General Reopening Guidelines

I. Workforce protection
    a. **Facial coverings must be worn inside businesses and commercial establishments or wherever social distancing is not possible**
    b. **Mandatory 14-day quarantine for all at-risk employees**
    c. Provide or coordinate safe transportation to work allowing for social distancing
    d. Allow for flexible schedules for childcare and sick time
    e. Staggered breaks to reduce large group gatherings
    f. **Install hand sanitizer at entry points and through site**

II. Employee protection
    a. **Enforce personal protective equipment (e.g., face masks, gloves)**
    b. **Ensure employees (and customers) stay more than 6 feet apart (use visual markers to help with implementation)**
    c. **Enhanced sanitization of all common areas / touch points (doors, stairwell handles, light switch, elevator switch, etc.)**
    d. **Procure increased amounts of soap, hand sanitizer, cleaning materials and protective equipment**

III. Non-employee Protection
    a. **Visually mark separation 6 ft. apart for areas where people would group (e.g., queues and elevators)**
    b. Discourage entry to site of visitors and contractors, unless needed for operations
    c. Discourage car valet parking
    d. Set up self-checkout lines and contactless payments, as applicable

IV. Business Process Adaptations
    a. Upgrade/Install ventilation including HVAC filters per OSHA guidance
    b. **Clean and disinfect bathrooms every two to three hours**
    c. **Eliminate the use of common water fountains and interactive displays**
    d. **Limit capacity of elevators to ensure social distancing**
    e. Designate quarantine rooms for infected individuals and deep clean after use
    f. Require non-core functions to work from home, as possible
    g. Avoid meetings of more than 5 participants, encourage virtual meetings
    h. Reduce seating in breakrooms / common areas to ensure minimum 6' physical distance. If not possible, close common areas
    i. **Prior to re-open, flush plumbing and run water in sinks to eliminate stagnant water from the period of mall/store's closure**

V.   Employer-led public health interventions
    a. **Post CDC signage in publicly trafficked locations emphasizing measures to "Stop the Spread of Germs" and to exercise social responsibility**
    b. **Train all personnel in new operating protocols and modifications to existing codes of conduct to deal with COVID 19 issues**
    c. Design work group shifts to minimize contacts between employees and ensure easier tracking and tracing, as possible
    d. Implement testing programs for high risk employees (e.g., frequent contact with customers or suppliers)

VI.   Industry-wide Safeguards
    a. Acknowledge in writing the review and understanding of relevant industry association and union organizations guidelines, including capability checklists and reference to WHO, DOH and CDC guidelines
    b. Establish protocol to immediately disclose infection to state DOH bodies and procedure to safeguard store (e.g., deep cleaning)
    c. Setup clear reporting protocols based on leading (e.g., thermometer temp spikes, thermal scanning spikes, increased absenteeism) and lagging indicators (e.g., staff health visits above pre-defined rate, community spread in retailer locale)
    d. Post a contact email address and/or telephone number for employees /customers to contact if they have questions or concerns
    e. **If faced with infection, must immediately report number of infected, timing of infection and proposed remediation plan to relevant local authorities. All staff must be tested, deep sanitization of workplace must be conducted, and entire office building including non-affected offices must be closed until all common areas are sanitized.**