

COVID-19 Seasonal Control Plan: Template

A business must develop a written Seasonal COVID-19 Control Plan that supplements its already existing COVID-19 Control Plan. This seasonal plan will outline how the business will prevent the spread of COVID-19, during the holiday shopping season.

This template may be filled out to fulfill the requirement that a business complete a Seasonal COVID-19 Control Plan. If you have questions, please email: dbr.dirofficeing@dbr.ri.gov

This plan does not need to be submitted to a state agency for approval but **must be clearly posted at the entrance and** on the business's website, if possible.

COVID-19 Seasonal Control Plan

Per EO 20-98, all retail businesses may continue to allow up to one customer per 100 square feet of store area open to customers generally, except in the case of retail businesses with a store area greater than 30,000 square feet or multi-tenant retail complexes greater than 30,000 square feet.

Retail businesses with store areas greater than 30,000 square feet and multi-tenant retail complexes greater than 30,000 square feet may allow up to one person, **inclusive of employees**, per 150 square feet.

Based on EO 20-98, this establishment's maximum capacity is: _____ persons.

(check the boxes that apply)

- Employees have been informed that per EO 20-94, unless exempt, all persons must wear masks or cloth face coverings at all times when inside grocery stores, pharmacies, or other retail businesses. (REQUIRED)
- Employees will be reminding customers, upon entry, that they may not enter the establishment without wearing a mask or cloth face covering and, throughout the establishment, that they must continue to wear a mask or face covering. (REQUIRED)
- The establishment has established a plan to actively manage (REQUIRED) the number of patrons inside and waiting to enter the store area to ensure that the establishment does not exceed the capacity limit and patrons are maintaining social distancing, which includes:
 - An employee is stationed outside establishment to ensure that if customers are waiting in line, they are physically distanced from each other.
 - An employee(s) is stationed at entrance and exit of establishment to ensure adherence to capacity limits and has been informed that employees are included in the capacity limit.
 - Markings on the sidewalk outside establishment that clearly denote six feet distance to enable customers to line up safely.
- All dressing rooms in establishment are closed. (REQUIRED)
- This plan has been posted on the establishment's website and a copy is visible at the entrance. (REQUIRED)

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There are hand sanitizing stations inside/outside the establishment, easily accessible to the public.

Special shopping hours are dedicated to seniors who are among the most vulnerable to severe complications from COVID-19. Those hours are as follows:

Contactless pick up, delivery, and drive-thru services are offered to customers who do not wish to enter establishment.

Physical barriers to separate employees from members of the general public are in place.

Extended store hours to reduce crowding have been instituted. Those hours are as follows:

Touchless pay options have been instituted.

Rope-and-stanchion systems to keep customers from congregating are in place, if available.

Self-checkout kiosks to minimize worker interaction with customers exist and are frequently sanitized.

Business's website has been updated to include timely information and seasonal merchandise to promote online shopping.

Promotional offers are extended over a longer period of time to promote a steady flow of customers versus one-day special event shopping.

For retailers and multi-tenant retailers with more than 30,000 square feet of floor space, masks are being made available to customers upon entry and elsewhere in the establishment.

Below please explain additional measures this establishment has taken to prevent the spread of COVID-19 during the holiday season.

