

# BACK 2 BUSINESS CHECKLIST

## HEALTH POLICY: Worksheet #1

## Social Distancing

Many areas have made the implementation of formal social distancing measures a requirement for businesses that are open to the public. However, given the continued presence of COVID-19, implementing such measures can be considered a best practice, even if not legally required. Consumers have become accustomed to following posted social distancing protocols and may feel uncomfortable or unsafe shopping at businesses that are not enforcing social distancing.

### Social Distancing Best Practices to Consider:

- Placing signage in conspicuous locations throughout the store, particularly in high-traffic areas such as entrances and exits, cash wrap areas, and potential high-touch areas like kitchen vignettes, room displays, etc.
  - Asking customers and team members not to enter the store if they are sick or have felt sick in the past 72 hours.
  - Encouraging customers and team members to maintain six feet of distance at all times, per CDC guidelines.
  - Floor markers located six feet apart in any place where customers are likely to queue.
  - Entrance-exit or one-way only signs to manage traffic flow.
  - Recommended hygiene practices to help stop the spread of germs.
  - CDC posters promoting frequent and thorough handwashing in all restrooms.
  - Information on all pickup, delivery and/or installation options and measures taken in each to ensure compliance with CDC guidelines.
  - Temperature screening of all team members beginning a shift (per EEOC and DOL guidance) through infrared thermometers or thermal scanners, with team members who have fevers turned away from work.
- Programming in-store audio messaging to frequently remind team members and customers to follow CDC guidance on hygiene and physical distancing.
- Installing sneeze guards at the cash wrap, finance counter, parts counter and any other high-traffic areas where physical distancing between team members and customers is difficult or not practically possible.
- Reviewing capacity limits and placing distance markers outside of the store to allow for queuing while maintaining physical distancing. Team members can also be assigned to assist customers with waiting to enter.
- To the extent possible, staggering use of point-of-sale terminals and workstations.
- Implementing and encouraging the use of contactless payment options for team members and customers, and contactless signatures for deliveries. If contactless signature for deliveries is not possible, providing pens to be given to and kept by customers post-signature.
- Where possible, staggering team member shifts and meal breaks to avoid crowding.
- Widening high-traffic areas to the extent store configuration allows.

