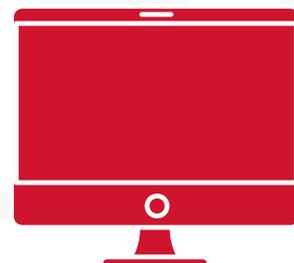
PRACTICE GOOD  
HYGIENE



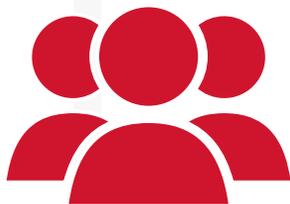
STOP  
HANDSHAKING  
& AVOID  
TOUCHING FACE



INCREASE  
VENTILATION



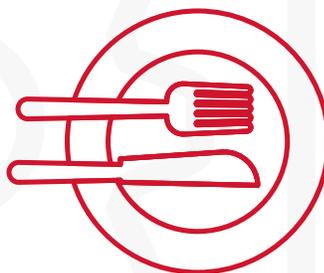
USE VIDEO-  
CONFERRING



ADJUST/POSTPONE  
LARGE  
GATHERINGS



LIMIT BUSINESS  
TRAVEL



AVOID FOOD  
SHARING



STAY HOME IF YOU  
FEEL SICK



STAGGER  
CUSTOMERS



LIMIT CASH  
HANDLING



USE ONLINE  
TRANSACTIONS



PRACTICE SOCIAL  
DISTANCING



HOLD MEETINGS IN  
OPEN SPACES



WASH HANDS  
FREQUENTLY



SANITIZE HIGH  
TRAFFIC AREAS



COMMUNICATE  
COVID PLAN WITH  
EMPLOYEES

# PERSONAL PROTECTION EQUIPMENT (PPE)

## WHAT IS PPE?

Personal protective equipment (PPE) refers to protective clothing, helmets, gloves, face shields, goggles, facemasks and/or respirators or other equipment designed to protect the wearer from injury or the spread of infection or illness. When used properly, PPE acts as a barrier between infectious materials such as viral and bacterial contaminants and your skin, mouth, nose, or eyes (mucous membranes). The barrier has the potential to block transmission of contaminants from blood, body fluids, or respiratory secretions. When used properly and with other infection control practices such as hand-washing, using alcohol-based hand sanitizers, and covering coughs and sneezes, it minimizes the spread of infection from one person to another. Effective use of PPE includes properly removing and disposing of contaminated PPE to prevent exposing both the wearer and other people to infection.

Source: U.S. Food and Drug Administration (FDA)

## EXAMPLES OF PPE

- **N95 Masks** -- Should be reserved for health care providers and first responders
- **Surgical Masks** -- blue, disposable masks typically used by health care professionals
- **Cloth or Paper Masks** -- these masks may help slow the spread of COVID-19, and help keep people who may unknowingly have the virus from transmitting it to others
- **Homemade Masks** -- masks made out of t-shirts, bandannas, scarves, hand towels, or any other items made of cotton or linen
- **Face Shields** -- Usually made of plastic and provides extra coverage
- **Gloves** -- disposable latex gloves recommended over work gloves
- **Goggles/Eye protection** -- provides additional protection

Source: Johns Hopkins Medicine

# CHAMBER MEMBERS WITH PPE

[Choice Premiums](#)

[Southern Safety Supply](#)

[Macon Occupational Medicine](#)

If your business offers PPE and was not previously mentioned, please email [hbhayden@maconchamber.com](mailto:hbhayden@maconchamber.com)

## PREPARING YOUR SPACE

### TRAIN EMPLOYEES ON NEW PROTOCOLS

- Create training to review new safe-at-work requirements and guidelines for all employees
- If returning to work, training and orientations should be done on day one
- Make information available to employees about Personal Protective Equipment, disinfection measures, social distancing protocol, on-site health screening, signs and symptoms of COVID-19, self-quarantining and return-to-work policies, visitors and contractors screening, signage, time-off options and all other COVID-19-related safe workplace changes
- Train employees on frequent hand washing; properly covering coughs and sneezes; refraining from touching the face

