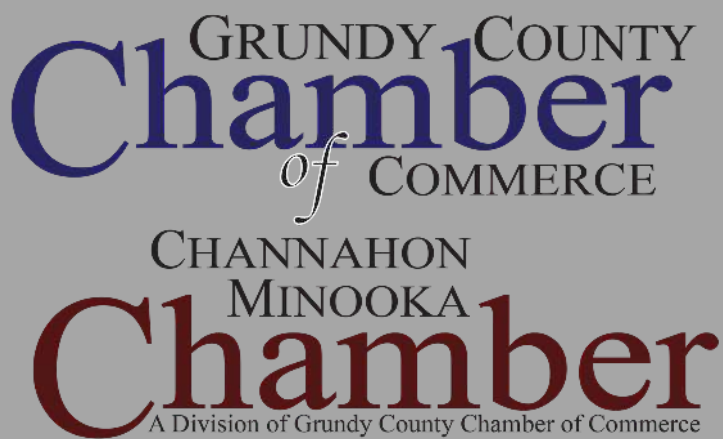


REOPEN GRUNDY COUNTY TASK FORCE

# COVID-19 Small Retailer Reopening Guidelines

Reopen Grundy County Task Force Mission Statement:  
To protect public health and maximize economic recovery.



# A message from the Reopen Grundy County Task Force

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The Reopen Grundy County Task Force was established through the Grundy County Board. It is made of local community, healthcare, and business leaders who are working to reopen our county in a safe, strategic manner. This guide provides guidelines put together based on the requirements and recommendations of the Restore Illinois Plan, the Center for Disease Control, the Illinois Department of Public Health, the Grundy County Health Department, and Morris Hospital & Healthcare Centers.

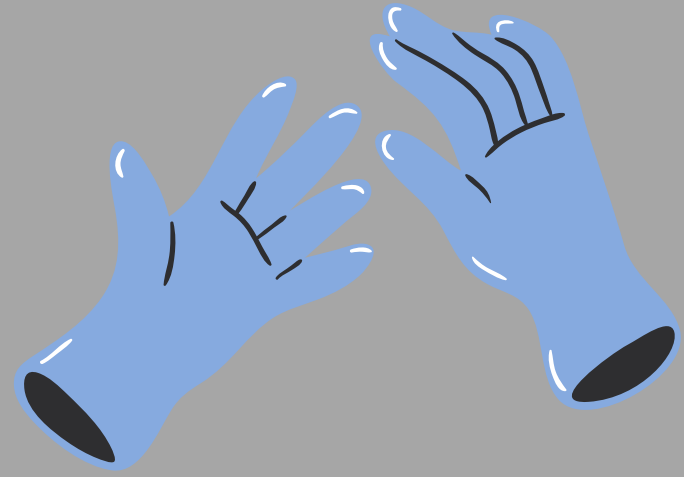
We are now in Phase 3 of Restore Illinois in Grundy County. For small retailers, such as clothing, home decor, antique, children's, and other retail stores this means you can open your business at a maximum of 50% of store capacity OR 5 customers allowed per 1000 sq. ft. of retail space. Social distancing requirements are still in place, as well as a limit on groups to 10 or less. Retailers are encouraged to continue to provide curbside and pick up service to continue to prevent the spread. Please also consider special hours for vulnerable populations. Enclosed in this document are guidelines to reopening non-essential retail businesses. Guidelines for other industries such as manufacturing, restaurants, bars, and salons are not included in this guide. Contact the Grundy Chamber for other industry-specific guidelines.

# Employee Protection



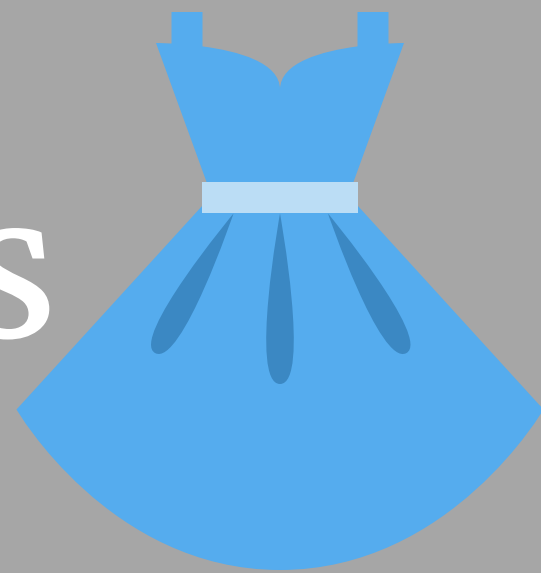
- Screen employees daily with standard questionnaire (provided)
- Consider being flexible with sick time to subside any fear of calling in sick
- Employees should wear masks during open store hours
- Schedule and frequently clean and disinfect any regularly touched surfaces, such as doorknobs, tables, chairs, and restrooms
- Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to employees
- Require employees to sanitize hands after every time they take cash or cards
- Sanitize inventory and merchandise upon arrival
- Wear gloves when displaying and restocking items
- Protective screening may be installed to prevent spread
- Sale registers should be at least 6 feet apart
- Stagger employee shifts when possible
- Retailer should keep log of all external suppliers who enter premises
- Suspend or modify return policies to limit interaction with returned items
- Segregate, clean, and sanitize returned items immediately

