

**Executive Order – Corrective Action Order**

[Date]

Facility Name

Facility Address (or location of operations)

Dear [Facility name],

The Howard County Health Department (HCHD) has received notification that your facility may not be in compliance with the *Governor of the State of Maryland Number 20-04-05-02: Delegating Authority to Local Health Officials to Control and Close Unsafe Facilities*.

Your facility or operation has likely already received an Executive Order – Advisory or Executive Order – Notification, with guidance links referenced below to make all necessary modifications to continue operating during the COVID-19 pandemic. The CDC link ***Interim Guidance for Businesses and Employees*** provides steps taken designed to:

1. Reduce transmission among employees,
2. Maintain healthy business operations, and
3. Maintain a healthy work environment.

Key components to help achieve these efforts include:

1. Screen employees upon arrival; send any employee home immediately if not feeling well, encourage sick employees to consult with their doctor and don't allow a return to work until the quarantine ends or medically cleared.
  - **Have you had contact with anyone with confirmed COVID-19 in the last 14 days? Y / N**
  - **Have you had any of these symptoms in the last 14 days?**
    - Fever greater 100° F / 38° C
    - Difficulty breathing or shortness of breath
    - Cough
    - Sore throat
  - **Are you currently experiencing fever over 100, difficulty breathing/shortness of breath or cough? Y / N**
2. Implement appropriate “social distancing” guidance for employees and customers. Providing for minimum 6 ft. separations, directional signage, controlling customer volume and access are ways to help achieve.
3. Disinfect and clean workspaces: clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely. For food facilities, this includes all high contact food preparation surfaces and minimizing food preparation utensil sharing.
4. Implement frequent handwashing for staff, and if available, provide sanitizer or disinfection wipes to customers at the store entry and key locations throughout.

**Maura J. Rossman, M.D., Health Officer**

5. All food service establishments must always wear a face covering while in the workplace. **New guidance effective April 18, 2020 (Executive Order 20-04-15-01)** requires that all food and non-food service facility workers that will be in direct contact with customers or cannot maintain adequate social distancing, or operating out in the public, must always wear a face covering. **Employers for food or non-food service facilities** can issue facemasks or can approve employee-supplied cloth face coverings in the event of shortage.

An inspection of your facility or operations on \_\_\_\_\_, revealed the following observations:

1. Providing necessary employee screening for all employees working  
 \_\_\_\_\_ In compliance                      \_\_\_\_\_ Out of compliance
  
2. Implementing appropriate social distancing, signage and other practical safety measures  
 \_\_\_\_\_ In compliance                      \_\_\_\_\_ Out of compliance
  
3. Implementing appropriate cleaning and disinfection actions including high contact food areas  
 \_\_\_\_\_ In compliance                      \_\_\_\_\_ Out of compliance
  
4. Performing frequent and appropriate handwashing with necessary supplies  
 \_\_\_\_\_ In compliance                      \_\_\_\_\_ Out of compliance
  
5. Following face covering requirements as outlined in Executive Order 20-04-15-01  
 \_\_\_\_\_ In compliance                      \_\_\_\_\_ Out of compliance

Additional comments:

Following our investigation, your facility is deemed to be:  
 \_\_\_\_\_ In compliance                      \_\_\_\_\_ Out of compliance with the *Governor of the State of Maryland* Number 20-04-05-02.

\_\_\_\_\_  
 EHS Inspector                      Date                      Facility Owner/Manager                      Date

If your facility or operations is deemed "Out of compliance", **all noted violations must be corrected immediately**. A follow-up inspection will occur within 3 business days to verify all violations have been properly corrected.

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**Maura J. Rossman, M.D., Health Officer**

If the facility or operations is unwilling or unable to make the necessary modifications, this facility will be deemed an unsafe facility and will be subject to a partial or complete closure. Per the Order of the Governor of the State of Maryland Number 20-04-05-02: *Delegating Authority to Local Health Officials to Control and Close Unsafe Facilities*, the facility will remain closed until the state of emergency has been terminated and the proclamation of the catastrophic health emergency has been rescinded, or until rescinded, superseded, amended, or revised by additional orders.

The Executive Order clearly delegates to the County Health Officers, the authority to order modifications of work procedures, limit the access to certain areas of a facility, and close facilities for lack of compliance with the Health Officer's lawful orders. Failure to comply with this Order is deemed a direct violation of the Order of the Governor of the State of Maryland Number 20-04-05-02, which is a direct violation of Public Safety Article 14. In accordance with Public Safety §14-3A-08, a violation will result in a misdemeanor charge, and imprisonment of up to one (1) year, and/or a fine of up to \$5,000.

If upon receipt, you have questions or need assistance regarding compliance, contact the HCHD at (410) 313-6284 and listen to the menu options to connect you to the appropriate referral.

Sincerely,



Maura J. Rossman, MD  
Health Officer  
Howard County Health Department

Guidance links on how to ensure your facility is adhering to federal, state and local guidelines in the workplace:

- **Centers for Disease Control and Prevention:**  
<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>
- **Howard County Health Department:**  
[https://www.howardcountymd.gov/LinkClick.aspx?fileticket=EnZpPBs\\_P2Y%3d&tabid=1931&portalid=0](https://www.howardcountymd.gov/LinkClick.aspx?fileticket=EnZpPBs_P2Y%3d&tabid=1931&portalid=0)
- **State of Maryland:**  
<https://coronavirus.maryland.gov/pages/business-resources>

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