



COVID-19 Guidance for Retail Businesses

Executive Order No. 122

Requirements for All Businesses Continuing to Operate

Owners of buildings used for commercial, industrial, or other enterprises, and of residential buildings with at least 50 units, must follow these guidelines:

- Clean and disinfect **high-touch areas** routinely
- Maintain current **cleaning procedures** in all other areas of the facility
- Ensure the facility has **enough workers** to perform the above protocols effectively

Additional Requirements for Essential Retail Businesses



Essential retail businesses still permitted to operate must follow these guidelines:

- Limit occupancy to **50%** of maximum store capacity at one time
- Establish hours of operation specifically for the exclusive use of **high-risk individuals**
- Install a **physical barrier**, such as a shield guard, between customers and cashiers/baggers where possible and anywhere you cannot maintain 6 feet of distance
- Provide employees break time for **regular hand washing**
- Arrange for **contactless pay options**, pickup, or delivery of goods wherever possible;
- Provide **hand sanitizer and wipes** to staff and customers;
- Frequently sanitize **high-touch areas** like restrooms, credit card machines, keypads, counters and shopping carts
- Require **infection control practices** such as regular hand washing, coughing and sneezing etiquette, and proper tissue usage
- Place conspicuous **signage** at entrances and throughout the store alerting staff and customers to the required 6 feet of distance
- Mark out **6 feet** of spacing in check-out lines for appropriate social distancing
- Require workers and customers to wear **cloth face coverings**, and require workers to wear **gloves**



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Questions? Call 2-1-1 or
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