# Customer Protection



- Post a sign that anyone with a fever or other COVID-19 symptoms should not enter
- Post signage reminding customers of best hygiene practices
- Customers should wear masks to prevent spread (Per Exec. Order face coverings are still required in public)
- Post signage for one-way aisles when possible
- 6-foot spacing designated for payment lines
- Schedule and frequently clean and disinfect any regularly touched surfaces, such as all "high touch" surfaces, doorknobs, drawer handles, tables, chairs, carts/baskets, and restrooms
- Disinfect any items that come into contact with customers
- Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to customers
- Provide contact-less payment options when able
- Customers should use their own pen for signing payment
- Clean card readers after every use
- Remove tester products such as test bottle of perfumes or lotions
- Customers should not bring reusable shopping bags into stores

# Fitting Room considerations



- Decide whether to re-open fitting rooms
- If reopening fitting rooms, make sure they are “customer ready” by cleaning before any customer use. Also make sure fitting rooms are properly sanitized after use
- Encourage customers to use hand sanitizer before trying on items and to keep protective mask on during fitting
- Determine procedure for disinfecting fitting room items (including accessories, jewelry, etc.).
- Bathing suits and undergarments may not be tried on by customers
- Disinfect all returned items, either via use of disinfecting products or removing and isolating the items for a duration of at least 72 hours, before returning items to the sales floor

The Department of Commerce & Employment full Phase 3 guidelines are available here:

<https://www2.illinois.gov/dceo/Pages/RestoreILP3.aspx>



# Employee Screening

It's important to check on your employees health daily to prevent the spread of COVID-19 to staff and customers. The below questionnaire is a tool provided by the US Chamber to help you screen health conditions weekly and daily. For a downloadable version of this visit [grundychamber.com](http://grundychamber.com).

## STANDARDIZED EMPLOYEE SCREENING QUESTIONNAIRE

If you answer **“yes”** to any of the following questions, please contact HR about reasonable accommodations or alternative work options.

### To be asked upon return to work:

- Do you have anyone in your home/ have you interacted with anyone that is at a higher risk for contraction? (nurses, essential workers, etc.)
- Do you have anyone in your home that could be more susceptible to contracting COVID-19?

### To be asked weekly:

- Have you had contact with a person known to be infected, potentially infected, or exposed to someone infected with COVID-19 within the previous 14 days?
- Have you or someone you've been in contact with traveled domestically or internationally in the last 14 days?
- Have you or someone you've been in contact with attended a gathering where proper social distancing protocol was not followed in the past 14 days?\*

### To be asked daily:

- Have you had a fever, cough, shortness of breath, difficulty breathing, chills, muscle pain, sore throat, or new loss of taste or smell that cannot be attributed to another health condition in the past 2-14 days?\*

### Please acknowledge the following upon arrival:

- I certify I will follow my employer's COVID-19 policy.
- I certify that all answers are true and correct to the best of my knowledge.

\*Definitions represent CDC-designated guidance and symptoms of COVID-19 at the time of drafting. For the most current list of symptoms and guidance please consult the CDC's website.

This questionnaire is meant as a recommendation and should not represent a dispositive indication of an employee's exposure risk. While we tried to be comprehensive, we make no representations or warranties regarding the completeness of these materials in complying with your state and local laws.

Please consult the Center for Disease Control (CDC), U.S. Equal Employment Opportunity Commission (EEOC), and appropriate authority in your jurisdiction's applicable guidance. The U.S. Chamber of Commerce cannot ensure safety and disclaims all liability arising from use of these materials.

## REOPEN GRUNDY COUNTY TASK FORCE

**For further assistance, please contact:**

**Grundy County Health Department**

**815-941-3404**

**Grundy Chamber of Commerce &  
Industry**

**815-942-0113**

**[grundychamber.com](http://grundychamber.com)**

## Grundy Reopen Task Force

The Grundy Reopen Task Force is made up of representatives from these departments and organizations:

Grundy County Administration

Grundy County Board

Grundy County Chamber of Commerce & Industry

Grundy County Health Department

Grundy County Sheriff's Department

Grundy Economic Development Council

Morris Hospital & Healthcare Centers

State Rep. David Welter

Disclaimer: The information in this document is designed to assist businesses in reopening during the COVID-19 pandemic. It does not contain all the information needed for all businesses to reopen. The CDC and IDPH should be consulted for further information. We encourage you to consult your legal counsel and insurance companies for liability and legal concerns implementing this guide or other reopening concerns. Each business should make its own decisions based on its review of the applicable laws and in consultation with its advisors. The Grundy County Task Force, Grundy County Chamber and the Grundy County Health Department are not responsible for a business's decisions arising out of, or related to, the adoption, or decision not to adopt, any of the practices or procedures contained in this guide.