

CHECKLIST FOR BUSINESSES THAT SERVE THE PUBLIC

All businesses conducting in-person operations must do the following:

- Clean and disinfect high-touch areas frequently and continue to regularly clean all other areas of the building(s);
- Establish and implement a plan in case the business is exposed to a probable or confirmed case of COVID-19 (see guideline document for full description)
- Prevent large groups from entering or leaving the building by staggering work start and stop times;
- Limit the number of people in employee common areas, and ensure these areas are cleaned frequently;
- Conduct meetings and trainings virtually. If a meeting needs to be held in person, limit the number of employees to 10 and maintain a social distance of six feet;
- Make sure employees have access to soap and water to wash their hands;
- **Provide non-medical masks for employees to wear at all times and make it mandatory to wear masks while on the work site.** Employers may approve masks obtained or made by employees according to Department of Health policies;
- Make sure the facility has enough employees as applicable to follow these protocols and conduct business effectively and safely;
- Discourage non-essential visitors from entering the business premises;
- Communicate these procedures to all employees to ensure that everyone knows how to be safe.

Any business that serves the public inside a building or other defined area must follow the above internal operations guidance and take the additional precautions listed below:

- Conduct business with the public by appointment only, whenever possible;
- If appointment-only service is not feasible, limit the number of people inside the building to no more than 50% of the total maximum occupancy;
- Modify the hours of business so that there is enough time to clean and restock;
- Install shields or other barriers at registers and check-out areas to physically separate cashiers and customers, or take other measures to maintain social distancing between customers and employees;
- Encourage customers to use online ordering by providing delivery or pick-up options;
- Designate a specific time for people at high risk to use the business at least once a week;
- **Require all customers to wear masks while on the premises.** Businesses that provide medication, medical supplies or groceries must provide an alternate, no contact, means of delivering goods for customers who cannot wear a mask.
 - However, individuals who cannot wear a mask due to a medical condition (including children under the age of 2 years per CDC guidance) may enter the premises and are not required to provide documentation of such medical condition
- In businesses with multiple check-out lanes, limit use to every other register. After every hour, rotate customers and employees to the previously closed registers and clean the other registers and surroundings;
- Schedule handwashing breaks for employees at least every hour; and
- Assign an employee to wipe down any shared contact surface before the customer touches it.

No business is required to conduct in-person operations, and should not do so if the business is unable to do so in accordance with this guidance. **Businesses permitted to conduct in-person operations that are unable or unwilling to comply with these requirements may engage in curbside delivery to customers so long as strict social distancing and other mitigation measures are followed.**

REQUIREMENTS FOR COMMUNICATING WITH EMPLOYEES AND ANY ON –SITE CUSTOMERS

Businesses conducting in-person operations or serving the public are required to make employees and customers aware of the guidance provided by the Commonwealth to keep people at their establishment safe.

- Print,
- Sign, and
- Post the “COVID-19 Safety Procedures for Businesses” flyer in employee common space and, if the business serves the public, near the business’s public entrance(s) in prominent location(s).

Based on PA Emergency Order document entitled GUIDANCE FOR BUSINESSES PERMITTED TO OPERATE DURING THE COVID-19 DISASTER EMERGENCY TO ENSURE THE SAFETY AND HEALTH OF EMPLOYEES AND THE PUBLIC, dated 5/6/2020.