



Social Distancing Protocol

Required In-Branch Posting

BUSINESS NAME:

FACILITY ADDRESS:

APPROXIMATE GROSS SQUARE FOOTAGE OF SPACE OPEN TO THE PUBLIC:

Businesses must implement all applicable measures listed below, and be prepared to explain why any measure that is not implemented is inapplicable to the business.

SIGNAGE:

- Signage at each public entrance of the facility to inform all employees and customers that they should:
 - Avoid entering the facility if they have a cough or fever;
 - Maintain a minimum six-foot distance from one another;
 - Sneeze and cough into a cloth or tissue or, if not available, into one’s elbow;
 - Not shake hands or engage in any unnecessary physical contact.
- Signage posting a copy of the “Social Distancing Protocol” at each public entrance to the facility.

MEASURES TO PROTECT EMPLOYEE HEALTH (CHECK ALL THAT APPLY TO THE FACILITY):

- Everyone who can carry out their work duties from home has been directed to do so.
- All employees have been told not to come to work if sick.
- Symptom checks are being conducted before employees may enter the work space.
- All desks or individual work stations are separated by at least six feet.
- Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:
 - Break rooms: _____
 - Bathrooms: _____
 - Other _____: _____
- Disinfectant and related supplies are available to all employees at the following location(s):

- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

- Soap and water are available to all employees at the following location(s):

- Copies of this Protocol have been distributed to all employees.
- Optional–Describe other measures:

MEASURES TO PREVENT CROWDS FROM GATHERING (CHECK ALL THAT APPLY TO THE FACILITY):

- Limit the number of customers in the branch at any one time to _____ which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times.
- Post an employee at the door to ensure that the maximum number of customers in the facility set forth above is exceeded.
- Placing per-person limits on goods that are selling out quickly to reduce crowds and lines.