### CLEAN & DISINFECT HIGH TRAFFIC SPACES

- Clean and sanitize surfaces frequently. Make wipes, sanitizer and cleaning products widely accessible throughout workplaces
- Clean the break rooms and common touch areas (doorknobs, etc.) after each shift
- Thorough cleaning of ALL shared surfaces throughout the facility at least once every 24 hours. This includes common spaces like bathrooms, conference rooms, lunchrooms, etc.
- Shut down production in the area where a COVID-19 affected employee worked (i.e. department, line, station) to conduct cleaning, as well as shut down and clean common spaces like bathrooms, conference rooms and lunchrooms once notification of potential COVID-19 spread is suspected

# SOLUTIONS FOR SOCIAL DISTANCING

- Provide masks, shields, gloves, shoe coverings, coveralls, etc. if appropriate and available
- Provide touch-free solutions: touch-free time clocks, individual water containers for workers instead of large water coolers, etc.
- Offer work-from-home options for all employees who can perform duties remotely
- Change shifts: stagger shifts and start times to maximize distancing; allow 30-minute buffers between shifts if possible so that employees don't come into contact during transition; cross-train teams, so that teams can better stagger shifts
- Provide visual markers on floors for six-foot distancing, per CDC guidance.
- Stagger breaks and lunch schedules: offer lunch breaks in vehicles instead of shared cafeterias or break rooms; employees need to bring their own meals and be able to eat them without use of microwave.
- Restrict movement between departments and/or functions (e.g. don't allow traffic between production and office workspaces)
- Conduct phone/email/virtual meetings instead of in-person meetings, even when at office
- Limit meetings to no more than 10 individuals, provided appropriate spacing is possible
- Hold meetings in large spaces where people can spread out at six-foot intervals: space out desks and work stations; construct temporary walls between workstations

Source: [CDC](#) & [OSHA](#)

## CHAMBER MEMBERS WHO CAN HELP

[Goodwill - Sani-Good](#)

[FASTSIGNS](#)

[SparClean Premier Cleaning Solutions](#)

[American Service Industries](#)

[Jani King of Macon](#)

[Macon Occupational Medicine](#)

[Nell's Angels Cleaning Service](#)

[Copaco](#)

[Elite Environmental Services, Inc](#)

[KAMO Facility Solutions & Supplies](#)

If your business offers helpful services that were not previously mentioned, please email [hbhayden@maconchamber.com](mailto:hbhayden@maconchamber.com)

# COMMUNITY SAFETY INITIATIVES

## MACON-BIBB MASK MANDATES

At a Special Called Meeting on Tuesday, August 25, 2020, the Macon-Bibb County Commission approved two mandates requiring people to wear face masks or coverings when in public and in government facilities and vehicles, both when social distancing cannot be maintained. Both were passed in an ongoing effort to slow the spread of COVID-19 and protect Middle Georgia.

One requires people to wear a face mask or covering when in public places and a good social distance of six feet from other people who do not share the same household, cannot be maintained. The other states no employee nor member of the public shall be admitted to any county property or to use a county vehicle unless he or she is wearing a face covering or mask.

Mask Mandate for General Public.

Mask Mandate for Government Facilities.

Facial Coverings or Masks are not required in public in the following circumstances:

- Upon residential property;
- In personal vehicles or other enclosed spaces occupied by only one person or shared only among household members;
- For individuals who have a bona fide religious objection to wearing a Facial Covering or Mask;
- For individuals who have a bona fide medical reason for not wearing a facial covering or mask;
- While drinking, eating, or smoking;
- When wearing a facial covering or mask would prevent an individual from receiving personal services or performing work in the course of his or her employment
- When complying with the directions of a law enforcement officer;

- When the temporary removal of a facial covering or mask is necessary for the purpose of verifying a person's identity, such as when purchasing alcohol, tobacco, or prescription drugs or when engaging in a financial transaction;
- For children under the age of two (2) years;
- For individuals who have difficulty donning or removing a Facial Covering or Mask without assistance;
- At any polling place, provided further that no individual shall be denied ingress or egress to or from a polling place for failure to wear a facial covering or mask;
- When outdoors and maintaining social distancing; and
- When participating in any amateur or professional sporting event in accordance with the requirements of the operative Governor's Executive Order.

