

# SANTA BARBARA COUNTY WORKPLACE READINESS CHECKLIST FOR ESSENTIAL BUSINESSES



## Signage

Clear notifications at all public entrances directing staff and the public to:

- Avoid entering the facility if they have a cough or fever
- Maintain a minimum 6 foot distance from one another
- Sneeze and cough into a cloth or tissue, or if not available, into one's elbow
- Avoid all unnecessary physical contact such as shaking hands

Copy of Social Distancing Protocol (Attachment E) posted at all public entrances



## Measures To Protect Employee Health

- Everyone who can carry out their work duties from home has been directed to do so
- All employees have been told to stay home if sick
- All desks and work stations are at least six feet apart
- Common areas such as break rooms and bathrooms are frequently disinfected
- Adequate disinfectants such as hand sanitizer, soap and water are readily available to all employees
- Copies of protocols on disinfecting, hand washing, and social distancing have been provided to all employees



## Measures To Prevent Crowds from Gathering

- Set a limit on the number of customers allowed inside, to ensure they can maintain a minimum six-foot distance from one another
- Post an employee at the entrance, to ensure this limit is not exceeded
- Place per-person limits on high-demand goods to avoid crowds and lines



## Measures To Keep People at Least 6 Feet Apart

- Post signage to remind people to remain at least six feet apart, including while in line
- Place tape or other markings at least six feet apart in customer line areas inside and outside the facility, with signs directing customers to use the markings to maintain distance
- Separate order from delivery areas, to prevent people from gathering
- Instruct employees to maintain a six-foot distance from customers and one another, except when briefly necessary (e.g. to accept payment or deliver goods/services)



## Measures To Prevent Unnecessary Contact

- Prevent self-serving of any food-related items: all lids, cups, and bulk-food items should be provided by staff
- Customers should not be permitted to bring their own bags, cups, or other reusable items
- Offer contactless payment if possible



## Measures To Increase Sanitization

- Offer disinfecting wipes near shopping carts and baskets
- Assign employees to disinfect shopping carts and baskets
- Make hand sanitizer (or soap and water) available to the public at checkout counters, entrances and exits
- Frequently disinfect payment portals, pens, styluses, and keypads
- Frequently disinfect all other high-contact surfaces