

# Safer At Home

REQUIRED SAFE BUSINESS PRACTICES



## ALL BUSINESSES

- Avoid meeting in person whenever possible, and switch to virtual meetings, teleconference, and remote work (i.e., work from home).
- Comply with all DHS guidelines for businesses.
- Cease door-to-door solicitation.

**Follow Social Distancing Requirements for all individuals on the premise to the maximum extent possible, including:**

- Maintaining social distancing of six feet between all people, including staff and customers.
- Washing hands with soap and water for at least 20 seconds as frequently as possible or using hand sanitizer.
- Covering coughs or sneezes (into the sleeve or elbow, not hands).
- Regularly cleaning high-touch surfaces.
- Not shaking hands.
- Following all other public health recommendations issued by DHS and the U.S. Centers for Disease Control.



## ESSENTIAL BUSINESSES

- Restrict the number of workers present on premises to no more than is strictly necessary to perform the essential operation.
- Increase standards of facility cleaning and disinfection to limit worker and patron exposure to COVID-19.
- Adopt protocols to clean and disinfect in the event of a positive COVID-19 case in the workplace.
- Adopt policies to prevent workers from entering the premises if they display respiratory symptoms or have had contact with a person with a confirmed diagnosis of COVID-19.

## RETAIL OR IN-PERSON SALES

- Consider establishing curbside pick-up to reduce in-store traffic and mitigate outdoor lines.
- Stores with less than 50,000 sq. ft, limit to 25% of the total occupancy.
- For stores of more than 50,000 sq. ft:
  - Limit the number of customers in the store at one time (excluding employees) to four people per 1,000 sq. ft.
  - Offer at least two hours per week of dedicated shopping time for vulnerable populations.
- Establish lines to regulate entry, with markings for customers to stand at least six feet apart from one another while waiting.
- Consider alternatives to lines, including texting customers to wait in their cars for a text and scheduling pick-ups or entries.

## GROCERY STORES AND PHARMACIES

- Close all seating intended for consuming food.
- Cease any self-service operations of salad bars, beverage stations, and buffets.
- Except for grocery stores, prohibit customers from self-dispensing all unpackaged food.

## RESTAURANTS AND BARS

- Take-out or delivery service only.
- Customers may enter only for the purpose of ordering, pick up, and paying for food or beverage or both.
- No seating may be provided.
- Food and drink may not be consumed on premises, either indoors or outdoors.
- Cease any self-service operations of salad bars, beverage stations, and buffets.
- Customers are prohibited from self-dispensing any unpackaged food or beverage.
- Carryout sales of alcohol beverages and food are allowed, if permitted by state law and municipal ordinance.
- Delivery of alcohol beverages to retail customers is prohibited.

## WEDDINGS, FUNERALS, RELIGIOUS ENTITIES

- Any gathering must be fewer than 10 people in a room or confined space at a time.

## HOTELS, MOTELS, RESORTS, CAMPGROUNDS

- All restaurants, bars, and food services must comply with those requirements.
- Close swimming pools, hot tubs, and exercise facilities.
- Prohibit guests from congregating in lobbies or common areas, including adequate while queuing for front desk services.

## NON-ESSENTIAL BUSINESSES

**Businesses must determine what workers are necessary for Minimum Basic Operations and inform their workers of that designation.**

**Minimum Basic Operations include:**

- Basic functions like preserving inventory, ensuring security processing payroll and employee benefits.
- Facilitating remote work.
- Non-essential retail and sales, including:
  - Delivery and mailing.
  - Curb-side pick-up (sale of goods).
  - Curb-side drop-off services (e.g., dog grooming, repair services, taxidermy).

**Required Safe Business Practices**

- All operations must be performed by one person in a room or confined space, including a car or truck.
- Goods and services must be purchased and paid for on-line or by phone before pick-up or drop-off.
- May not require a signature by the customer.
- Goods must be pre-packaged by the manufacturer, distributor, or store.
- The store must schedule drop-offs and pick-ups to ensure social distancing between customers.
- Customers are not permitted inside the business or facility.

### ARTS AND CRAFT STORES

- Curb-side pick-up of PPE materials may use more than one staff member, limited to the minimum number of staff necessary.
- Additional staff must work solely for filling orders for materials for making personal protective equipment.
- All staff must comply with all requirements for essential businesses.
- Customers are not permitted inside the business or facility.

### EXTERIOR AESTHETIC OR OPTIONAL CONSTRUCTION AND LAWCARE

- All operations must be performed by one person in a room or confined space, including a car or truck.
- No more than one worker may be on the site at a time.
- Services may not require a signature by the recipient.

### OUTDOOR RECREATIONAL RENTALS

**Includes boats, kayaks, canoes, paddle boats, golf carts, and ATVs**

- All operations must be performed by one person in a room or confined space, including a car or truck.
- Rentals must be paid for on-line or by phone.
- Rental pick-up and drop-off must be scheduled ahead of time to ensure social distancing between customers.
- Customers are not permitted inside the business or facility.
- Rented equipment must be cleaned after each use.

### CAR WASHES

- Entirely automatic car washes and self-service car washes may remain open.
- High-touch surfaces must be cleaned between each use if possible, or as frequently as practicable.