



## APPENDIX A: Social Distancing Protocol (Updated June 17, 2020)

Facility name:

Facility Address:

Approximate gross square footage of space open to the public:

**Facility must implement all applicable measures listed below, and be prepared to explain why any measure that is not implemented is inapplicable to the business.**

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**Signage:**

Signage at each public entrance of the facility to inform the public that they should: avoid entering the facility if they have COVID-19 symptoms; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; wear face coverings, as appropriate; and not shake hands or engage in any unnecessary physical contact.

Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

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**Measures To Protect Employee & Public Health (check all that apply to the facility):**

All employees have been told not to come to work if sick.

Symptom checks are being conducted before employees may enter the work space.

Employees are required to wear face coverings, as appropriate.

All desks or individual work stations are separated by at least six feet.

Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule: Daily

Break rooms:

Bathrooms:

Other:

Disinfectant and related supplies are available to all employees at the following location(s): Common area sanitizing stations. Please contact Building Maintenance for additional supplies.

Hand sanitizer effective against COVID-19 is available to all employees at the following location(s): Common area sanitizing stations, outside restroom areas, and at main entrance.

Soap and water are available to all employees at the following location(s): Bathrooms and break areas.





- All employees and members of the public are required to comply with the Face Covering Requirements of the Health Order (Order c19-11).
- Copies of this Protocol have been distributed to all employees.
- Optional—Describe other measures:

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***Measures To Keep People At Least Six Feet Apart (check all that apply to the facility)***

- Limit the number of individuals in the facility at any one time to allow for individuals to easily maintain proper social distancing from one another.
- Post an employee at the door to ensure that the maximum number of individuals in the facility set forth above is not exceeded.
- Placing signs outside the facility reminding people to be at least six feet apart, including when in line.
- Placing tape or other markings at least six feet apart in areas where individuals stand or sit for prolonged periods of time inside and outside the facility with signs directing customers to use the markings to maintain distance.
- All employees have been instructed to maintain at least six feet distance from other individuals, except employees may momentarily come closer when necessary or when the employees are providing a service that requires being within six feet.
- Optional—Describe other measures:

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***Measures To Prevent Unnecessary Contact (check all that apply to the facility):***

- Preventing people from self-serving any items.
- Bulk-item food bins are not available for individuals self-service use.
- Not permitting individuals to bring their own pens/pencils, bags, mugs, or other reusable items from home.
- Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly.  
Describe:
- Optional—Describe other measures (e.g. providing senior-only hours):

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***Measures To Increase Sanitization (check all that apply to the facility):***

- Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.
- Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility and anywhere else where people have direct interactions.
- Disinfecting all payment portals, pens, and styluses after each use.
- Disinfecting all high-contact surfaces frequently.



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Optional—Describe other measures:

\* Any additional measures not included here should be listed on separate pages and attached to this document.

**You may contact the following person with any questions or comments about this protocol:**

**Name:**

**Phone number:**