



Anaheim **RECOVERS**

REOPENING ANAHEIM BUSINESSES

Many businesses in our city are eager to **reopen**, and Anaheim is eager to help them do so **safely and responsibly**.

Businesses **open now** should be adhering to the following summary of California **guidelines** and operating under a **plan** that encompasses these guidelines.

Businesses **waiting to reopen** should use these guidelines to **prepare a reopening plan**.

WORKSITE PLAN

- List employees responsible for plan
- Detail measures to prevent coronavirus spread
- Detail training and communication
- Detail plans to alert Orange County or Anaheim of Covid-19 cases and to trace contact with the infected person

**Alert OC
Health**

(833) 426-6411

**Alert
Anaheim**

(714) 765-5162

EMPLOYEE TRAINING

- Provide information on coronavirus, preventing spread, who is vulnerable
- Employee self-screening at home, temperature checks recommended
- Stay at home if sick
- Know when to seek medical attention
- Hand washing



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EMPLOYEE TRAINING CONTINUED

- Physical distancing at work and on own time
- Proper use of face coverings

PHYSICAL DISTANCING

- Separate people by at least six feet using partitions, floor markings, signs, decals and other indicators
- In tighter spaces, use Plexiglas and other barriers; where unfeasible, strongly recommend or require face coverings for employees, customers
- Minimize exposure of staff to customers
- Use signs to remind customers of physical distancing
- Reduce or adjust in-person meetings for physical distancing
- Limit workers in enclosed areas to ensure at least six feet of separation
- Stagger employee breaks to maintain distancing
- Close in-store bars, bulk bins, public seating areas and discontinue product sampling
- Dedicate hours for seniors and other vulnerable groups, as applicable
- Increase pickup and delivery service options such as online ordering for curbside pickup
- Provide separate, designated one-way entrances and exits
- Limit the number customers based on facility size
- Be prepared to queue customers six feet apart outside
- Train employees to practice distancing during pickup and delivery
- Make some locations pickup or delivery only to minimize physical interaction where possible



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PHYSICAL DISTANCING CONTINUED

- Use shelving and bulletin boards to reduce person-to-person handoffs where possible
- Use contactless signatures wherever possible
- Spread out deliveries and prevent overcrowding
- Ask outside deliverers or vendors to follow the state public health guidance and to wear masks or face coverings

CONTROL MEASURES, SCREENING

- Screen for symptoms, including recommended temperature checks
- Keep home or send home workers who are sick
- Encourage frequent handwashing and use of hand sanitizer
- Provide disposable gloves to workers using cleaners and disinfectant
- Use gloves at other times when needed for handling commonly touched items or conducting symptom screening
- Strongly recommend or require cloth face coverings
- Increase space among tables and chairs in breakrooms or provide break areas in open space for physical distancing
- Communicate to customers about using face masks and cloth coverings

CLEANING, DISINFECTING

- Clean high-traffic areas often
- Disinfect commonly used surfaces often
- Clean and sanitize shared equipment after each use



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CLEANING, DISINFECTING CONTINUED

- Clean touchable surfaces between shifts or between users
- Have sanitizer or sanitizing wipes at entrances and exits, checkout stations, changing rooms and other spaces
- Provide hand sanitizer to front line staff and make available to all staff
- Ensure that sanitary supplies are stocked and secured
- Use disinfectant products for use against coronavirus approved by the federal Environmental Protection Agency
- Adjust or modify operating hours to provide adequate cleaning and stocking with physical distancing
- Encourage use of debit or credit cards by customers
- Encourage customers with reusable bags to clean them frequently and require them to bag their own purchases
- Consider any upgrades to improve air filtration and ventilation (such as air filters that help trap some virus particles)