



**CITY of CALABASAS**  
**Covid 19 Health and Safety Plan for Limited Operation of Retail Business**  
**City of Calabasas Emergency Order #8 Effective May 8, 2020**

I agree to implement the following Covid 19 Health and Safety requirements for the limited operation of my retail business in compliance with Emergency Order #8 dated May 8<sup>th</sup>, 2020:

- 1) Signage shall be posted at the entrance and key internal locations within any business open to the public stating that the use of masks and social distancing is required at all times.
- 2) All employees, customer's visitors, vendors and other individuals accessing and utilizing my business are required to wear masks *at all times*;
  - a. Individuals not wearing masks shall be denied access and/or immediately removed from the business location.
- 3) The Business shall implement a program to observe a social distance of a minimum of 6 feet away per person. This effort shall be evidenced by the following means and methods:
  - a. Lines or other symbols of demarcation on floors signifying six foot distances where an accumulation of persons is expected to occur;
  - b. Physical or other controls at the entrances to businesses open to the public which limit the potential for an accumulation of individuals;
  - c. Increasing physical space between employees at the worksite;
  - d. Discouraging workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible
  - e. Identify and employee(s) to monitor and assure that persons are staggered and complying with social distancing;
  - f. As allowable, provide for drop off pick up services outside the premises, or the use of delivery services to limit both employee and customer exposure and congregation;
  - g. Delivering services remotely; downsizing operations.
- 4) Assess and provide as is required the following additional Covid 19 health, safety and sanitary practices:
  - a. Implement frequent sanitizing and thorough cleaning of all shared and "high touch" surfaces, such as door handles, carts, baskets, countertops, credit and debit machines, gas station pumps, restroom facilities, trash cans, etc.;
  - b. Place hand sanitizers, tissues and other disinfectant products in multiple locations to encourage frequent hand washing;



- c. Consider limitations and/or prohibitions to the entry and use of private cloth or other bags to limit virus transmission;
  - d. Send sick employees home; request patrons who appear ill to leave the premises;
  - e. Individuals not wearing masks shall be denied access and/or immediately removed from the business location;
  - f. Remove or cordon off all indoor or outdoor seating areas which invite congregation;
  - g. Assess and provide personal protective equipment, including the provision of gloves, gowns, eye protection, barriers etc. as is deemed necessary to reduce the risk of exposure between the public and employees;
  - h. Consider improving the engineering controls using the building ventilation system. This may include increasing ventilation rate, increasing the percentage of outdoor air that circulates into the system, increasing filtration and maintenance changes.
- 5) The City is requiring the following additional Covid 19 Health and Safety practices unique to your Business and compliant with City of Calabasas Emergency Order 2020 #8 as follows:

(none at this time) \_\_\_\_\_

I (name) \_\_\_\_\_ acknowledge that I have read and understand the additional Health and Safety requirements of my Essential Business under City of Calabasas Emergency Order 2020 #8, and agree to implement the above emergency guidelines in addition to all other Health and Safety laws governing my Essential Business.

I further agree to abide by and implement any future additional Health and Safety measures requested by City of Calabasas Code Enforcement officials in order to better effectuate the above guidelines.

\_\_\_\_\_  
Name of Business and Address

\_\_\_\_\_  
Signature of Responsible Manager or Owner

\_\_\_\_\_  
Date