

Retail Guidelines for Reopening



Any order enacted by local, state or federal governments regarding similar guidance and/or safety measures will supersede these suggested guidelines.

- ▶ Retail should adhere to all occupancy and social distancing as directed by state and local government.
- ▶ The business shall post the maximum occupancy as calculated herein on the public entrances of the business and shall have at least one employee on site at all times the business is open who is responsible for ensuring that the number of customers on the premises does not exceed the maximum occupancy.
- ▶ Social Distancing Practices. The business shall not knowingly allow customers, patrons, other guests, employees or contractors to congregate within 6-feet of one another, exclusive of family units. To facilitate social distancing, businesses shall further implement the following:
 - ▶ Maintain signage and/or mark floors and aisles to remind and help individuals stand at least 6-feet apart, including outside when in line and in store check-out lines.
 - ▶ Designate each aisle as one-way (where possible) to lessen cross traffic and enable social distancing.
 - ▶ Frequent reminders to customers and staff about distancing and hygiene.
 - ▶ Sanitation. The business shall implement all reasonable steps to comply with any applicable sanitation guidelines promulgated by the CDC, DHEC or any other state or federal public health officials, as well as:
 - ▶ Operating under heightened hygiene and cleaning standards.
 - ▶ Promote etiquette for coughing, sneezing and handwashing.
 - ▶ Avoid touching face, especially eyes, nose and mouth.
 - ▶ Place posters that encourage hand and respiratory hygiene.
 - ▶ Discourage workers from sharing resources or other work tools and equipment, and when possible, avoid handshaking.
 - ▶ Make a list of high-touch surfaces requiring routine disinfecting and perform routine environmental cleaning (e.g., workstations, countertops, handrails, doorknobs, break rooms, bathrooms, other common areas), either twice a day or after each use.
 - ▶ Keep a logbook of cleaning regimen.
 - ▶ Those cleaning should: wear gloves. clean surfaces with soap and water if dirty before disinfecting. use EPA-registered household disinfectant, diluted bleach, or alcohol solutions. provide disposable wipes so that commonly used surfaces (e.g., doorknobs, keyboards, remote controls, phones, desks, keypads) can be wiped down by employees before each use. provide no-touch trash bins.
- ▶ Make hand sanitizer, soap and water, or effective disinfectant readily available at or near checkout counters.
- ▶ Provide additional pop-up handwashing stations or facilities if possible.
- ▶ Personal Protection Equipment (PPE) should not be shared and should be disposed of properly.

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- ▶ Signage at each public entrance to inform all employees and customers that they should:
 - 1) Avoid entering if they have a cough, fever or feel generally unwell.
 - 2) Maintain a minimum of 6-feet distance.
 - 3) Sneeze/cough into a cloth or tissue.
 - 4) Not shake hands or engage in any unnecessary physical contact.
 - 5) Wear face coverings.
- ▶ Ensure cleaning wipes are near shopping carts and shopping baskets.
- ▶ Hand sanitizer at entrance/exit or in close proximity to store entrance within common area.
- ▶ Employees required to wear face coverings or protective glass at checkout counter.
- ▶ Disinfect carts and baskets regularly.
- ▶ Wipe down shared equipment before and after use. ensure disinfectant and paper towels to wipe down equipment is available.
- ▶ Monitor employees for symptoms:
- ▶ Employees who are sick or who appear to have symptoms should be separated from other employees and customers immediately and
 - sent home, and
 - immediately clean and disinfect areas the sick employee visited.
- ▶ Do not allow employees to come to work if they feel sick.
- ▶ Nonpunitive leave policies are in place, so employees do not feel pressured to come to work if they are sick. Remind employees to report any illness to manager, especially if sick with fever, cough, muscle aches and pains, sudden changes in smell or taste, sore throat, and/or shortness of breath.
- ▶ If an employee is confirmed to have COVID-19, employers should inform fellow employees while maintaining confidentiality. fellow employees should self-monitor for symptoms for 14 days.