

# DHHR COVID-19 Public Health Standards for Businesses Checklist

The West Virginia Department of Health and Human Resources (DHHR) has issued a new rule entitled "Public Health Standards for Businesses Remaining Open During the COVID-19 Outbreak." Under Governor Justice's Executive Order 09-20 (the "stay home" order), only "essential" businesses may operate at this time. This new DHHR rule does not change the governor's order, but it imposes certain new requirements on these essential businesses.

The requirements vary depending whether your business is open to the public, how large your floorspace is, and whether or not you primarily deal in groceries. This tool will help you evaluate what steps you need to take and support your compliance with the new rule.

All businesses, whether open to the public or not, must:

- Direct employees to work from home/remotely "to the maximum extent possible"
- Implement a written plan to limit staff, contractors, and vendors to essential personnel
- Implement social distancing practices in the workplace (i.e., maintain six-foot distance between all persons "where possible")
- Supply "adequate" disinfecting and hygienic supplies and dispensers for staff

Businesses that are open to the public must restrict entry to 2 customers per 1,000 square feet of "customer floor space" (or 3 per 1,000 in stores whose sales are at least 80 percent grocery food products). In businesses of less than 1,000 square feet, restrict occupancy to no more than 5 persons, including employees, at any time. To accomplish this, you must:

- Actively monitor the number of customers who have entered your store and restrict entry as needed to comply with the above
- Mark off six-foot distances for customers to stand in line, create one-way aisles, and take any other measures necessary to maintain social distancing of six feet between and among customers and staff
- Encourage use of call-ahead/curbside pickup
- Provide protective barriers for customer service personnel

All businesses must also post signs at each public entrance that include:

- Statement of compliance with DHHR/BPH Legislative Rule 64CSR114
- Announcement of maximum number of customers allowed inside at one time
- Announcement of requirement to maintain six-foot distancing inside the store at all times, and to obey all signs, floor markings, and directives of business employees