Face coverings or masks are not required in government facilities in the following circumstances:

- In any County Property or Separate Location within any County Property leased by Macon-Bibb County to any other person or entity, except as may be required by the tenant of such building or Separate Area;
- In any County Property, Separate Location within any County Property, or any County Vehicle provided by Macon-Bibb County for the use of any constitutional officer or elected official, except as may be required by such constitutional officer or elected official;
- In any Separate Location within any County Property where such Separate Location is occupied by only one person, or where all persons within such Separate Location are practicing Social Distancing; provided that a Facial Covering or Mask shall be worn if anybody enters into such Separate Location and Social Distancing can no longer be maintained;
- In any County Vehicle when occupied by only one person;
- For individuals who have a bona fide religious objection to wearing a Facial Covering or Mask;
- For individuals who have a bona fide medical reason for not wearing a facial covering or mask;
- When drinking or eating while practicing Social Distancing;

- When wearing a Facial Covering or Mask would prevent an individual from performing work in the course of his or her employment;
- When complying with the directions of a law enforcement officer;
- When the temporary removal of a Facial Covering or Mask is necessary for the purpose of verifying a person's identity;
- For children under the age of two (2) years;
- For individuals who have difficulty donning or removing a Facial Covering or Mask without assistance;
- At any polling place, provided further that no individual shall be denied ingress or egress to or from a polling place for failure to wear a Facial Covering or Mask;
- and When, in the discretion of the Mayor or County Manager, an exception to the requirements of this Ordinance is authorized.

## MACON IT SAFE BUSINESS & PATRON PLEDGE

The amazing people at NewTown, Visit Macon, Macon-Bibb County, and the Chamber of Commerce have partnered to bring you "Macon It Safe". This campaign is a campaign for Macon-Bibb workplaces, businesses, and organizations to protect the health and well-being of our community by following COVID-19 safety guidelines, encouraging employees and customers to wear masks, and promoting social distancing. By committing to Macon It Safe, you're pledging to create an environment within your place of business that prioritizes the health of your patrons and employees. The Patron Pledge is a personal statement acknowledging that you, as a patron of Macon-Bibb, will wear a mask and follow safety guidelines to protect yourself and others from the spread of COVID-19.

Please visit [maconitsafe.com](http://maconitsafe.com) for a Business or Patron Pledge to sign.

