

Social Distancing Protocol Template

Business name: **Business Name**

Facility Address: **Address**

Approximate gross square footage of space open to the public: Footage²

Businesses must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is inapplicable to the business. The intent is to help organizations develop temporary protocols that will protect employees and customers in this time of crisis.

Signage:

1. Signage will be placed at each public entrance of the facility. This signage needs to inform all employees and customers that they should:
 - a. Avoid entering the facility if they have a cough or fever;
 - b. Maintain a minimum six-foot distance from one another;
 - c. Sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and
 - d. Do not shake hands or engage in any unnecessary physical contact.
2. Post a copy of the Social Distancing Protocol at each public entrance to the facility.

Measures To Protect Employee Health

1. Everyone who can carry out their work duties from home has been directed to do so.
2. All employees have been told not to come to work if sick.
3. Symptom checks are being conducted before employees may enter the workspace.
4. All desks or individual workstations are separated by at least six feet.
5. Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:
 - a. Break rooms: **Insert Frequency**
 - b. Bathrooms: **Insert Frequency**
 - c. Other
6. Disinfectant and related supplies are available to all employees at the following location(s):
 - a. **Insert Location**
7. Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):
 - a. **Insert Location**
8. Soap and water are available to all employees at the following location(s):
 - a. **Insert Location**
9. Copies of this Protocol have been distributed to all employees.

Measures To Prevent Crowds From Gathering:

1. Limit the number of customers in the store at any one time by, **{Insert Text Here}** which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.
2. Post an employee at the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.
3. Placing per-person limits on goods that are selling out quickly to reduce crowds and lines.
4. **Optional: Describe other measures taken to prevent crowd gathering**

Measures To Keep People At Least Six Feet Apart

1. Placing signs outside the store reminding people to be at least six feet apart, including when in line.
2. Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
3. Separate order areas from delivery areas to prevent customers from gathering.
4. All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
5. Optional: Describe other measures taken to ensure six foot spacing.

Measures To Prevent Unnecessary Contact

1. Preventing people from self-serving any items that are food-related. For Example;
 - a. Lids for cups and food-bar type items are provided by staff; not to customers to grab.
 - b. Bulk-item food bins are not available for customer self-service use.
 - c. List other similar measures here.
2. Not permitting customers to bring their own bags, mugs, or other reusable items from home.
3. Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly.
 - a. Describe Methods
4. Optional: Describe other measures taken to prevent unnecessary contact.

Measures To Increase Sanitization

1. Disinfecting wipes that are effective against COVID-19 are available.
2. Employee(s) assigned to disinfect carts and baskets regularly.
3. Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where people have direct interactions.
4. Disinfecting all payment portals, pens, and styluses after each use.
5. Disinfecting all high-contact surfaces frequently.
6. Optional: Describe other measures taken to increase sanitation.

You may contact the following person with any questions or comments about this protocol:

Name: Key Person

Phone number: (555) 555-5555

ATTENTION: GUESTS AND EMPLOYEES

**AVOID ENTERING THE FACILITY IF YOU HAVE A COUGH OR FEVER;
MAINTAIN A MINIMUM SIX-FOOT DISTANCE FROM ONE ANOTHER;
SNEEZE AND COUGH INTO A CLOTH OR TISSUE OR,
IF NOT AVAILABLE, INTO ONE'S ELBOW; AND
DO NOT SHAKE HANDS OR ENGAGE IN ANY UNNECESSARY
PHYSICAL CONTACT.**

THANK YOU FOR YOUR COOPERATION

HEALTH ALERT: Coronavirus Disease 2019 (COVID-19)

If you have traveled internationally you are at higher risk.

COVID-19 is a respiratory illness that can spread from person to person.

Stay Home

- Stay home for the next 14 days, monitor your health, and practice social distancing.
- Take your temperature with a thermometer two times a day and watch for symptoms.
- Avoid contact with others. Do not go to work or school.
- Keep your distance from others (about 6 feet or 2 meters).

If you feel sick and have symptoms:

- Stay home. Avoid contact with others.
- You might have COVID-19; most people are able to recover at home without medical care.
- If you have trouble breathing or are worried about your symptoms, call or text a healthcare provider. Tell them about your recent travel and your symptoms.
- Call ahead before you go to a doctor's office or emergency room.

Symptoms

Illnesses have ranged from mild symptoms to severe illness and death. Symptoms may appear 2–14 days after exposure.

Symptoms can include:



Fever



Cough



Trouble breathing



Visit the website for more information on monitoring your health and how to contact local public health officials. Visit: www.cdc.gov/COVIDtravel

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For information about COVID-19 and how to monitor your health after travel, open your cell phone camera and scan this code:

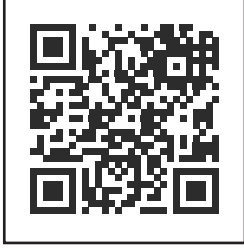
Для получения информации о COVID-19 и о том, как контролировать состояние вашего здоровья после путешествия, включите камеру на вашем мобильном телефоне и отсканируйте этот код:

Pour obtenir des informations relatives à COVID-19 et à la manière de surveiller votre santé après un voyage, ouvrez la caméra de votre téléphone portable et scannez le code suivant :

للحصول على معلومات حول فيروس كورونا المستجد COVID-19 وكيفية مراقبة حالتك الصحية بعد السفر، افتح كاميرا هاتفك الخليوي وامسح هذا الرمز ضوئياً:

新型コロナウイルス感染症（COVID-19）に関する情報、および旅行後の自身の健康状態を観察する方法については、携帯電話のカメラを起動して、このコードをスキャンしてください:

Para obter informações sobre o COVID-19 e como monitorar sua saúde após a viagem, abra a câmera do seu celular e digitalize este código:



코로나바이러스감염증-19(COVID-19) 및 여행 후 건강 상태를 모니터링하는 방법에 대한 정보를 보려면, 휴대폰 카메라로 이 코드를 스캔하십시오:

COVID-19 के बारे में और यात्रा के बाद अपने स्वास्थ्य को मॉनिटर कैसे करें, के बारे में जानकारी के लिए, अपने सेल फोन का कैमरा चलाएं और इस कोड को स्कैन करें:

สำหรับข้อมูลเพิ่มเติมเกี่ยวกับ COVID-19 และวิธีการตรวจเช็คสุขภาพของคุณหลังจากการเดินทาง โปรดเปิดกล้องมือถือของคุณและสแกนรหัสนี้:

Untuk mendapatkan maklumat mengenai COVID-19 dan cara mengawasi kesihatan anda selepas perjalanan, buka kamera telefon bimbit anda dan imbas kod ini:

Para obtener información sobre el COVID-19 y cómo monitorear su salud después de un viaje, abra la cámara de su teléfono y escanee este código:

برای کسب اطلاعات در مورد COVID-19 و نحوه نظارت بر سلامت خود پس از سفر، دوربین تلفن همراه خود را باز کرده و این کد را اسکن کنید:

有关COVID-19 的信息以及如何如何在旅行后监测您的健康状况，请打开手机摄像头并扫描此二维码:

Per informazioni sulla COVID-19 e su come monitorare la Sua salute dopo il viaggio, apra la fotocamera del Suo cellulare e scansioni questo codice:

www.cdc.gov/COVIDtravel