



COVID-19 Safety Plans: Retail Businesses Checklist

When preparing or reviewing your COVID-19 safety plan please start by referring to [O. Reg. 364/20: RULES FOR AREAS IN STAGE 3](#), the [COVID-19 response framework](#) and the [sector specific guidance documents](#). The checklist below should help assist you in creating or reviewing a comprehensive COVID-19 plan for your retail space.

If you have specific questions after reviewing the information contained in this document, please contact Peterborough Public Health (PPH) at 705-743-1000 or covid19@peterboroughpublichealth.ca

Has your retail store addressed the following?

COVID-19 Prevention Measure	Requirements	Resources	Y/N
Screening	Actively screen staff before or when they arrive to work <ul style="list-style-type: none"> ‘Active’ screening involves staff being <i>asked</i> the screening questions by another staff member If this is not feasible, consider having staff review the screening tool themselves and document whether the screen was passed or failed 	COVID-19 Screening Tool for Workplaces Screening Form	
	Passively screen customers <ul style="list-style-type: none"> ‘Passive’ screening involves posting signage that lists the screening questions at the entrance of the establishment The signage will instruct customers to self-identify and provide instructions if they do not pass the screen 	Screening Signage	
Capacity Limit	Limit the number of customers in the store so that physical distancing can be maintained <ul style="list-style-type: none"> Customers that do not live together must be able to maintain 2 metres from one another 	O. Reg. 364/20: RULES FOR AREAS IN STAGE 3	

COVID-19 Prevention Measure	Requirements	Resources	Y/N
Physical Distancing	<p>Remember that physical distancing requirements still apply, even if wearing a face covering.</p> <ul style="list-style-type: none"> • Is your facility set up in a way that will allow people to easily distance themselves 2 metres apart? • Install barriers where physical distancing is not always possible (e.g., at checkout counters) • Monitor customer traffic flow through your facility and eliminate or modify areas that could become crowded • Consider marking the ground to show 2 metre spacing in line up areas • Consider marking the ground with arrows to promote one-way traffic flow • Consider providing alternative shopping arrangements for vulnerable populations (e.g., set times, delivery options) 	<p>O. Reg. 364/20: RULES FOR AREAS IN STAGE 3</p> <p>Physical Barriers for COVID-19 Infection Prevention and Control in Commercial Settings</p>	
Masks and Face Coverings	<p>A snugly fitting mask or face covering must be worn in any indoor public space</p> <ul style="list-style-type: none"> • A shield or mouth covering is not an acceptable alternative • Staff may remove their mask or face covering if they are in an area that is not accessible to the public and are spaced 2 metres from other staff • Temporarily lifting a mask or face covering to confirm customer identity is permitted with physical distancing or a barrier in place • Please note: some people may be unable to wear a face covering due to medical issues or other criteria as listed in O. Reg. 364/20 	<p>O. Reg. 364/20: RULES FOR AREAS IN STAGE 3</p> <p>Mandatory face covering FAQ.</p>	
Hand Hygiene	<p>Provide hand sanitizer throughout your facility (entrance, exit, checkout)</p> <ul style="list-style-type: none"> • Promote hand hygiene amongst staff and customers • Hand sanitizer must contain at least 60% alcohol or be from this list. • Handwash sinks must be equipped with warm water, liquid hand soap and paper towel. 	<p>Using hand sanitizers safely</p>	

COVID-19 Prevention Measure	Requirements	Resources	Y/N
Cleaning and Disinfection	<p>Develop a cleaning and disinfecting schedule</p> <ul style="list-style-type: none"> Shopping carts, baskets and debit machines must be cleaned and disinfected between customers High touch surfaces should be cleaned and disinfected at least twice per day and ideally more frequently than that Examples of high touch surfaces include: door handles, faucet handles, railings, etc. 	<p>Cleaning and Disinfection for Public Settings</p> <p>List of Approved Surface Disinfectants</p>	
Signage	<p>Post signage throughout your facility as a reminder of the precautions that need to be taken</p>	<p>Symptoms</p> <p>Hand Hygiene</p> <p>Respiratory Etiquette</p> <p>Face Coverings</p> <p>Physical Distancing</p>	
Other	<p>Have a plan for employees or customers who begin displaying symptoms of COVID-19.</p>	<p>Take the Self-Assessment</p> <p>Find an Assessment Centre</p>	
	<p>Have policies and procedures in place to address occupational health and safety</p>	<p>COVID-19 (coronavirus) and workplace health and safety</p> <p>Develop your COVID-19 Workplace Safety Plan</p>	

Other Resources:

Government of Ontario

[Sector Specific Guidance](#)

[A Framework for Reopening our Province: Stage 3](#)

[COVID-19 Workplace Safety Plan](#)

[Guidance for facilities for sports and recreational fitness activities during COVID-19](#)

[Guidance for meeting and event facilities during COVID-19](#)

Peterborough Public Health

[COVID-19 Safety Plans: for your Business or Organization](#)

[COVID-19 Signage](#)

[COVID-19 Guidance: Weddings, Funerals & Similar Gatherings](#)

[COVID-19 Guidance: Community/Recreation Centre-based Activities](#)

Please note: where compliance with an Order under [Reopening Ontario \(A Flexible Response to COVID-19\) Act, 2020, S.O. 2020, c. 17](#) is an issue, always refer to the legislation.