

Business Name _____

Address _____

Summary

This emergency protocol is responsive to the LA County Department of Public Health **SAFER AT HOME ORDER FOR CONTROL OF COVID-19: Temporary Prohibition of All Events & Gatherings Closure of Non-Essential Businesses & Areas**

Revised Order Issued: April 10, 2020

Emergency Protocol

#	Description	Yes / No / NA	Notes
A	SIGNAGE		
1	Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another.	Yes / No / NA	
2	Signage posting a copy of the Safe and Physical Distancing Protocol at each public entrance to the facility.	Yes / No / NA	
B	MEASURES TO PROTECT EMPLOYEES		
1	Everyone who can carry out their work duties from home has been directed to do so.	Yes / No / NA	
2	All employees have been told not to come to work if sick.	Yes / No / NA	
3	Symptom checks are being conducted before employees may enter the workspace.	Yes / No / NA	
4	All employees that have contact during their shift(s) with the public or other employees are offered, at no-cost, a cloth face covering to be used at work when interacting with them.	Yes / No / NA	
5	All desks or individual workstations are separated by at least six feet.	Yes / No / NA	
6	Common areas are being disinfected frequently, on the following schedule:	Yes / No / NA	
7	Disinfectant and related supplies are available to all employees at the following location(s):	Yes / No / NA	

#	Description	Yes / No / NA	Notes
8	Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):	Yes / No / NA	
9	Soap and water are available to all employees at the following location(s):	Yes / No / NA	
10	Employees are allowed frequent breaks to wash their hands.	Yes / No / NA	
11	Copies of this Protocol have been distributed to all employees.	Yes / No / NA	
12	Optional—Describe other measures:	Yes / No / NA	
C	MEASURES TO PREVENT CROWDS FROM GATHERS		
1	Limit the number of customers in the store at any one time, which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.	Yes / No / NA	
2	Post an employee at the door to ensure the maximum number of customers in the facility is not exceeded.	Yes / No / NA	
3	Placing per-person limits on goods that are selling out quickly to reduce crowds and lines. Explain:	Yes / No / NA	
4	Optional-Describe other measures	Yes / No / NA	
D	MEASURES TO KEEP PEOPLE AT LEAST SIX FEET APART		
1	Placing signs outside the store reminding people to be at least six feet apart, including when in line.	Yes / No / NA	
2	Placing tape or other markings at least six feet apart in customer line areas inside the store and on walkways at public entrances with signs directing customers to use the markings to maintain distance	Yes / No / NA	
3	Separate order areas from delivery areas to prevent customers from gathering	Yes / No / NA	
4	All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.	Yes / No / NA	
5	Optional—Institute one-way aisles to facilitate Safe and Physical Distancing	Yes / No / NA	
6	Optional—Describe other measures.	Yes / No / NA	

#	Description	Yes / No / NA	Notes
E	MEASURES TO PREVENT UNNECESSARY CONTACT		
1	Preventing people from self-serving any items that are food-related	Yes / No / NA	
a	All items are pre-packaged in sealed containers by staff.	Yes / No / NA	
b	Bulk-item food bins are not available for customer self-service use	Yes / No / NA	
c	Food Sample sales are prohibited	Yes / No / NA	
2	Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly.	Yes / No / NA	
3	Optional-Describe other measures (e.g. providing senior-only hours):	Yes / No / NA	
F	MEASURES TO INCREASE SANITIZATION		
1	Restrooms normally open to the public shall remain open to the public	Yes / No / NA	
2	Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.	Yes / No / NA	
3	Employee(s) assigned to disinfect carts and baskets frequently, preferably after each use.	Yes / No / NA	
4	Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where people have direct interactions	Yes / No / NA	
5	Disinfecting all payment portals, pens, and styluses after each use	Yes / No / NA	
6	Disinfecting all high-contact surfaces frequently	Yes / No / NA	
7	Optional- Describe other measures	Yes / No / NA	