**Mandatory**

**Employees**
- Ensure minimum of 6 feet between employees, if possible. If not possible, install barriers.
- Businesses must allow all customers, patrons, visitors, contractors, vendors and similar individuals to use facial coverings, except for specifically documented legal, life, health or safety considerations and limited documented security considerations.
- Businesses must require all employees to wear facial coverings, except for one of the following reasons:
  - Facial coverings in the work setting are prohibited by law or regulation
  - Facial coverings are in violation of documented industry standards
  - Facial coverings are not advisable for health reasons
  - Facial coverings are in violation of the business’s documented safety policies
  - Facial coverings are not required when the employee works alone in an assigned work area
  - There is a functional (practical) reason for an employee not to wear a facial covering in the workplace.
  (Businesses must provide written justification to local health officials, upon request, explaining why an employee is not required to wear a facial covering in the workplace. At minimum, facial coverings (masks) should be cloth/fabric and cover an individual’s nose, mouth, and chin.)
- Employees must perform daily symptom assessment*
- Require employees to stay home if symptomatic
- Require regular handwashing by employees
- Place hand sanitizers in high-contact locations
- Clean high-touch items after each use (e.g. carts, baskets, and other items and equipment)

**Customers & Guests**
- Ensure minimum 6 feet between customers, when possible
- Specify hours for at-risk populations, as appropriate (e.g. elderly)
- Place hand sanitizers in high-contact locations
- Ask customers and guests not to enter if symptomatic
- Stagger entry of customers and guests
- Entertainment businesses that offer sports activities and sports leagues must follow guidance for General Non-Contact Sports

**Physical Spaces**
- Ensure minimum if 6 feet between people, if possible. If not possible, install barriers
- Post social distancing signage and disinfect high-contact surfaces hourly
- Clean merchandise before stocking if possible
- Establish maximum capacity
- Discontinue self-service food stations, product samples
- Food courts must follow Restaurants, Bars, and Banquet & Catering Facilities/Services Guidance
- Entertainment businesses with food service operations must also follow Restaurants, Bars, and Banquet & Catering Facilities/Services Guidance

**Confirmed Cases**
- Immediately isolate and seek medical care for any individual who develops symptoms while at work
- Contact the local health district about suspected cases or exposures
- Shutdown shop/floor for deep sanitation if possible

**Recommended Best Practices**
- Group employees by shift to reduce exposure
- Consider having customers wear face coverings at all times.
- Health questionnaire for symptoms at entry point
- Provide face coverings upon entry
- Where possible, accept customers by appointment only
- Increase availability for curb-side pickup
- Consider suspending return policies
- Close once a week for deep cleaning
- Maximize available checkout space to promote social distancing (e.g., space customer lines with floor markers, use alternate registers)
- Use contact-less payments where possible
- Increase capacity for delivery and curb-side pickup
- Work with local health department to identify potentially infected or exposed individuals to help facilitate effective contact tracing/notifications
- Once testing is readily available, test all suspected infections or exposures
- Following testing, contact local health department to initiate appropriate care and tracing

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*Per the CDC, symptoms include cough, shortness of breath, difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headaches, sore throat, and new loss of taste or smell.*

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