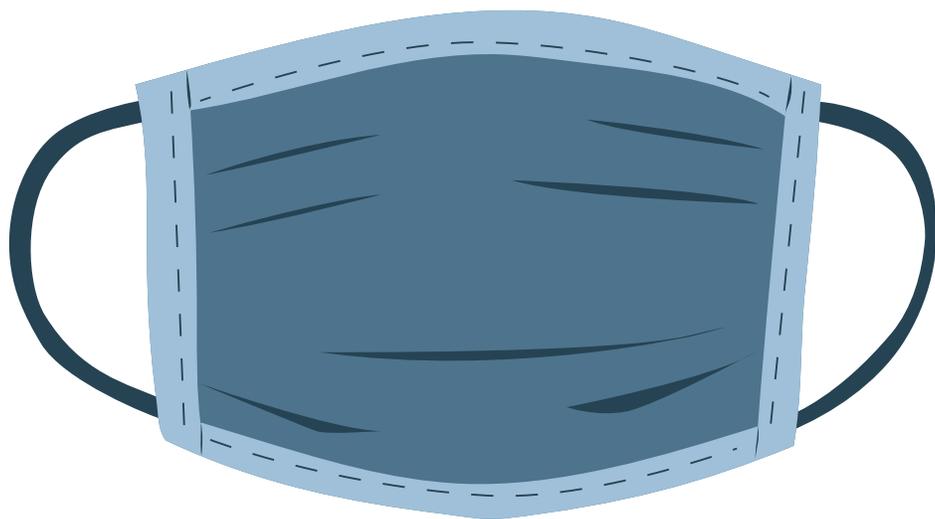


**NEWTOWN MACON**

**macon**  
where soul lives



**THANK YOU  
FOR WEARING  
A MASK**

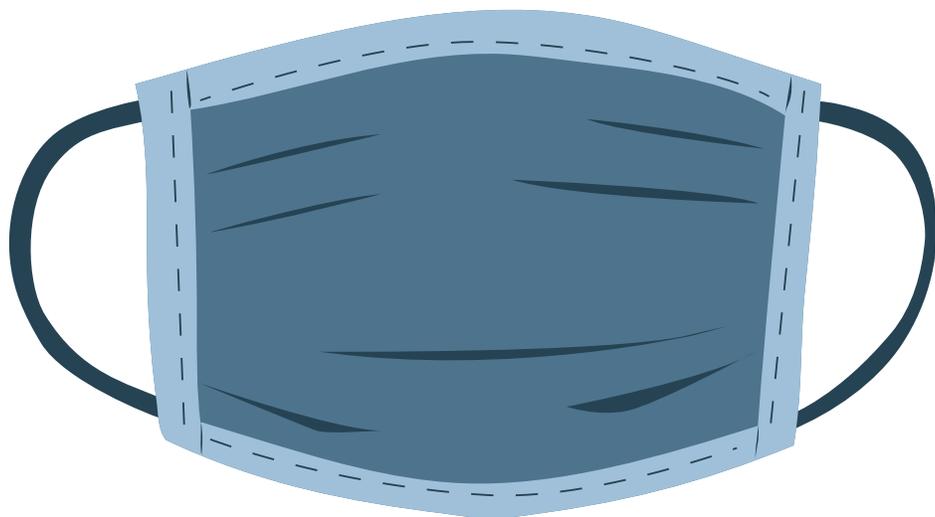


[CLICK HERE TO DOWNLAD SIGN](#)

**MASK**

**REQUIRED**

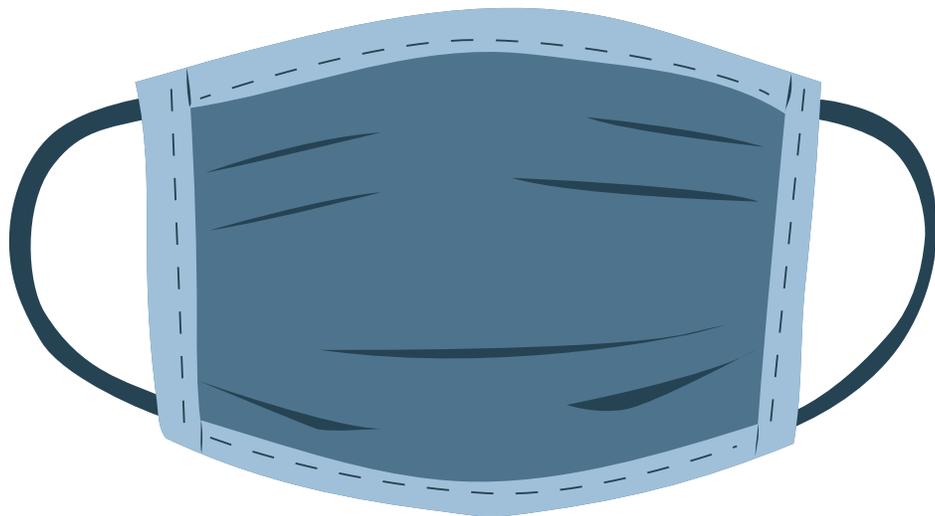
**FOR ENTRY**



[CLICK HERE TO DOWNLAD SIGN](#)

