

# Checklist for Business Owners

All businesses and agencies that congregate people in an enclosed space should create and implement a plan to minimize the opportunity for COVID-19 transmission at their facility.

This checklist will help retail businesses reduce the spread of COVID-19 in their communities. For more details, refer to NCDHHS' Phase 1 Interim Guidance for Owners, Staff, and Patrons of Retail Businesses at <https://files.nc.gov/ncdhhs/documents/files/covid-19/NCDHHS-Interim-Guidance-for-Businesses.pdf>.

## REQUIRED

### Signage

- Post the following signs:
  - A reminder for people to stay 6 feet apart.
  - A request that people who are symptomatic not enter.
  - A notice of reduced Emergency Maximum Occupancy (no more than 50% of stated fire capacity).

### Cleaning and Disinfection

- Perform frequent and routine environmental cleaning and disinfection of high-touch areas with an EPA-approved disinfectant for SARS-CoV-2 (the virus that causes COVID-19).
- Make hand sanitizer (at least 60% alcohol) available and have a plan to systematically and frequently check availability. Make soap and hand drying materials available at sinks.
- Make disinfecting wipes and/or sprays that are EPA approved against SARS-CoV-2 available for shared items (such as shopping carts or gym equipment).

### Employees

- Screen employees daily for symptoms before entering the workplace. Immediately send symptomatic workers home to isolate until they meet the guidelines for return to work.
- Have a plan for immediately isolating employee from work if symptoms develop.
- Educate employees and patrons on preventing the spread of COVID-19.

## RECOMMENDED

### Water and Air Systems

- Check that building water and water systems are safe to use and minimize the risk of Legionnaires' disease and other diseases associated with water.
- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods.

### Social Distancing Plans

- Designate times for seniors and other high-risk populations to access services.
- Place markings on the floor and designate entrance and exit points to promote social distancing.
- Clearly mark 6 feet of spacing in lines and other areas where people congregate and enforce those limitations.
- Clearly mark 6 feet of spacing in a designated area outside the establishment where people congregate due to limits on indoor capacity.
- Develop a plan to limit occupancy of all operating establishments to no more than 50% of the stated fire capacity, post the Emergency Maximum Occupancy, and enforce it.

### Employees

- Have employees wear cloth face coverings.
- Provide employees with information on proper use, removal and washing of cloth face coverings.
- Promote telework, limit non-essential travel, and limit meetings to no more than 10 people.
- Make accommodations for high-risk workers.
- Encourage sick employees to stay home and support with sick leave policy.
- Share information about available help lines (2-1-1 and Hope4NC Helpline, 1-855-587-3463).