PHASE 1 OPERATING REQUIREMENTS

Sector: Retail

Business Type: Retail Stores

Description: General retail merchandise. Including clothing, shoes, sporting goods, music, books, art/crafts, auto sales, gifts/jewelry, home improvement, greenhouses/nurseries, etc.

RECOMMENDED SAFETY MEASURES

- Continue to prioritize entryway, curbside, and home delivery, as practicable.
- Prioritize telephone and online ordering for contactless pickup and delivery.
- Implement and encourage cashless and receipt-less transactions.
- Utilize teleconference and/or videoconference for staff meetings to minimize physical interaction.
- Utilize different entry and exit points using one-way traffic, where possible.
- Reserved hours for operation limited to high-risk populations.
- High-risk populations encouraged to stay home (employees and customers.)
- Individual businesses may choose to be more restrictive.

REQUIRED SAFETY MEASURES

GENERAL

- Employees and customers must adhere to 6-foot physical distancing protocols.
- Only one adult per household per visit.
- Employees and customers shall wear face coverings.
  - Businesses should post signage notifying customers of the requirement to wear face coverings at entrance(s).
- Frequent hand washing by employees, and adequate supply of soap, disinfectant, hand sanitizer, and paper towels available onsite.
- 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.

OPERATIONS

- Hand sanitizer or hand washing publicly available for customers.
- Hourly touch-point sanitization (workstations, equipment, screens, doorknobs, restrooms, etc.)
Cleaning and disinfecting 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 site personnel performing a comprehensive disinfection of all common surfaces.

- Items being returned or dropped off must be sanitized by staff prior to restocking or making the item available to other employees or customers.
- 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.

**CAPACITY: INDOORS**

- Maximum capacity is no more than 20 customers or 25% of the approved occupancy, based on fire and building codes, whichever is less.
  - Business must determine maximum capacity based on the above criteria, post publicly, and enforce the capacity limits.
- Cashiers must be 6-feet apart or greater.
- Business must determine maximum capacity, post publicly, and enforce.

**CAPACITY: OUTDOORS**

- Maximum capacity is no more than 20 customers or 25% of the approved occupancy, based on fire and building codes, whichever is less.
  - Business must determine maximum capacity based on the above criteria, post publicly, and enforce the capacity limits.
- Cloth face coverings shall be worn by all employees and customers at outdoor show rooms or display lots for vehicles, sporting goods, or equipment.

**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.
  - 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.

**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.
  o CDC protocols for Cleaning and Disinfection can be found here and here.

QUESTIONS?
Email us with questions at: COVID-19-business@anchorageak.gov