

Social Distancing Guidance for Businesses



What is social distancing?

Also known as “physical distancing,” this is the practice of avoiding non-essential trips outside of your home. If you must interact with people who don’t live with you, you must stay 6 feet (2 meters) apart from other people.

Why is social distancing important?

COVID-19 is thought to spread mainly between people who are in close contact with one another (about 6 feet). If all of us limit contact with others and stay 6 feet or more away when contact is necessary, then the virus is unable to spread and less people will get sick from COVID-19.

What am I required to do?

All businesses are required to maintain social distancing as much as possible. Details of how to implement social distancing is below. See our [current order](#) for more information.

If your business does not have in-person contact with customers:

- **Provide paid sick leave to all employees** to ensure employees do not come to work sick. Encourage all employees to stay home if they are sick.
- Allow as many employees as possible to **work remotely from home**.
- **Cancel nonessential travel**.
- **If your employees must travel by car for work:**
 - Allow employees to drive by themselves in their personal vehicles to reduce close contact with other employees.
 - If employees must ride together, do not allow more than 2 people per car or truck cab and provide masks, gloves, and hand sanitizer.
- **Provide flexible leave policies** that allow employees to stay home to care for sick family members or children.

- **Allow for flexible scheduling** and/or staggered shifts so that less employees are in the workplace at once.
- **Have all employees cover coughs and sneezes** into sleeves or elbows and wash or sanitize hands as often as possible. Provide hand sanitizer, soap, and water for employees to use.
- **Ensure employees in break areas** maintain a 6 foot distance from others.
- **Do not hold large meetings**. If meetings are necessary, hold a remote meeting. If you must meet in person, ensure all employees stay 6 feet away from each other and keep the meeting as brief as possible.

If your business has direct contact with customers, follow all guidelines for businesses without in-person contact with customers as listed above. Additionally:

- If possible, **move to a curbside pickup or delivery only business model** to ensure employees and customers maintain social distance.
- **Sanitize high-touch surfaces**, such as self-checkouts or cashier’s stations, often. Provide wipes for customers to sanitize cart or basket handles.
- **Implement social distancing measures between employees and customers** within your store:
 - Limit the amount of customers in the store and do not allow them to crowd entrances and exits
 - Place marks on the ground six feet apart at checkouts to ensure that people in line stay 6 feet apart
 - Put a clear barrier up between cashiers and customers at checkouts