

SAFETY IN A RETAIL SPACE CHECKLIST

AT THE ENTRANCE:

- Post signage reminding customers and employees to check for symptoms and do not come into the store if they are sick
- Provide hand sanitizer/sanitizer wipes for wiping cart or basket handles and encourage their use
- Maintain secondary exits accessible in case of emergency
- Encourage curbside pickup and delivery
- Limit number of customers in the store at any given time based on current guidance
- Offer at least two hours per week of dedicated shopping time for vulnerable populations (people over 60, pregnant women, and those with chronic conditions like heart disease, diabetes, and lung disease)
- Establish lines to regulate entry in accordance with the above occupancy restrictions with markings for patrons to enable them to stand at least six feet apart from each other while waiting (consider alternatives to lines such as allowing customers to wait in their cars for a text or call when it's their turn to enter)

THROUGHOUT THE STORE:

- Provide arrows encouraging one-way traffic up and down store aisles
- Provide tape or other means of marking on the floor to show customers where to stand 6 feet apart from others when waiting in high traffic areas (at the deli or post office counter)
- Use PA system to message social distancing and shopper safety to customers
- Encourage use of cart to facilitate social distancing
- Limit/stagger times when vendors or employees are stocking shelves
- Provide hand sanitizer stations
- Minimize contact between employees and customers and maintain physical distance amongst employees as well
- Discourage employees from sharing phones, desks, offices, or equipment/tools they need to do their jobs (disinfect between use when shared equipment is required)
- Allow employees to wear cloth face covering if they choose; consider making it mandatory for those without health conditions that preclude them from using safely (e.g. difficulty breathing)
- Ensure employees are being screened or screening themselves for symptoms before entering the building, and throughout their work day
- Send sick employees home immediately, ask them to call for a test, and [disinfect their work area](#)
- Use the Quarantine and Isolation Decision Tree to determine how long the employee must be away of work
- Encourage curbside pickup and delivery

- Maximize ability of drive through window, curbside pick-up or delivery for customer service, even if in-person shopping is allowed during the current phase
- Consider installing high-efficiency air filters if possible
- Increase ventilation rates
- Increase the percentage of outdoor air that circulates into the system
- Install physical barriers, such as clear plastic sneeze guards, if able in reception areas or high interaction areas

AT THE CHECK-OUT:

- Use markings on the floor to show customers where to stand
- Use every other check-out lane to maintain physical distancing based on current guidance
- Disinfect high touch surfaces as often as possible (key-pads, pens, conveyor belts) with an [EPA approved disinfectant effective against COVID-19](#)
- Provide hand sanitizer to employees to use between customers
- Install physical barriers such as clear, plastic cough/sneeze shields

IN SHARED SPACES:

- Ensure sinks in break rooms and restrooms are always stocked with soap and disposable paper towel
- Remove extra chairs and tables in breakroom to allow people to remain 6 feet apart
- Disinfect high touch surfaces in these areas frequently