



**APPENDIX D**  
**To Missoula City-County Health Officer Order**  
**May 8, 2020**

**Phase 1 Retail Business Plan**

Protecting the community is everyone's responsibility. As an owner/operator of a business, you have an additional obligation to ensure that your establishment or operation doesn't cause or contribute to the community spread of COVID-19.

The Missoula City-County Health Officer issued local Orders on April 24 and May 8, 2020, that requires all retail businesses to devise and implement a plan that addresses how the minimum requirements will be met in the establishment.

Business Name: \_\_\_\_\_

Plan Created by: \_\_\_\_\_

Created on (date): \_\_\_\_\_

**REDUCE CAPACITY**

Limit capacity to 50% of what is typical for your business or service at any given time.

Typical operating capacity (clients, customers, shoppers): \_\_\_\_\_

Effective May 1: Phase 1 operating capacity is limited to: \_\_\_\_\_

How will you inform staff and customers of the new maximum capacity?

**MAINTAIN PHYSICAL DISTANCING**

You must implement a plan to maintain a minimum distance of 6' between people in your business, and protect customers and staff waiting in line at checkout or service areas. This might include placing visible markers or signs denoting a 6' separation, installing temporary barriers, managing or eliminating waiting areas, removing/reconfiguring seats, creating one-way traffic in the space, etc.

How will you ensure that physical distancing will be achieved in your facility?

**CONDUCT PRE-SHIFT HEALTH CHECKS FOR STAFF**

and

**EXCLUDE SYMPTOMATIC EMPLOYEES**

Symptoms of COVID-19 include the following:

- fever over 100.4° Fahrenheit
- cough
- shortness of breath or difficulty breathing
- sore throat
- chills or repeated shaking with chills
- unexplained muscle pain
- new loss of taste or smell
- vomiting

- diarrhea

Describe your plan for screening employees for symptoms of COVID-19 before they begin work each day.

If you identify an employee with symptoms of COVID-19, either pre-shift or during a shift, describe your plan of action.

**MANAGEMENT TO PROVIDE EMPLOYEE TRAINING**

Describe your plan for ensuring staff are trained on good hygiene, maintaining physical distancing, recognizing COVID-19 symptoms, and not reporting to work if they are experiencing those symptoms.

**ENHANCED CLEANING AND SANITIZING PLAN**

Describe your plan to frequently clean and sanitize common surfaces in your establishment. *\*Refer to the CDC website for list of sanitizers that are effective against COVID-19*

Thank you for developing and implementing an individualized to protect your employees and customers. This plan template focuses on the **minimum** standards required for businesses in Phase 1 of-reopening in Missoula County. In addition to adhering to these minimum standards, please consider implementing additional protective measures, including but not limited to:

- recommending that employees and customers wear cloth face coverings,
- continuing to promote online sales and curbside or delivery service,
- establishing hours that are reserved for particularly vulnerable people (elderly, children, immune-compromised),
- encouraging patrons to make appointments in order to maintain spacing and eliminate waiting areas, and
- providing sick leave benefits for employees to encourage them to stay home when sick.

This document must be completed and kept on file at the business. This plan must be made available to Missoula City-County Health Department staff upon request.

If you have questions when completing this plan, please call or email:

406-258-4755

[envhealth@missoulacounty.us](mailto:envhealth@missoulacounty.us)