

## Quick Reference Guide for Food Retail During COVID-19

During this emergency of COVID-19, we are all aware of the dual need to protect public health and maintain access to the essential goods that your stores provide. Mayor's Order (M.O.) 2020-058, released on Wednesday, April 8, 2020, and M.O. 2020-063 offer more direction and requirements for food retail outlets to keep staff and customers safe during COVID-19, including mandatory signage, social distancing, and sanitizing. The following are a summary of the current requirements for food retailers:

Every food retail business must have signage at each entrance, instructing customers on how to keep themselves and others safe. Messaging should include:

- Wear a mask or some form of mouth covering (such as a scarf or wrap).
- Avoid entering if they have a confirmed COVID-19 diagnosis or are exhibiting a symptom of any transmissible infectious disease, such as a cough, fever, or a runny nose.
- Maintain six (6) feet distance from each other person who is not part of their household.
- Cough or sneeze away from other people
- Not shake hands or engage in any other unnecessary physical contact.
- Quickly shop alone or only with members of their household
- This signage should also provide information on how to access online shopping, curbside pick-up or home delivery, if you have any of these options available.

The following practices will increase social distancing and sanitization:

- Limit the number of customers who can enter the business at one time.
- Require six (6) feet distance from one another in the business
- Mark this six (6) foot distance wherever lines may form, both inside and outside the business.
- Where possible, mark paths and require store aisles to be one-way
- Block use of payment systems or checkout counters that are next to one another if six (6) feet distance cannot be maintained.
- Inform customers to fill their own reusable bags or bags provided by the business
- Provide sanitizer for staff and customers at all entrances and throughout the business
- By April 20, 2020, install plexiglass or plastic dividers between customers and employees at registers if the register generally services more than fifty (50) customers per day.

These requirements are for sanitization and disinfection:

- Disinfect high-touch surfaces, including all break rooms, bathrooms, and administrative areas
- Disinfect carts and baskets at least once every hour
- Clean and sanitize all work surfaces, including self-checkout at least once every hour
- Clean and sanitize all equipment and utensils between employees' use of them and changes in tasks

These changes to operations will reduce the risk of spread of COVID-19:

- Cease use of any food or beverage self-service stations, such as hot bars and salad bars, not including whole produce
- Minimize bare hand contact with any food products
- Provide signage encouraging customers only to touch items they plan to purchase.
- When possible, close aisles being restocked

The following are provisions for your workforce:

- Inform all employees that they should not come to work if sick and of applicable paid leave provisions
- Check employees for symptoms before employees begin their shift and exclude employees with cold or flu-like symptoms, such as cough, fever, and running nose, either before their shift, or during it, if symptoms develop mid-shift
- Require employees to notify the person in charge immediately if they or someone in their household is diagnosed with COVID-19
  - When an employee is diagnosed with COVID-19, implement a protocol requiring the affected employee(s) to self-quarantine and for sanitization.
  - Require employees who have confirmed COVID-19 test results to present their supervisor with documentation from a healthcare professional stating that they are approved to return to work.
- Separate all employee workstations by at least six (6) feet
- If feasible, provide all employees who may come into close contact with others with gloves and masks (cloth or surgical masks) and instruct employees on safe use. *All gloves and masks shall be procured by the business.*

For more information on the District's response to COVID-19, visit [coronavirus.dc.gov](https://coronavirus.dc.gov).