

Business Social Distancing Protocol
Must be completed for each facility or work site

Business Name: _____

Facility Address: _____

Approx. gross square footage of space open to the public: _____

Businesses must implement all applicable measures listed below, and be prepared to explain why any measure that is not implemented is inapplicable to the business.

Signage

- Signs have been placed at each public entrance of the facility or work site to inform all employees and customers that they should: avoid entering the facility or location if they have a cough 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; and not shake hands or engage in any unnecessary physical contact.
[sign template [here](#), also attached]
- A copy of this Social Distancing Protocol has been placed at each public entrance to the work site.

Measures To Protect Employee Health *(check all that apply to the facility or work site)*

- Everyone who can carry out their work duties from home has been directed to do so.
- Individual discussions have taken place with employees about the fact that older adults and those with chronic medical conditions may be at higher risk for serious illness. Options have been explained to high risk employees, including ways to minimize face-to-face interactions, maintaining six feet of distance from other people, remote work if possible, and leave policies for employees who choose not to come to work.
- All employees have been told not to come to work if sick (including any of the following: headache, sore throat, fever, dry cough, recent inability to taste and smell, shortness of breath, ear aches, body aches, diarrhea, fatigue, vomiting, and abdominal pain).
- Symptom checks are being conducted before employees may enter the work site. *[template attached]*
- Copies of this Protocol have been distributed to all employees.
- Optional — Describe other measures:

Measures To Keep People At Least Six Feet Apart (check all that apply to the facility or work site)

- All employees have been instructed to maintain at least six feet of distance from customers and each other (employees may momentarily come closer when needed to accept payment, deliver goods or services, or when otherwise unavoidable).
- All desks, individual work stations, or work areas are separated by at least six feet.
- Tape or other markings have been placed at least six feet apart in customer line areas inside the store and on sidewalks to public entrances with signs directing customers to use the markings to maintain distance.
- Order areas are separated from delivery areas to prevent customers from gathering.
- Optional — Describe other measures:

Measures To Prevent Crowds From Gathering: (check all that apply to the facility or work site)

- The number of customers in the store at any one time is limited to _____, which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.
- An employee is monitoring the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.
- Optional—Describe other measures:

Measures To Increase Sanitization (check all that apply to the facility or work site)

- Hand sanitizer, soap and water, or effective disinfectant is available to the public and employees at or near the entrance of the facility or work site, at checkout counters, workstations, and anywhere else where people have direct interactions. Location(s) include:

- Disinfecting wipes or spray that is effective against COVID-19 are available near workstations and all high-contact surfaces (including payment portals, carts, baskets, pens, shared tools, heavy equipment, etc.). Location(s) include:

- Employee(s) have been assigned to disinfect all high-contact surfaces frequently.
- Break rooms, bathrooms, and other common areas are being disinfected on the following schedule:
 - Break Rooms

 - Bathrooms

 - Other

- Optional — Describe other measures:

Measures To Prevent Unnecessary Contact (check all that apply to the facility or work site)

- Contactless payment systems have been provided or, if not feasible, payment systems are sanitized regularly. Describe:
- Curb-side drop-off/pick-up of products is available.
- People are prevented from self-serving any items that are food-related (including bulk food, plates, cups, lids, etc.).
- Optional—Describe other measures (e.g. providing senior-only hours):

Measures To Reduce Exposures in Employee Transportation (check all that apply to the facility or work site)

- Hand sanitizer is used by each passenger when entering the vehicle.
- The number of passengers has been reduced by 50% of the vehicle’s occupancy, and passengers sit in locations to maximize the distance between one another.
- Passengers will wear a non-medical, cloth face-covering when in a vehicle containing more than 1 person.
- Windows will remain open and ventilation is increased.
- All high-contact surfaces of the vehicle are disinfected at the end of each day.

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

You may contact the following person with any questions or comments about this protocol: Name: Phone