



# COVID-19 Response: Best Practices for Riley County Businesses & Employers Open to the Public

## Outside the store:

- If there is crowding, limit the number of customers allowed to enter the store. Staff an employee at the front door and, as one (1) customer leaves, allow another customer in.
- Post signs at the front door informing customers of occupancy limits.
- Cue customers on the sidewalk in front of the store and post signs along the line urging customers to encourage a social distancing of six (6) feet.
- Place carts and hand baskets at the front of the store and clean handles before bringing them into the store or providing them to a customer.
- Maximize curbside pickup of walk-up customers and online orders.

## Inside the store:

- At point-of-sale registers, limit the lines and post signs at each register urging customers to maintain a social distancing of six (6) feet.
- Post social distancing signs and floor markings in key areas throughout the store.
- Place hand sanitizer available at every open register.
- Routinely clean the store and have soap and water available in restrooms.
- Keep meeting rooms and offices doors open and eliminate closed room meetings.

## Action Items:

- Make alcohol-based hand sanitizer available for customers and other visitors.
- Encourage employees to stay home if they are sick. If possible, extend time off policy to make sure team members have every opportunity to seek medical attention, if needed.
- Encourage visitors at increased risk of severe illness to stay at home or otherwise avoid facilities.
- Suspend non-essential visits to facilities.
- Observe and encourage social distancing measures.
- Routinely clean stores and increase spot cleaning of high traffic areas and restrooms, using CDC approved disinfectants.
- Limit large meetings and gatherings and hold meetings in open, well-ventilated, well-spaced areas. Use teleconferencing for meetings, when practical.
- Constantly monitor and meet regularly to review the situations in facilities.



### **Employees:**

Advise employees to use preventive measures similar to those that help prevent the spread of the flu, as recommended by the CDC:

- Wash hands with soap and water for at least 20 seconds frequently. Use an alcohol-based hand sanitizer when soap and water is unavailable.
- Avoid touching their eyes, nose, and mouth.
- Cover mouth and nose with a tissue when the cough or sneeze, and then throw the tissue in the trash.
- Avoid close contact with people who are sick.
- Stay home when they are sick, except to receive medical care.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Make sure to get proper rest.

### **Questions**

Riley County Health Department

Information line 785-587-4526

[rileycountycovid19@gmail.com](mailto:rileycountycovid19@gmail.com)

[www.rileycountyks.gov/coronavirus](http://www.rileycountyks.gov/coronavirus)