



May 14, 2020

Dear Business Leaders:

The Virginia Department of Health's Thomas Jefferson Health District (TJHD) is closely monitoring the COVID-19 pandemic locally and working diligently to prepare our community for reopening of services. As you know, this is a rapidly evolving situation with information changing regularly. As of this Friday, May 15, most of Virginia will enter Phase 1 of the [Forward Virginia Guidelines](#): Safer at Home, as outlined in the [Governor's Executive Order 61](#). Phase 1 is anticipated to last between two and four weeks.

We encourage your organizations and businesses to remain flexible with its policies and procedures to accommodate public health requirements and recommendations to reduce potential for infection.

Key Guidelines for all Business Sectors

Physical Distancing Best Practices

- Establish policies and practices that allow for physical distancing between employees and members of the public.
- Encourage employees and customers to wear cloth face coverings. We strongly encourage you to provide your employees with face coverings.
- Provide clear communication and signage for physical distancing.

Enhanced Cleaning and Disinfection Practices

- Practice routine cleaning and disinfection of high contact areas and surfaces.
- Limit the extent that tools or equipment must be shared.
- Provide a place for employees and customers to wash and/or disinfect their hands.

Enhanced Workplace Safety Best Practices

- Instruct employees who are sick to stay home
- Contact TJHD with questions or concerns: tjhealthdistrict@gmail.com or 434-972-6261

Please see the [Forward Virginia Guidelines](#) and the [Governor's Executive Order 61](#) for further guidance. Additional resources are listed below. We would appreciate you sharing this information with your members.

Additional Resources

- [CDC Guidance for Businesses](#)
- [OSHA Guidance for Businesses](#)
- [Virginia Department of Health](#)
- [Thomas Jefferson Health District](#)
- [Cloth Face Coverings FAQs](#)
- Sources for Cloth Face Coverings
 - [Virginia Industries for the Blind](#)
 - [Virginia Correctional Enterprises](#)
 - [CNET: Where to buy face masks online](#)

Thank you for your efforts to protect the health and safety of your employees and the community.

Sincerely,

Denise Bonds, MD, MPH | Director, Thomas Jefferson Health District | Virginia Department of Health