

COVID-19 RETAIL INDUSTRY GUIDELINES



In accordance with Executive Order 2020-91 Retail Industry Operations are REQUIRED to:

- **Develop a COVID-19 preparedness and response plan**

Establish a response plan for dealing with a confirmed infection in the workplace. Designate one or more worksite supervisors to implement, monitor, and report on COVID-19 control strategies. See [Guidance on Preparing Workplaces for COVID-19](#) developed by OSHA. See [COVID-19 Preparedness and Response template](#).

- **Conduct daily entry self-screening protocol for employees**

Sample workplace health screening in [Re-Engagement Resources for Businesses](#).

- **Provide non-medical grade face coverings**

Require employees to wear face coverings when they cannot consistently maintain six feet of separation from other individuals. Signs for workplaces are available in [Re-Engagement Resources for Businesses](#).

- **Maintain 6-ft distancing**

- *Keep employees and patrons on premises at least six feet from one another to the maximum extent possible, through the use of ground markings, signs, and physical barriers as appropriate.*
- *Design spaces and store activities in a manner that encourages 6-ft of physical distance from one another.*

- **Increase facility cleaning**

- *Clean and disinfect to limit exposure to COVID-19, especially on high-touch surfaces (restrooms, credit-card machines, keypads, counters).*
- *Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case.*
- *Make cleaning supplies available to employees upon entry, provide time for hand washing or hand sanitizer use.*

- **Physical barriers**

Install at checkout or other service points that require interaction, including plexiglass, tape markers, or tables, as appropriate.

Questions?

Contact the Health Department of Northwest Michigan at 1-800-386-5959

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- **Limit staffing**

Minimize staff on premises to the minimum number necessary to operate.

- **Train employees**

At a minimum, cover workplace infection-control practices, proper use of PPE, steps for symptomatic employees, reporting unsafe working conditions, and how to manage symptomatic people.

- **Confirmed COVID-19 case(s)**

- *Within 24 hours of the identified case, whether an employee, customer, or another visitor to the store, employers must notify the local public health department, and any co-workers, contractors or suppliers who may have come into contact with that person.*
- *Employer will allow employees with confirmed or suspected COVID-19 to return to work only after they are no longer infectious according to latest [CDC guidelines](#).*

- **Communications materials for customers**

Create pamphlets or post signs to:

- *Inform customers of changes to store practices and to explain precautions the store is taking to prevent infection.*
- *Inform customers not to enter if they are or have recently been sick*
- *Instruct customers of legal obligation to wear face coverings inside the store*

Signs for workplaces are available in [Re-Engagement Resources for Businesses](#).

Adhere to the following restrictions:

- *For stores of less than 50,000 square feet of customer floor space, must limit the number of people in the store (including employees) to 25% of the total occupancy limits established by the State Fire Marshal or a local fire marshal.*
- *Stores of more than 50,000 square feet must:*
 - *Limit the number of customers in the store at one time (excluding employees) to 4 people per 1,000 square feet of customer floor space.*
 - *Create at least two hours per week of dedicated shopping time for vulnerable populations, which for purposes of this order are people over 60, pregnant women, and those with chronic conditions like heart disease, diabetes, and lung disease.*
- *The director of the Department of Health and Human Services is authorized to issue an emergency order varying the capacity limits described in this subsection as necessary to protect the public health.*

Questions?

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