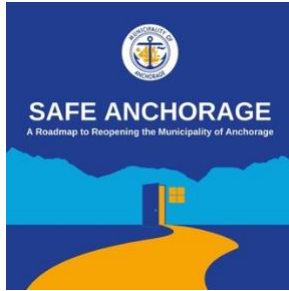


## ATTACHMENT C



### PHASE 2 OPERATING REQUIREMENTS

**Sector:** Non-Critical, Public-Facing

**Business Type:** Non-Critical Businesses that interact with the public or have storefronts.

**Description:** Designed for businesses that interface with the public, but are not considered Retail, e.g. service-focused businesses that also have a storefront (e.g. carpet/tile stores, print shops, bait shops, etc) or deliver products and services in the home (e.g. house cleaners, etc.)

### RECOMMENDED SAFETY MEASURES

- Continue to prioritize entryway, curbside, and home delivery.
- Prioritize telephone and online ordering for contactless pickup and delivery.
- Implement cashless and receiptless transactions.
- Utilize teleconference and/or videoconference meetings to minimize physical interaction.
- Utilize different entry and exit points using one-way traffic, where possible.
- Reserved hours for operations limited to high-risk populations.
- High-risk population encouraged to stay home.
- Cloth face coverings are strongly encouraged for all employees.
- Individual businesses may choose to be more restrictive.

### REQUIRED SAFETY MEASURES

#### GENERAL

- Employees and customers must adhere to 6-foot physical distancing protocols.
- Frequent hand washing by employees, and adequate supply of soap, disinfectant, hand sanitizer, and paper towels available onsite.
  - Employees must follow Centers for Disease Control (CDC) guidance for COVID-19 hand hygiene, available [here](#).
- Develop COVID-19 Mitigation Plan that contains, at a minimum, the Operating Requirements in this document and other protocols to minimize direct contact between employees and customers, increase physical distancing, and protect staff and the public.
  - The COVID-19 Mitigation Plan must be kept on the business premises.

#### CAPACITY (FOR PHYSICAL PREMISES)

- Reservations encouraged. Walk-ins permitted if a guest log is kept.
  - Businesses are required to maintain Reservation/Guest log records for 30 days.
  - Reservation/Guest log must contain first and last name, and phone number.

## ATTACHMENT C

Business shall post entryway signage that states that any customer who has symptoms of COVID-19 must not enter the premises and notifying the public of the COVID-19 Mitigation Plan for the business.

- Groups or Parties limited to household members only.
- Maximum capacity of 50% of the approved occupancy based on fire and building codes.
  - Business must determine maximum capacity based on the above criteria, post publicly, and enforce the capacity limits.

### **OPERATIONS (FOR PHYSICAL PREMISES)**

- Entryway signage notifying the public of its COVID-19 Mitigation Plan and stating that any customer who has symptoms of COVID-19 must not enter the premises.
- Employer must provide handwashing capability or sanitizer.
- Hourly touch-point sanitization (workstations, equipment, screens, doorknobs, restrooms, shopping carts, credit card terminals, etc) throughout premises or worksite in compliance with CDC protocols.
- Cleaning and disinfection must be conducted in compliance with CDC protocols weekly or, in lieu of performing the CDC cleaning and disinfecting, the business may shut down for a period of at least 72 consecutive hours per week to allow for natural deactivation of the virus, followed by a comprehensive disinfection of all common surfaces.
- Hard copy of written safety, sanitization, and physical distancing protocols (specific to COVID-19) on the business premises.

### **OPERATIONS (FOR BUSINESSES REQUIRING IN-HOME SERVICES)**

- Non-Critical Businesses that provide services in a person's home (such as installation of windows, delivery of furniture, cleaning, etc) or services at a location that is not the physical premises of the Non-Critical Business (such as housecleaning, inspections and appraisals, or showing a home for sale, etc) shall be required to follow all of the operating criteria above, including:
  - All employees and customers are strongly encouraged to wear face coverings;
  - All employees and customers adhere to 6-foot physical distancing protocols; and
  - Business shall develop COVID-19 Mitigation Plan that contains, at a minimum, the Operating Requirements in this document and other protocols to minimize direct contact between employees and customers, increase physical distancing, and protect staff and the public.
- Any employee entering a home or other property must wash and/or sanitize hands immediately after entering the home and at time of departure.
- Any employee entering a home or other property must sanitize all surfaces contacted or worked on utilizing cleaning supplies provided by the employer.

### **ALL EMPLOYEES AND STAFF**

- Provide training for employees on COVID-19 and the COVID-19 Mitigation Plan for the business.
- Conduct pre-shift screening and maintain staff screening log.

## ATTACHMENT C

- No employee displaying symptoms of COVID-19 will be permitted to be in the facility.
- An employee who becomes sick while at work should be immediately sent home.
- No person may work within 72 hours of exhibiting fever.
- Symptomatic or ill employees may not report to work.
- Employer must establish a plan for an Occurrence of COVID-19 in the workplace and include it in the COVID-19 Mitigation Plan. CDC guidance [here](#).

### IN THE EVENT OF OCCURRENCE

- When an active employee is identified as being COVID-19 positive by testing, CDC cleaning and disinfecting must be performed as soon after the confirmation of a positive test as practical. In lieu of performing CDC cleaning and disinfecting, retail businesses may shut down for a period of at least 72 consecutive hours to allow for natural deactivation of the virus, followed by site personnel performing a comprehensive disinfection of all common surfaces.
  - CDC protocols for Cleaning and Disinfection can be found [here](#) and [here](#).

### QUESTIONS?

Email us with questions at: [COVID-19-business@anchorageak.gov](mailto:COVID-19-business@anchorageak.gov)