

# NCDHHS Checklist for Business Owners

All businesses and agencies that congregate people in an enclosed space should create and implement a plan to minimize the opportunity for COVID-19 transmission at their facility.

This checklist will help retail businesses and agencies reduce the spread of COVID-19 in their communities. For more detailed information on the items included, please refer to NCDHHS' [Phase 1 Interim Guidance for Owners, Staff, and Patrons of Retail Businesses](#).

## Required

### Signage

- Post the following [signs](#):
  - A reminder for people to stay 6 feet apart.
  - A request that people who are symptomatic not enter.
  - Reduced Emergency Maximum Occupancy. Occupancy is limited to no more than 50% of stated fire capacity.

### Cleaning and Disinfection

- Perform frequent and routine environmental cleaning and disinfection of high-touch areas with an [EPA-approved disinfectant](#) for SARS-CoV-2 (the virus that causes COVID-19).
- Make hand sanitizer (at least 60% alcohol) available and have a plan to systematically and frequently check availability. Make soap and hand drying materials available at sinks.
- Make disinfecting wipes and/or sprays that are [EPA approved against SARS-CoV-2](#) available for shared items (such as shopping carts or gym equipment).

### Employees

- Have a plan for immediately isolating employee from work if symptoms develop.
- Screen employees daily for symptoms before entering the workplace and immediately send symptomatic workers home to isolate.
- Educate employees and patrons on preventing the spread of COVID-19.

## Recommended

### Water and Air Systems

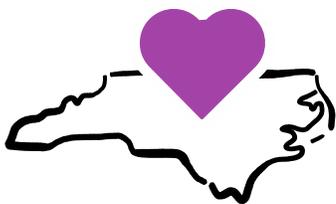
- Check that building water and water systems are safe to use and minimize the risk of Legionnaires' disease and other diseases associated with water.
- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods.

## Social Distancing Plans

- Designate times for seniors and other high-risk populations to access services.
- Place markings on the floor and designate entrance and exit points to promote social distancing.
- Clearly mark 6 feet of spacing in lines and other areas where people congregate and enforce those limitations.
- Clearly mark 6 feet of spacing in a designated area outside the establishment where people congregate due to limits on indoor capacity.
- Develop a plan to limit occupancy of all operating establishments to no more than 50% of the stated fire capacity, post the Emergency Maximum Occupancy and enforce it.

## Employees

- Have employees wear cloth face coverings.
- Provide employees with information on proper use, removal and washing of cloth face coverings.
- Promote telework, limit non-essential travel and limit meetings to no more than 10 people.
- Make accommodations for high-risk workers.
- Encourage sick employees to stay home and support with sick leave policy.
- Exclude employees who have been diagnosed with COVID-19 per CDC guidance, until they say YES to ALL three questions:
  - Has it been at least 10 days since you first had symptoms?
  - Has it been at least 3 days since you've had a fever without using fever reducing medicine?
  - Has it been at least 3 days since your symptoms have improved?
- Share information about available help lines (2-1-1 and Hope4NC Helpline, 1-855-587-3463).



**#StayStrongNC**

**Staying apart brings us together.  
Protect your family and neighbors.**

**Learn more at [nc.gov/covid19](https://nc.gov/covid19).**



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**