

Business Name:

Facility Address:

Email Address:

Website:

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A. Signage (Suggested Best Practices):

- 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 or fever; wear facial coverings, maintain a minimum six-foot distance from one another; and not shake hands or engage in any unnecessary physical contact.

Signage posting a copy of the Safe Reopening Plan at each public entrance to the facility.

“Digital” updates such as Google listings, Google Maps, QR codes connected to the plan, etc.

B. Measures To Protect Employee Health (Suggested Best Practices):

Teleworking opportunities have been maximized.

Addressed Non-essential travel restrictions

All employees have been told not to come to work if sick.

All employees must respond to a health status survey upon start of workday shift.

Temperature taken upon reporting to work; if 100 degrees or more, should not be allowed in workplace. If a thermometer is not available, employees must be screened for symptoms (cough, shortness of breath or trouble breathing; or at least two of the following: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell).

All employees must wear facial coverings in the workplace, if within six feet of others.

All desks, cash registers, hostess stations or individual work stations are separated by at least six feet.

Tools for the job are per individual and not shared.

Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:

Personal Protective Equipment (PPE) has been provided at a level appropriate to employee job duties

Checklist:

Masks

Etc.

Describe

C. Measures To Protect Employee Safety (Suggested Best Practices) Continued:

- Soap and water are available to all employees at the following location(s):

- Copies of the Protocol have been distributed to all employees.

D. Measures To Protect Customer Safety (Check all that apply to the facility):

Limit the number of customers in the store at any one time to _____ which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.

All patrons/visitors must wear facial coverings.

Curbside or outdoor service is made available where feasible.

Optional – Describe other measures:

E. Measures To Keep People At Least Six Feet Apart (Check all that apply to the facility):

Placing signs outside the store reminding people to be at least six feet apart, including when in line. Including encouragement for pedestrian traffic to follow one-way migration paths, if appropriate.

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.

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.

Appointment system is utilized, when appropriate.

Optional – Describe other measures:

F. Tracing, tracking, and Reporting:

G. Business Liability:

H. Additional Measures Specific to Business (Suggested Best Practices):

Return policies, changing room policies have been addressed.

Cashless or credit payment methods has been addressed.

I. Specific to Industry segments

*Any additional measures not included here should be listed on separate pages, which the business should attach to this document.

You may contact the Health and Safety Coordinator with any questions or comments about this protocol:

Name:

Phone Number:

Signature, Appointing Authority or Designee

Date of Form Completed: