



# REOPENING QUICK REFERENCE SHEET

## Retail Industry

To help businesses reopen, Lassen County is releasing these helpful quick reference sheets. Additional reference materials are being included that you may find helpful. Lassen County appreciates your help during this transitional time.

### Check Employees

Ask employees if:

- They have a cough
- They have a fever
- They have shortness of breath
- They have been in close contact with a confirmed case of COVID -19

Check employee temperature with a no touch thermometer if possible. If employee temperature is above 100.8° F, send employee home and do not have them return to work until they are symptom free.

Encourage frequent hand washing for a minimum of 20 seconds. To view a video on proper hand washing technique visit [Lassencares.org](http://Lassencares.org) FAQ page.

Avoid touching your eyes, nose and mouth.

If establishment is utilizing masks, please follow proper mask application technique. To view a short video on proper mask applications, visit [Lassencares.org](http://Lassencares.org) FAQ page.

Allow employees to work from home as much as possible.

### Clean & Disinfect

- Train employees on protective cleaning and disinfecting procedures.
- Disinfect high-touch surfaces regularly (such as counters, check-out lanes, keypads, break rooms, dressing rooms, and rest rooms).
- Sanitize shared resources (such as carts) after each use.
- Use EPA registered disinfectants.
- Prepare sanitizers following the manufacturer’s directions.
- Offer sanitizer and wipes to customers or access to a hand washing station.

### Social Distancing

- Help educate employees and customers on the importance of social distancing:
  - -Signs
  - -Audio messages
- Encourage patrons to maintain a 6 ft. distance.
- Avoid displays that result in customer gatherings.
- Stagger shifts, breaks and meals in compliance with wage and hour laws and regulations to maintain social distancing.
- Prohibit congregating in break rooms or common areas and limit capacity of such areas.

### Customer Protection

- Post signage at the entrance baring anyone with COVID-19 symptoms from entering the store.
- If practical, place a plexiglass partition at the register.
- Use technology to reduce person-to-person contact.
- Limit the number of customers inside a store.
- Shorten customer time in store.
- Consider designated shopping times for vulnerable populations.
- Prohibit the use of reusable bags.
- Limit self-service options, suspend sampling.

<https://rilastagemedia.blob.core.windows.net/rila-web/rila.web/media/media/pdfs/committee%20documents/coronavirus%20documents/final-reopen-retail-blueprint-rila-nrf.pdf>