

# SOLANO COUNTY SOCIAL DISTANCING GUIDANCE FOR ESSENTIAL BUSINESSES AND AGENCIES

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This guidance outlines key actions that must be taken by businesses and agencies deemed “essential” in accordance with the [Solano County Shelter at Home Order](#) and the [California Stay at Home Order](#). Questions can be directed to [COVID19@SolanoCounty.com](mailto:COVID19@SolanoCounty.com)

## Employees

**All employees of essential businesses and agencies** must follow proper Social Distancing and Universal Precaution measures to prevent COVID-19 spread:

- **Wash hands often** with soap and water for at least 20 seconds especially after having been in a public place, or after blowing nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of hands and rub them together until they feel dry
- **Avoid touching eyes, nose, and mouth** with unwashed hands, especially if in close contact with a person or contaminated surface
- **Avoid close** contact with people who are sick
- **Stay home** if you are sick
- **Cover coughs & sneezes** with elbow or tissue, rather than your hands
- **Clean and disinfect** frequently touched surfaces often

## Employers

**All essential employers** must:

- Distribute this guidance to all employees
- Clearly communicate plans and procedures for following Social Distancing and Universal Precaution measures to all employees
- Tell employees to not come to work if sick
- Ensure desks or individual work stations are separated by at least six feet
- Ensure breakrooms, bathrooms, common areas, and high-contact surfaces are being disinfected frequently
- Make disinfectant, soap and water, hand sanitizer, and related supplies available to all employees
- Allow employees to telework to the greatest extent feasible
- Suspend any policy or procedure requiring doctor verification for sick or other leave approval (exception: any healthcare operation or health-care related business)

**Essential businesses and agencies providing direct service to the public must also:**

- Post 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; and not shake hands or engage in any unnecessary physical contact

- Limit the number of occupants in the facility at any one time to allow for all to maintain at least six-feet of distance from one another to the greatest extent feasible
- Place tape or other markings at least six feet apart in line/waiting areas with signs directing customers to use the markings to maintain distance
- Instruct all employees to maintain at least six feet distance from customers and from each other, except momentarily when necessary to accept payment, deliver goods or services, or as otherwise necessary
- Provide sanitizer, soap and water, or effective disinfectant to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the facility or immediately outside where people have direct interactions
- Prevent customers from self-serving any items that are food-related
- Separate order areas from delivery areas to prevent gathering
- Instruct employees to provide lids, food-bar type items, and bulk-item food to customers so they cannot self-serve these items
- Do not permit customers to bring their own bags, mugs, or other reusable items from home
- Provide contactless payment systems or, if not feasible, sanitize payment systems regularly
- Provide disinfecting wipes that are effective against COVID-19 near shopping carts and shopping baskets
- Assign employees to disinfect carts, baskets, payment portals, pens, styluses, and all high-contact surfaces frequently

### **Minimum Basic Operations for non-essential businesses and agencies**

Businesses and agencies not designated “essential” may maintain Minimum Basic Operations while practicing Social Distancing and Universal Precaution measures as follows:

Carrying out such operations that maintain a business' inventory, security, payroll and employee benefits, or for related functions, as well as minimum necessary activities to facilitate employees being able to continue to work while maintaining social distancing measures. Employees can also work from home if their jobs can be performed remotely.