

## Checklist

### Health Officer Directive No. 2020-17 (Exhibit B) Health and Safety Plan (issued 6/13/2020)

Each Retail Business must complete, post onsite, and follow this Health and Safety Plan.

Check off all items below that apply and list other required information.

*Business/Entity name:*

*Contact name:*

*Facility Address:*

*Email / telephone:*

*(You may contact the person listed above with any questions or comments about this plan.)*

- Business is familiar with and complies with all requirements set forth in Health Officer Directive No. 2020-17, available at <http://www.sfdph.org/directives>.
- Completed layout changes to ensure social distancing is possible in store, including adjusting maximum capacity to no more than 50%.
- Personnel are required to comply with the Face Covering Order.
- Established designated areas/lines with markings on the ground to indicate 6-foot distancing for patrons.
- Customers are advised that they must comply with the Face Covering Order.
- Established and implemented policy for safe return of merchandise.
- Provides customers with access to hand sanitizer.
- Added signage for customers regarding use of hand sanitizer and merchandise handling.
- Routinely sanitize merchandise and other high-touch surfaces that can be safely cleaned.
- Removed all self-serve in-store samples from the sales floor.
- Restrooms are closed or routinely cleaned and sanitized.
- Trained Personnel to comply with cleaning and social distancing requirements.

### **Additional Measures**

Explain: