

Hawaii County COVID-19 Task Force

Guidance for Businesses

Governor's 8th Proclamation



Gold Star Standards



Mayor's Emergency Rules



Required

REQUIRED

Face covering.



All customers **shall** wear a face covering as described and recommended by the CDC (see Exhibit C), while waiting to enter and while at a business or operation. All employees of businesses or operations who have any contact with customers or goods to be purchased shall wear the cloth face covering recommended by the CDC while at their place of employment.



All persons, who are five (5) years old and older and all employees, who have any contact with other employees, customers, or goods to be purchased, **shall** wear face coverings or masks. Exempted from wearing face coverings or masks are persons who have health or medical conditions, trouble breathing, or are otherwise unable to remove the cover without assistance. Unless there is an exemption, a business shall not allow entry to anyone that refuses to follow this requirement.

REQUIRED

Face mask/covering required for **ALL** customers while in a business or waiting in line to enter

- Only exemptions are for medical reasons
- Businesses have the right to refuse anyone who does not wear a mask from entering
 - Must have written policy
 - Must be non-discriminatory
 - Applied evenly to everyone
- Face coverings do not have to be masks
 - See CDC guidelines for constructing homemade face coverings



Have disposable masks available for customers who do not have masks

REQUIRED

Post signage indicating masks are required to enter



COVID-19 Task Force copy available

- Digital / hard copy

Sanitization:



Businesses or operations shall regularly disinfect all high-touch surfaces.



Businesses or operations **shall** make hand sanitizer and sanitizing products readily available for employees and customers. Employees handling items from customers, such as cash or credit cards, shall frequently utilize hand sanitizers.



All customers shall sanitize hands at entry. Hand sanitizing stations shall be available at each entrance. Businesses and operations shall assign, train, and schedule employees to sanitize carts, conveyors, counters, handles, knobs, and other high touch surfaces.

REQUIRED

Sanitizing stations shall be available at all entrances.

- Includes sanitizing gels, Hand wipes, Hand washing stations.
 - Wearing disposable gloves provided by business is an option.

REQUIRED

Customers are required to sanitize hands prior to entry.



Hand sanitizing fliers are available from the COVID-19 Task force.

- Digital or Hard copy versions.

REQUIRED

Have policy and time frame on where and when to disinfect all high-touch surfaces.

REQUIRED

Door knobs, key pads, stylus, pens, shopping carts, bathrooms, conveyor belts, counters and other high tough surfaces.

- For example every 30 minutes, every hour on the hour, etc.



After every customer, after every use.

REQUIRED

Who is responsible for disinfecting?

REQUIRED

Define who is responsible for cleaning what, when they are required to do so.



Have checklists to document cleaning.

Hoarding:



Businesses and operations **shall** implement and maintain controls to discourage hoarding of essential supplies.

REQUIRED

Reasonable limits on purchases of essential supplies.

- ★ Post signs to indicate purchase limits on essential supplies.

Physical Distancing:



All persons **shall** maintain a minimum of six-feet of physical separation from all other persons to the fullest extent possible. **Businesses or operations shall designate with signage, tape, or by other means six-foot spacing for employees and customers** in line to maintain appropriate distance.

Businesses or operations **shall** monitor and enforce the six-foot distancing requirement set forth in this Proclamation, **whether outside** waiting lines or as customers move about **inside a facility**. Checkout operations shall be modified, to the extent reasonably feasible, to provide this separation or to provide a transparent shield or barrier between customers and checkout clerks.

Each business facility or operation **shall** determine the maximum number of customers that may be accommodated while maintaining the specified separation distance and limiting the number of customers in the facility or at the operation to that maximum number at any time.



Businesses and operations shall establish and enforce internal control measures to ensure social distancing requirements are being maintained throughout the establishment at all times.

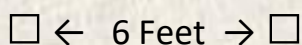
- ★ It is strongly recommended that a maximum of one (1) customer per two hundred fifty (250) square feet of retail floor area be allowed into a facility or operation to maintain the six-foot (6') distancing requirement and increase social distancing.

- ★ Metering at entrance for larger establishments.
 - Once maximum occupancy reached.
 - One customer in for every one customer out.

REQUIRED

Must have 6 feet of spacing **BETWEEN** each marking.

- Designate 6-foot separation with 18"x18" squares or other clearly identifiable marking.



- ★ Marking must simulate the size of an average adult.
- ★ 18"x 18" Square with 2" wide stripe

REQUIRED

At all check out stations.

REQUIRED

At areas outside for customers waiting to enter business.

REQUIRED

At all areas of congestion INSIDE of business.



Separate Entrance and Exits if possible.



One-way aisles when width of aisle does not allow for customers to keep adequate separation.

REQUIRED

Shields in place or 6 feet of separation between checkout clerks and customers.

REQUIRED

Physical distancing requirements also apply in Employee only areas.



Close common areas and places where people tend to congregate.



Stagger parking spaces if possible.

Signage:

Businesses and operations **shall** post and maintain clear signage communicating special hours for high-risk population.

REQUIRED

Select at least 2 hours a week set aside for customers that are considered at high risk or are over 65 years old.

REQUIRED

Clearly post designated hours for customers to see.

➤ Business can choose those hours .

▪ Alternative is to open an hour early, twice a week only for high-risk populations.

❖ COVID-19 Task Force has a 11"x17" poster available that has all State and County required signage.

➤ Available online, digital or hard copy format.

Persons who are sick.

Persons who are sick or have a fever or cough or are exhibiting symptoms such as shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell, are urged to stay in their residences to the extent possible, except as necessary to seek medical care.

- ★ Have policy in place for all employees to do self-check **PRIOR** to coming to work and at their lunch break.
 - If feeling sick, do not come into work.
 - Isolate at home or seek medical attention.
 - If feeling sick at work
 - Notify supervisor.
 - Go home and isolate or seek medical attention.
- ★ COVID-19 Task Force has Pre-Shift Screening forms available online.

Online and remote access.



REQUIRED

Businesses or operations **shall** post online whether a facility is open and how best to reach the facility and continue services by phone or remotely. Businesses or operations shall encourage their customers to do their business remotely by phone or online to the extent possible.

Pickup at store or delivery.



REQUIRED

Businesses or operations **shall** provide for, if feasible, online ordering and purchase of goods and customer pickup of orders at a location outside the facility or shall provide for delivery to customer locations.

Signage.



REQUIRED

Businesses or operations **shall** post a sign at the entrance of the facility informing all employees and customers that they shall: wear CDC recommended face coverings while in the business or operation; avoid entering the business or operation if they have a cough or fever or otherwise do not feel well; maintain a six-foot distance from one another; not shake hands or engage in unnecessary physical contact.

- ❖ COVID-19 Task Force has a 11"x17" poster available that has all State and County required signage
 - Available online, digital or hard copy format.

