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Business Checklist

This document does not authorize the reopening of any type of business but is intended to inform how businesses may plan for reopening when authorized to do so consistent with the state order or state authorized local order.

This checklist applies to businesses that are open today as well as those re-opening pursuant to Stage 2. Use this checklist to ensure that you are ready. It is suggested that this document be shared with employees. The CDC has additional information, available at:

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

1. Contact tracing - if there were an exposure at your workplace, Public Health needs information about individuals to interview
 - Attendance and seating charts for worksites/cafeterias, up-to-date contact information. Consider voluntary (or required) sign in/contact information sheets for customers. This is more important in those instances where contact with coworkers and clients is close (less than 6 feet) and lasts longer than ten minutes.
2. Determine the number of customers allowed in the business
 - The allowed number of customers equals **one-half** the Fire Marshal's posted maximum occupancy or for restaurants, indoor seating at **one-half** the normal restaurant seating capacity.
 - Outdoor dining or sales areas must be so arranged that a minimum of six feet can be maintained between individuals that are not from the same household.
3. Install signage at each public entrance of the facility to inform all employees and customers that they should:
 - Avoid entering the facility if they have a cough, shortness of breath or fever;
 - Maintain a minimum six-foot distance from one another;
 - Sneeze and cough into a cloth or tissue or, if not available, into one's elbow;
 - Not shake hands or engage in any unnecessary physical contact;
 - Wear a cloth mask to help minimize spread.

4. Implement measures to protect employee health:

- Everyone who can carry out their work duties from home has been directed to do so.
- All employees have been told not to come to work if sick.
- Symptom checks are being conducted before employees may enter the work space.
- All desks or individual work stations are separated by at least six feet.
- Break rooms, bathrooms, and other common areas are being disinfected frequently.
- Disinfectant and related supplies are available to all employees.
- Hand sanitizer effective against COVID-19 is available to all employees.
- Soap and water are available to all employees.
- Copies of this Protocol have been distributed to all employees.
- Wear a cloth mask to help minimize spread.
- Optional—Describe other measures: _____

5. Employ measures to prevent crowds from gathering:

- Limit the number of customers in the store at any one time to: _____
- Post an employee at the door or implement other effective means to ensure that the maximum number of customers in the facility set forth above is not exceeded.
- Placing per-person limits on goods that are selling out quickly to reduce crowds and lines.
- Post out-of-stock items at the door
- Optional—Describe other measures: _____

6. Put in place measures to keep people at least six feet apart:

- Placing signs outside the store reminding people to be at least six feet apart, including when in line.
- Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
- Separate order areas from delivery areas to prevent customers from gathering.
- All employees have been instructed to maintain at least six feet 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.
- Flow pattern (such as one-way aisles) set up to increase social distancing.
- Optional—Describe other measures:

7. Institute measures to prevent unnecessary contact:

- Preventing people from self-serving any items that are food-related.
- Lids for cups and food-bar type items are provided by staff; not to customers to grab.
- Bulk-item food bins are not available for customer self-service use.
- Not permitting customers to bring their own bags, mugs, or other reusable items from home.
- Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly.
- Optional—Describe other measures (e.g. providing senior-only hours):

8. Implement measures to increase sanitization:

- Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.
 - Employee(s) assigned to disinfect carts and baskets regularly.
 - Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where people have direct interactions.
 - Disinfecting all payment portals, pens, and styluses after each use.
 - Disinfecting all high-contact surfaces frequently.
 - Control access to restrooms, such as with a key. Clean & disinfect frequently.
 - Optional—Describe other measures:
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* Any additional measures not included here should be listed on separate pages, which the business should attach to this document.