

# Attachment A: COVID Aware Designation Checklist

## Plan

- Complete and post the Preparedness Plan as outlined by the MN State Government

## Health Screening and Policies for Employees Exhibiting Signs and Symptoms of COVID-19

- Perform self-health exam and require that employees do a self-exam before they return to the workplace each day--taking their temperature, reporting any symptoms of COVID-19, etc
- Require workers who are ill to stay home

## Social Distancing

- Encourage staff and employees to telework when feasible
- Increase physical space between employees and customers
- Stagger work schedules when possible
- Limit large work-related gatherings--staff meetings, after work functions, etc.
- Offering a variety of ways to shop
  - Curbside Pickup
  - Delivery
  - Special shopping times for vulnerable customers
  - Add a Pre-pay online option
- Create a layout in your business that encourages social distancing. For example, move clothing racks, tables, or check out areas to accommodate a 6 foot distance when possible. Make aisles one way directed with signage.
- Limit the number of customers in your establishment at one time

## Face Covering and Protective Equipment

- Require all employees to wear a mask
- Highly encourage, if not mandate, all customer wear a mask

## Cleaning and Sanitation

- Employees are given time frequently to wash their hands
- No touch checkout happens as frequently as possible. If it is not possible, countertops, tables, pens and keypads are all sanitized between customers
- Install plexiglass partitions at service areas when possible
- Establish a disinfection and sanitizing routine.
- Consider using a checklist or audit system with employees to track how often and who is cleaning

## Restrooms

- Disconnect or tape-off hand air dryers and provide paper towels in restrooms instead
- Provide a way to use trash cans and paper towels without touching any handles

## Signs

- Place interior and exterior signage to request that customers wear a face covering
- Post signage asking customers to use hand sanitizer upon entering your business
- Adhere floor decals as reminders for social distancing best practices