



**APPENDIX C
RETAIL BUSINESS PLAN IN PHASE 2**

The requirement for a Retail Business Plan is meant to help retailers think about how to incorporate measures required for their business, to reduce the transmission of COVID-19 within our community. This plan has to be completed and kept on file at the business. It does not have to be submitted to the Health Department for approval, but must be made available to Health Department staff upon request.

Business Name: _____

Plan Created by: _____

Created on (date): _____

- 1. REDUCE CAPACITY.** Limit capacity to the degree necessary to ensure customers can adhere to the 6-foot physical distancing.

How will you limit the capacity in your business or within areas of your business, and how will you inform staff and customers of any new capacity limits?

- 2. MAINTAIN PHYSICAL DISTANCING.** You must implement a plan to maintain a minimum distance of 6' between people in your business, and to protect staff and customers while waiting in line at checkout or service areas. This must include visible cues to alert customers of the physical distancing requirement and to denote the required six-foot separation distances. It may also include other signage, 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?

3. PRE-SHIFT HEALTH CHECKS and EXCLUDE SYMPTOMATIC EMPLOYEES

Symptoms of COVID-19 include the following:

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

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 before or during a shift, describe your plan of action.

4. CLEANING AND SANITIZING

Describe your plan to clean and sanitize frequently touched surfaces in your establishment.

**Refer to the CDC website for list of sanitizers that are effective against COVID-19*

5. EMPLOYEE TRAINING

Describe how you will ensure that your staff know the importance of good hygiene, maintaining physical distancing, recognizing COVID-19 symptoms, and not reporting to work if they are experiencing those symptoms.

If you have questions, please contact the Environmental Health Division at (406) 258-4755 or envhealth@missoulacounty.us.