



**Geary - Pottawatomie - Riley**

## **OPENING WITH CARE**

**INFORMATION FOR OUR PATRONS:  
Business Operation Changes To Keep You Safe**

**MANHATTAN AREA RECOVERY TASK FORCE**

## Purpose

The purpose of this document is to provide businesses a template checklist to help you build consumer confidence among your clients.

## Use of the Document

Each document is simply a tool for your business to use (if desired) to communicate your updated practices to consumers so they can have the information they may be seeking to feel comfortable and confident entering your business. Each checklist represents the efforts your business has made to protect its customers and employees from COVID-19 infection. It is a self-assessment and no outside party, including the County Health Department, has verified it.

## To be completed based on your specific business practices:

- 1. Sign (One-Page)** — Sign could be posted at entrances that communicates high-level information about any business operational change and/or safety practices that patrons may want to know prior to entering your business.
- 2. Detailed Checklist of Practices—Applicable to All Businesses (Two-Page)** —Some patrons, including more vulnerable individuals, may be interested in more details about your business practices to keep them safe, and could be made available online and posted inside your business.
- 3. Additional Industry-Specific Checklist (One-Page)**— Additional safety measures your business may want to communicate to your patrons. Plus references to industry-specific guidelines

All industries should follow industry-specific guidelines as provided by the CDC, Industry Associations, and State of Kansas: <https://covid.ks.gov/reopen-page/>

# OPENING WITH CARE—HERE'S HOW!

## Our Business Practices

### OPENING DETAILS

- Fully Open
- Appointment Only
- Curbside/Delivery
- Online Orders

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#### Lobby / Wait Area Open

- Yes
- No

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#### Restrooms Open to Public

- Yes
- No

### MASKS

(IF SOCIAL DISTANCING IS NOT POSSIBLE)

#### EMPLOYEES

- Requires All
- Requires Select
- Recommends

#### PATRONS

- Requires
- Recommends

### Cleaning Frequency of High Touch Surfaces

More than 1/Hr	1 HR	2HR	4HR	2x Daily	Once Daily
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- Shielding at Registers / Customer Counters
- Hand Sanitizer and/or Wipes Available
- Social Distancing Policies / Measures Taken
- New Entrance / Lobby / Waiting Area Policies

*Business Practice Full Details Available Online & Posted Inside*

# OPENING WITH CARE—HERE'S HOW!

## Our Business Practice Checklist

### USE OF MASKS / FACE-COVERINGS & OTHER PPE

#### Employee Mask/Face Covering

- Requires All
- Requires Select
- Recommends

#### Patrons Mask/Face Covering

- Requires
- Recommends

#### Industry-Specific PPE (List)

### HYGIENE & WELLNESS

- Screen all employees reporting to work for COVID-19 symptoms.
- Have a Plan for Action regarding COVID-19 positive cases.
- Routinely clean surfaces and increase spot cleaning of high traffic areas and restrooms, using CDC approved disinfectants. This includes tables, doorknobs, light-switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks at least twice a day.
- Cleaning Frequency of High-Touch Surfaces (Circle One)

More than 1/Hr

1 HR

2HR

4HR

2x Daily

Once Daily

- All sanitizing products used are CDC or EPA approved, and allowed to air dry and be used according to manufacturer's directions including required contact time.
- Hand sanitizer available for employees & customers at open registers /stations.
- Encourage the practice of safe hygiene: wash hands frequently with soap and water for 20 seconds and/or use hand sanitizer; avoid touching your face
- Provide washing station or hand sanitizer at front of business.

Handles of carts and hand-baskets (if applicable)

- Employees clean prior to bringing into the store.
- Provide means for customers to sanitize their own carts/ hand-baskets.

***Business Practice Full Details Available Online & Posted Inside***

# OPENING WITH CARE—HERE'S HOW!

## Our Business Practice Checklist

### **SOCIAL DISTANCING PRACTICES / MEASURES TAKEN**

- Limit the number of people allowed inside to maintain 6 foot social distancing.
- Arrange spaces to make 6 foot social distancing possible.
- Provide shielding between customers and employers at registers.

#### Closing of common spaces to public

- Lobby / Wait Room
- Restrooms

#### Closing or increased cleaning measures of employee spaces

- Breakroom
- Other Employee-Only Spaces \_\_\_\_\_

### **SIGNAGE**

- Post signs & do not allow employees or customers to come inside if they are sick.
- At point-of-sale registers, limit lines and post signs at each register telling customers to stay at least 6 feet apart.
- Post social distancing signs and floor-markings in key areas throughout facility.

### **TRAINING**

- Provide ongoing information and training to all employees regarding infection control, cleaning, use of PPE, etc.

### **CROSS-CONTAMINATION**

- Do not handle or use reusable bags provided by customers
- Do not use customer-provided cups or other food/drink containers
- Close water fountains & customer self-service food and drink areas
- Remove items such as magazines and toys made available for public use.

***Business Practice Full Details Available Online & Posted Inside***

# OPENING WITH CARE—HERE'S HOW!

## Our Business Practice Checklist

### RESTAURANTS

- Provide condiments by request only. Do not leave condiments on tables or allow self-service.
- All tables, seating, and condiment dispensers must be sanitized after each use and before new customers may be seated.
- No buffet, salad bar, or self-service, unpackaged food or drinks.
- Minimum spacing of 6 feet between tables OR physical barriers between tables or booths sufficient to prevent virus spread between groups of seated customers
- Do not allow more than the limit of people for mass gatherings to sit together at a table or booth.
- Temporarily postponing live music, dance floors or entertainment.
- Follow industry-specific guidelines posted at:  
<https://go.restaurant.org/rs/078-ZLA-461/images/National-Restaurant-Association-COVID19-Reopening-Guidance.pdf>

**List Any Additional Industry-Specific Practices You Want Patrons To Be Aware Of:**

*Business Practice Full Details Available Online & Posted Inside*

# OPENING WITH CARE—HERE'S HOW!

## Our Business Practice Checklist

### **GYMS & FITNESS CENTERS**

- Patrons or employees should clean equipment between each use.
- Gym equipment is spaced to allow 6 feet of space between patrons. Some equipment may need to be disabled or unplugged.
- Class sizes (once allowed by State Order) are limited to allow 6 feet between participants.
- Limit lines at check-in counters and tell patrons to stay at least 6 feet apart.
- Close locker rooms and showers per State Order. If restrooms are in the locker room, section off areas that should not be used and clean open areas thoroughly at least twice a day.
- Follow industry-specific guidelines posted at:  
<https://www.ihrsa.org/improve-your-club/safety-considerations-for-your-health-club-reopening-plan/>

**List Any Additional Industry-Specific Practices You Want Patrons To Be Aware Of:**

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# OPENING WITH CARE—HERE'S HOW!

## Our Business Practice Checklist

### **SALON & PERSONAL SERVICES**

- Tools and equipment, including treatment rooms and work stations are sanitized between customers.
- Provide hand sanitizer at each work station and at check-out counter.
- Make soap and tissues available.
- Require employees to wash hands before and after each client.
- Practitioner and customer wear face masks during the services.
- Move chairs and work stations, or block some work stations so customers can stay at least 6 feet apart.
- Close waiting areas and ask customers to wait outside or in their cars if they are early for appointments.
- Offer special hours for high-risks clients.
- Follow industry-specific guidelines posted at:

<https://www.rileycountyks.gov/DocumentCenter/View/18817/cosmetology-guidelines>

**List Any Additional Industry-Specific Practices You Want Patrons To Be Aware Of:**

*Business Practice Full Details Available Online & Posted Inside*