

Anne Arundel County Department of Health
COVID-19 (Coronavirus) Guidance for reopening retail establishments, organizations, and facilities that principally sell goods at Stage 1 Recovery

This guidance is based on current information known about the COVID-19 (Coronavirus). The Centers for Disease Control and Prevention (CDC) and the AACO DOH will provide updated guidance as needed and as additional information becomes available. Please continue to check the [CDC](#) and the [AACO DOH](#) websites routinely for updated guidance.

This guidance is intended for retail establishments, organizations, and facilities in Anne Arundel County that principally sell goods in Anne Arundel County as allowed by County Executive Order 22 based on meeting social distance, large gatherings and face mask requirements. These requirements will stay in effect until further notice.

Guidance for Non Essential Retail Businesses During COVID19 Social Distancing Limitations

Effective May 29, 2020 at 5:00 p.m., all retail establishments, organizations, establishments, and facilities in Anne Arundel County that principally sell goods are allowed to operate under the following circumstances:

- Customers may enter a retail establishment, organization, or facility in Anne Arundel County that principally sells goods, but the number of people in a building is limited to a number based on 150 square feet per person, based on the total square footage of the area of the building open to the public. The area that will be used in calculating the square footage will be only that square footage the public normally occupies in the building and not storage and warehouse area not used by the public. (Example- 2,000 sf building/ 150 sf per person = 13 total people in the building). The number count includes employees and staff. When calculating this number, a fraction of a person will be rounded down to the closest full number. Establishments shall post a sign indicating their temporary allowable occupancy including the total square footage used. The sign shall be posted and visible to the public;
- Once the maximum person capacity is met, it is the business owner/manager's responsibility to not allow more customers in the store until a customer exits the retail space. A line can be formed outside the business with customers waiting six (6') apart;
- Establishments should be utilizing one (1) entrance, but shall not block any existing required exits; Consider continuing curbside pickup or delivery where possible;
- Encourage customers to exit the business once their shopping ends to keep room for additional customers;
- Retailers located at an enclosed shopping mall must remain closed unless there is direct access to the outside.
- Internal enclosed shopping mall retailers may continue utilizing curbside pick-up.

- While shopping in retail establishments, customers must continue to practice social distancing and maintain a six (6') distance from others. It is the business owner/manager's responsibility to enforce this rule;
- A face covering your mouth and nose must be worn at all times by customers and employees in accordance with Executive Order of The Governor No. 20-04-15-01, dated April 15, 2020. It is the business owner/manager's responsibility to enforce this rule;
- Consider installing plastic or plexiglass shields at cashiering stations for additional protection;
- Cashier stations must be at least six (6') foot apart or a partition must be installed between stations;
- Place markings on the floor at the cashier stations with six (6') separations for customers to wait in line;
- Frequently touched surfaces such as cash registers, counters, restrooms, and door handles must be disinfected frequently or at least hourly; cashiers must properly wash their hands after each customer;
- After each business day, all surfaces must be disinfected prior to the next day's opening. Persons conducting this task must wear disposable gloves when cleaning and disinfecting surfaces. Use of an approved disinfectant is required.
- Review policies you have in place for sick employees.
 - Continue to encourage employees that are sick with cold and flu symptoms to stay home. This also applies to employees who are managing their symptoms with over-the-counter medications.
 - Inform employees of flexible policies that permit employees to stay home if they or their family member is sick.
 - Do not require a healthcare provider's note from employees who are sick with acute respiratory illness to validate their illness or return to work. Health provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
 - Review policies for paid sick leave to ensure that employees will not have to return to work before they are well to prevent community spread of disease.
 - Employees who appear to have acute respiratory illness symptoms (i.e., cough, shortness of breath) upon arrival to work or who become sick during the day should be separated from others
 - Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and contact their local health department.
 - If an employee is confirmed to have COVID-19, the local health department will inform fellow employees of possible exposure in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
 - Employees exposed to a coworker with confirmed COVID-19 should contact their local health department.
- Close water fountains with mouth spouts and encourage employees to bring or use their own water bottles
- Signs indicating the company's policies on COVID-19 must be prominently displayed at the entrance to the facility and within occupied work areas. Signs on COVID-19 are available for download from the State's Coronavirus Resources for Business and Employers <https://coronavirus.maryland.gov/pages/business-resources>;
- Assure HVAC systems are in proper working order and filters are changed on a regular basis; Doors should not be propped open to allow excessive air circulation;

- When at all possible promote payment by credit/debit card, if paper money must be handled limit hand to hand touch by having the customer place the money on the counter. Always wash your hands after touching money;
- Have hand sanitizer readily available for employees and customers;
- It is each customer and employees personal responsibility to protect others from any risk of infection;

Additional Information:

CDC Resources

- [What you need to know about coronavirus disease 2019 \(COVID-19\)](#)
- [COVID-19 Frequently Asked Questions and Answers](#)
- [What to do if you are sick with COVID-19](#)
- [Environmental Cleaning and Disinfection Recommendations](#)