# #MASKUP

# MACON

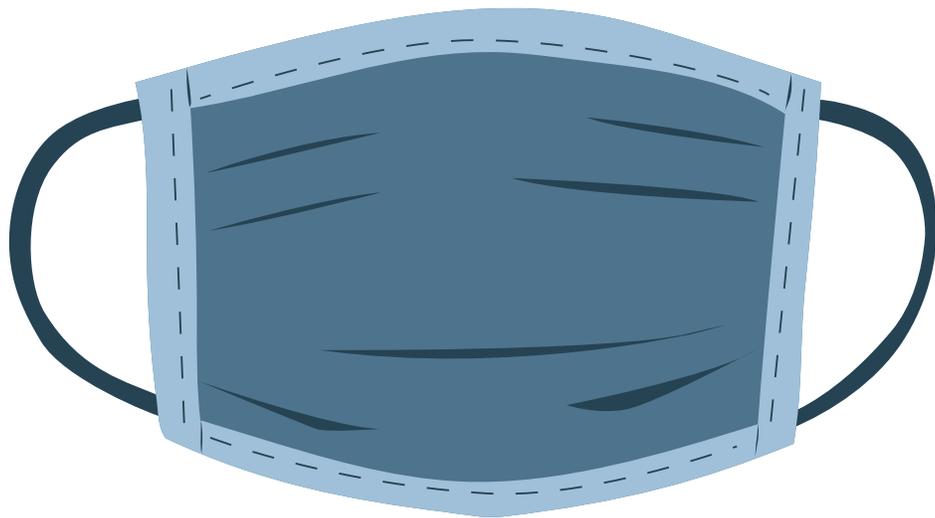


[CLICK HERE TO DOWNLAD SIGN](#)

**NO MASK,**

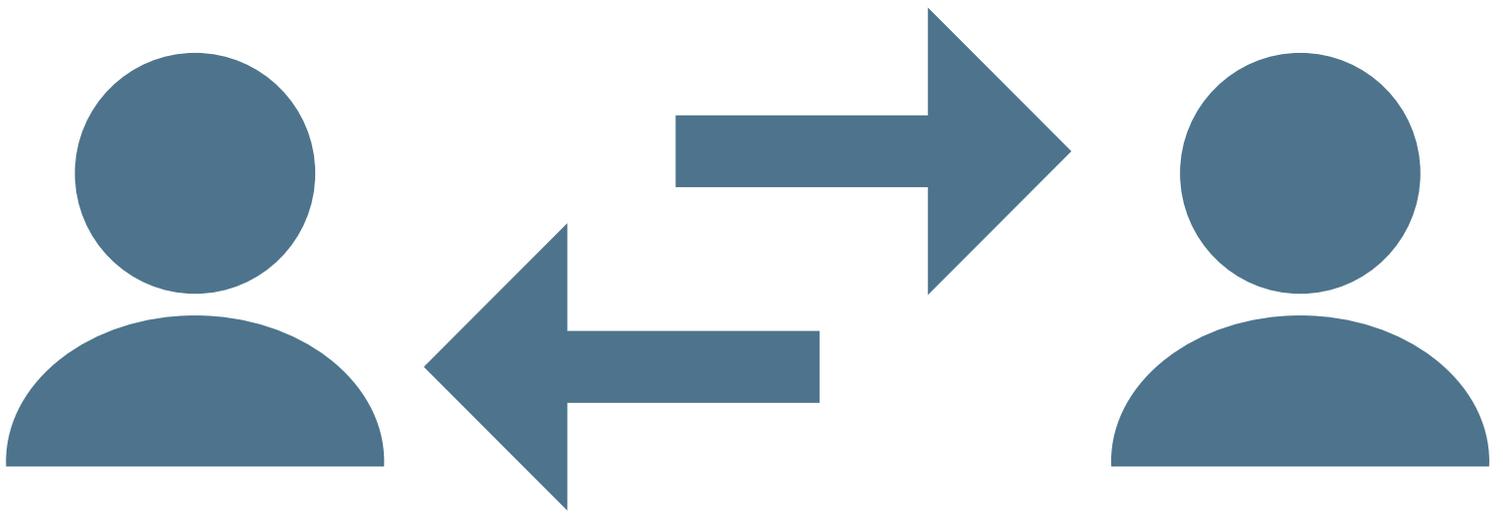
**NO SHOP,**

**NO SERVICE.**



[CLICK HERE TO DOWNLAD SIGN](#)

# **PRACTICE SOCIAL DISTANCING**



## **6- FEET APART**

[CLICK HERE TO DOWNLAD SIGN](#)

# MASK UP SPREAD OUT SUPPORT LOCAL



[CLICK HERE TO DOWNLAD SIGN](#)