



COVID-19 FACILITY VISITOR GUIDE

Appendix B

- Avoid entering the facility if you have a cough, fever, or other signs/symptoms of COVID-19.
- Maintain a minimum six-foot distance between individuals, or entire household units of up to six persons defined as residing at the same address, and other individuals.
- Cover your sneeze or cough with a cloth or tissue. If neither is available, sneeze or cough into your elbow.
- Do not shake hands or engage in any unnecessary physical contact.



COVID-19 Compliant Protocol Inspection

Appendix C

BUSINESS INFORMATION	
BUSINESS NAME:	
ADDRESS:	
CONTACT NUMBER:	
INSPECTION DATE:	
BUSINESS REPRESENTATIVE:	

INSPECTION	
SIGNAGE	
1	Y <input type="checkbox"/> N <input type="checkbox"/> Is a copy of the COVID-19 Compliant Protocol sign posted at each entrance
2	Y <input type="checkbox"/> N <input type="checkbox"/> Is there a customer & employee COVID-19 awareness sign posted at each entrance
3	Y <input type="checkbox"/> N <input type="checkbox"/> Are there signs in the interior and exterior of the business to remind everyone to keep at least six apart
MEASURES TO PROTECT EMPLOYEE HEALTH	
1	Y <input type="checkbox"/> N <input type="checkbox"/> Are COVID-19 symptom screenings being conducted before employees enter the business
2	Y <input type="checkbox"/> N <input type="checkbox"/> Are employees working while maintaining six feet of separation
3	Y <input type="checkbox"/> N <input type="checkbox"/> Are break rooms, restrooms, common areas, and high-contact surfaces being disinfected frequently
4	Y <input type="checkbox"/> N <input type="checkbox"/> Are disinfectant supplies available for all employees
5	Y <input type="checkbox"/> N <input type="checkbox"/> Is hand sanitizer available to all employees
6	Y <input type="checkbox"/> N <input type="checkbox"/> Is soap & water available to all employees
7	Y <input type="checkbox"/> N <input type="checkbox"/> Are facial coverings available to all employees
8	Y <input type="checkbox"/> N <input type="checkbox"/> Do all employees have copies of the COVID-19 Compliant Protocol
Comments	

MEASURES TO PROTECT VISITORS/ CUSTOMERS HEALTH			
1	Y <input type="checkbox"/>	N <input type="checkbox"/>	Disinfectant wipes are available near items frequently touched by visitors, i.e. shopping carts and baskets
2	Y <input type="checkbox"/>	N <input type="checkbox"/>	Are employees assigned to regularly disinfect items frequently touched by visitors
3	Y <input type="checkbox"/>	N <input type="checkbox"/>	Are hand sanitizers or soap & water available to visitors at or near each entrance of the facility
4	Y <input type="checkbox"/>	N <input type="checkbox"/>	Are all methods for contactless transactions implemented
5	Y <input type="checkbox"/>	N <input type="checkbox"/>	Are transaction points such as pens styluses disinfected after each use
6	Y <input type="checkbox"/>	N <input type="checkbox"/>	Are high-contact surfaces frequently disinfected
MEASURES TO ENSURE PHYSICAL SEPARATION			
1	Y <input type="checkbox"/>	N <input type="checkbox"/>	Is the businesses adhering to the occupant percentage requirements
2	Y <input type="checkbox"/>	N <input type="checkbox"/>	Are staff & visitors kept six feet apart as measured in a straight line
3	Y <input type="checkbox"/>	N <input type="checkbox"/>	Is there an employee posted at each entrance door to ensure the maximum number of customers is not exceeded
4	Y <input type="checkbox"/>	N <input type="checkbox"/>	Are there signs placed outside to remind everyone to remain six feet apart
5	Y <input type="checkbox"/>	N <input type="checkbox"/>	Is there tape or other markings at least six feet apart in customer or employee line areas inside the facility and on sidewalks at public entrances
6	Y <input type="checkbox"/>	N <input type="checkbox"/>	Are order areas separated from delivery/fulfillment areas
7	Y <input type="checkbox"/>	N <input type="checkbox"/>	Have employees been instructed to maintain at least six feet from customers except when accepting payment, delivering goods, or services
MEASURES TO PREVENT UNNECESSARY CONTACT			
1	Y <input type="checkbox"/>	N <input type="checkbox"/>	Are customers prevented from self-serving food items
2	Y <input type="checkbox"/>	N <input type="checkbox"/>	Have lids been provided for cups and condiments by employees
3	Y <input type="checkbox"/>	N <input type="checkbox"/>	Have self-service bulk item food or supply bins been removed
ADDITIONAL COMMENTS:			
<p>Germantown City Ordinance Sec. 2-303. – Noncompliance: Any person, firm or corporation who refuses to comply with or violates any section of this article, or the emergency measures which may be made effective pursuant to this article, shall be punished by a fine not to exceed \$500.00</p>			

Signature

Date

Print Name

Title