**Employee Safety**

- Health or temperature checks performed by a trained individual.
- Provide masks and other necessary personal protective equipment.
- Wash or sanitize hands thoroughly and often.
- Employees should stay home if they are feeling sick. At-risk employees should be encouraged to stay home.

**Daily Operations**

- Disinfect surfaces that are frequently touched.
- Institute measures to separate or create distance (6 ft. minimum) between all occupants.
- Use signs, tape marks, or other visual cues, placed 6 feet apart, to indicate where to stand when physical barriers are not possible.

More Information at: WayneCounty.com/EconomicDevelopment
**Employee Compliance**

Workers should stay or be sent home if feeling unwell. At-risk employees should be encouraged to stay home. Employees should be encouraged to contact their employer if they come in contact with a known or suspected COVID-19 case. If an employee tests positive, they should disclose it to their employer with confidentiality.

Ensure that employees are fully trained on health and safety measures. Employees should know how to correctly disinfect surfaces.

**Hygiene & Safety**

- Require employees and customers to wear face masks/coverings over their nose and mouth.
- Frequently disinfect high-touch surfaces such as door handles, pin pads, light switches, and breakrooms.
- Workers are encouraged to wear gloves, especially at cash registers, that are changed regularly.
- Install visual markers, such as signs or markers on floors, to remind of social distancing.
- Bathrooms should be stocked with soap and hand sanitizer. Hand sanitizer should be accessible to everyone on site and in multiple locations around the store.

**RETAIL**

- Have an employee monitor checkout lines and direct customers to register.
- Shift primary stocking activities to off-peak or after hours, when possible, to reduce contact with customers.