

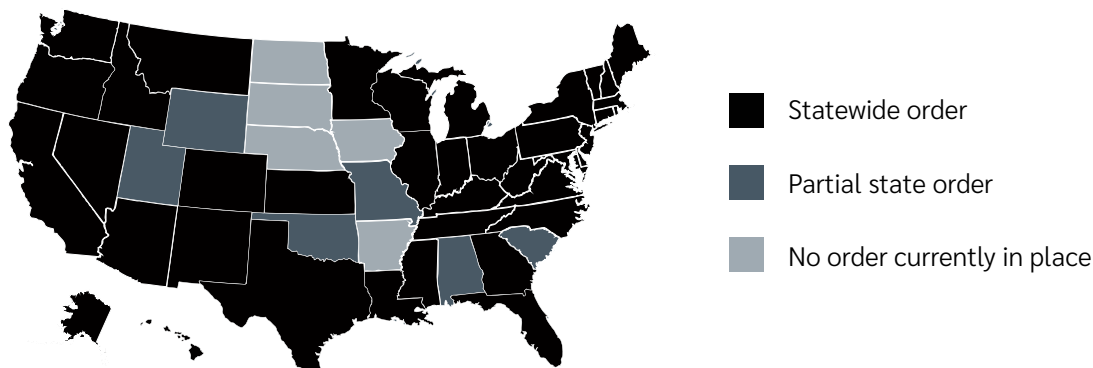
# Shelter in Place

## *What Does This Mean?*

April 6, 2020

Shelter-in-place, stay-at-home or lockdown orders are being issued by various local, county and state municipalities and/or governments. The terms are being used interchangeably and essentially have the same meaning – an order to limit the movement, flow and congregation of people to reduce the rate of transmission of the COVID-19 virus.

As of April 6, 2020, 39 states have implemented shelter-in-place orders with an additional 6 states implementing orders in portions of their respective states. It should be noted that the degree of restrictions also varies by jurisdiction.



## What is “essential?”

How your business is classified by the governing authority will determine if you can maintain operations, reduce operations or even shutter or idle your business in some circumstances. While the list of essential business services can, and do, vary by state, the following list of businesses are generally considered nonessential as it relates to shelter-in-place orders across the country:

- Dine-in restaurants and bars
- Theaters
- Racetracks
- Skating rinks
- Gyms and recreational facilities
- Shopping malls
- Casinos
- Sports and entertainment venues
- Salons and spas
- Museums

If your operations are not represented above, you need to determine if your business is considered “essential” based on your location. For example, construction and utilities services are considered nonessential and businesses are required to suspend their operations in one state, but the same business is considered essential and allowed to continue in a neighboring state. This is a very fluid situation and can change quickly. We are recommending clients refer to the official site or sites that correspond to their locations/operations for guidance.

## Our business is considered essential. Now what?

While you are operating, you need to comply with all the recommended best practices outlined by the Occupational Safety and Health Administration (OSHA), Centers for Disease Control and Prevention (CDC) and/or your local Department of Health to protect your employees, customers, vendors and visitors. This will include limiting the number of people on site at any one time, an increased cleaning and disinfecting schedule and monitoring for any COVID-19 symptoms among your employees.

## Our business is considered nonessential. Now what?

If your operations are considered nonessential, Lockton is recommending that you implement your business continuity plan (BCP) to determine what operations are considered essential and what, if any, of your operations can be conducted off-site or remotely. Even if your business is considered nonessential, you may be able to maintain a minimal staff on-site to continue “basic operations” (e.g., security, support employees working from home). As mentioned above, it is recommended you comply with all the best practices developed by the CDC and OSHA.

If your site is going to be idle, we have developed a checklist for you to utilize to ensure that you can secure your site properly.

## Communication

Communicating with your workforce and customers will be necessary to keep everyone in the loop and abreast of any changes. This can be done through a variety of means including updates on your website or social media pages, email, text messaging or phone calls.

## Working remotely

Lockton has developed some guidelines that can be utilized by your employees that are working from home due to a shelter-in-place order to assist them with setting up their home-based work areas properly to reduce any potential ergonomic exposures or discomfort.

Resources and best practices are listed to the right for your reference. For a listing of the current executive orders, please visit [The Council for State Government](#).

## RESOURCES

[OSHA - Guidance on Preparing Worksites for COVID-19](#)

[CDC – Resources for Businesses and Employers](#)

[CDC - Environmental Cleaning and Disinfection Recommendations](#)

[Lockton Coronavirus Advisory Practice](#)

[Temporary Business Shutdown Practices](#)

[Teleworker Home Office Safety Checklist](#)