

COVID-19 Protocol

NON-ESSENTIAL BUSINESSES – Phase 1

Signage:

- Post a sign at each public entrance to the facility to inform all employees and customers that they should:
 - Avoid entering the facility if they have a cough, fever, or other signs/symptoms of COVID-19.
 - Maintain a minimum six-foot distance between individuals, or entire household units of up to six persons defined as residing at the same address, and other individuals.
 - Sneeze or cough into a cloth or tissue or, if unavailable, into one's arm.
 - Not shake hands or engage in any unnecessary physical contact.
- Post a copy of operational changes, *sanitation practices required and the COVID-19 Protocol at each public entrance to the facility.

Measures to Protect Employee Health (where applicable to the facility):

- All employees have been told not to come to work if they are sick.
- Relevant COVID-19 symptom screenings are being conducted before employees may enter the workspace.
- Train staff on personal hygiene, sanitation and food handling for epidemic prevention and control.
- Train staff to recognize the symptoms of COVID-19 and know how to act responsibly if they detect or exhibit symptoms.
- Make available protective face masks/face coverings and gloves to all staff.
- Employers must establish work arrangements so that employees are separated by at least six feet or an impermeable barrier while at their desks or individual workstations.
- Break rooms, restrooms, other common areas, and high-touch surfaces are being disinfected frequently, on the following schedule (specify):
 - Break rooms: _____
 - Restrooms: _____
 - Other: _____
- Hand sanitizer, Soap and Water, Disinfectant and related supplies are available to all employees.
- Copies of this Protocol have been distributed to all employees. Other measures to protect employees (specify):

Measures to Protect Visitor/Customer Health:

- Disinfecting wipes or comparable disinfectants that are effective against COVID-19 are available near items frequently touched by visitors, such as shopping carts or baskets.
- Employee(s) assigned to regularly disinfect items frequently touched by visitors.
- Hand sanitizer, soap and water, or other disinfectant effective against COVID-19 are available to visitors at or near the entrance of the facility and at transaction points.

- All methods for contactless transactions are implemented. Where this is not feasible, components of transaction points such as portals, pens, and styluses are disinfected after each use.
- All other high-contact surfaces must frequently be disinfected.

Measures to Ensure Physical Separation:

- For entities and indoor locations where staff and/or visitors generally circulate, reduced occupancy may be required to ensure proper social distancing guidelines are maintained.
- Post an employee at entrance doors to ensure that the maximum number of customers in the facility, as specified above, is not exceeded.
- Separate order areas from delivery/fulfillment areas to prevent customers from gathering.
- Instruct employees to maintain at least a six-foot distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.

Measures to Prevent Unnecessary Contact:

- Prevent visitors from self-serving any food items.
- Provide items such as lids for cups and condiments by staff, not for customers to procure on their own.
- Bulk-item food or supply bins are not available for customer self-service use.
- Consider providing specific hours only for specific populations such as seniors and pregnant women.
- Restrict common area access – waiting/lounging seating.

*Businesses may require face coverings of staff and/or visitors per sanitation practices required.