

Guidelines for Health and Safety

Reopening: Retail Stores

Health & safety is the utmost importance when reopening a business during COVID-19 Pandemic. The following guidance is being provided to help retail store owners prepare their facility and their employees for reopening in a manner that provides a safe and sanitary environment for their patrons.

Signage:

- Place signage at any entrance to instruct patrons that they **cannot** enter if they have been diagnosed with COVID-19, had symptoms of COVID-19 in the past 10 days, or had contact with a person that has or is suspected to have COVID-19.
- Post signage throughout the facility to instruct patrons of the enhanced sanitation procedures, cover coughs and sneezes, physical distancing requirements, and other instructions and limitations, as applicable.

Employees should:

- Be screened upon entering the facility entrance. Ask if any symptoms or signs of illness.
 - If yes to any of these screening questions, the person should be asked to leave.
 - If an employee has symptoms of COVID-19, they should be sent home for a period of no less than 7 days from onset of symptoms, or 3 days past fever whichever is longer.
- Wash their hands or use hand sanitizer upon entering the facility.
- Wear masks, as appropriate.

Operation:

- **Limit the number of staff and patrons in the building at a given time.**
 - Limit occupancy to 50% or less as appropriate.
 - Optimally less than 10 people in a small store or office.
 - Physical distancing of six feet or more should be maintained as much as possible to limit the number of exposures.
 - Discourage patrons from congregating.

- Add space markings at 6 feet apart for register lines, as applicable.
- Continue to promote the use of curbside pickup options.
- No food or beverage samples are to be provided to patrons.
- Thoroughly detail, clean, and sanitize the entire facility prior to opening.
- Thoroughly clean and sanitize the facility each day.
- Clean frequently touched surfaces.
- Provide hand sanitizer to staff and patrons.
- Provide patrons with sanitizing wipes for carts or baskets.
- Staff should sanitize bathroom facilities regularly and frequently.
- Consider the installation of sneeze guards.
- Provide contactless payment options, when possible.

