

COVID-19 General Checklist for Shopping Malls, Destination Shopping Centers, Strip and Outlet Malls, and Swap Meets

July 2, 2020

This checklist is intended to help shopping center operators implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the [Shopping Malls, Destination Shopping Centers, Strip and Outlet Malls, and Swap Meets Guidance](#). This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.



Contents of Written Workplace Specific Plan

- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent spread of the virus.
- Use of face coverings, in accordance with the [CDPH guidance](#).
- Training and communication with workers and worker representatives on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts and infected workers.
- Protocols for when the workplace has an outbreak, in accordance with [CDPH guidance](#).



Topics for Worker Training

- Information on [COVID-19](#), preventing spread, and who is especially vulnerable.
- Self-screening at home, including temperature and/or symptom checks using [CDC guidelines](#).
- The importance of not coming to work if workers have a cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, congestion or runny nose, nausea or vomiting, or diarrhea, or if they or someone they had contact with has been diagnosed with COVID-19.
- To return to work after a COVID-19 diagnosis only after 10 days since symptom onset and 72 hours of no fever.
- When to seek medical attention.
- The importance of hand washing.
- The importance of physical distancing, both at work and off work time.
- Proper use of cloth face covers, including information in the [CDPH guidance](#).

- Information on paid leave benefits, including the [Families First Coronavirus Response Act](#) and workers' compensation benefits under the Governor's [Executive Order N-62-20](#) while that Order is in effect.
- Train any independent contractors, temporary, or contract workers in these policies and ensure they have necessary PPE.



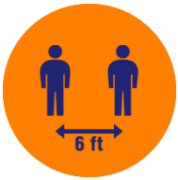
Individual Control Measures & Screening

- Symptom screenings and/or temperature checks.
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Provide and ensure workers use all necessary PPE.
- Provide disposable gloves to workers as a supplement to frequent hand washing for tasks such as handling commonly touched items or conducting symptom screening.
- Post signage to communicate to customers that they must use face covers and maintain physical distancing.



Cleaning and Disinfecting Protocols

- Perform thorough cleaning in high traffic areas.
- Frequently disinfect commonly used surfaces.
- Clean and sanitize shared equipment between each use. Never share PPE.
- Clean touchable surfaces regularly.
- Ensure all water systems are safe to use after a prolonged facility shutdown to minimize risk of Legionnaires' disease.
- Equip customer entrances and exits, promenades, food courts, and other common-space areas with proper sanitation products, including hand sanitizer.
- Ensure that sanitary facilities stay operational and stocked at all times.
- Use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and train workers on chemical hazards, product instructions, ventilation requirements, and Cal/OSHA requirements. Follow CDPH [asthma-safer cleaning methods](#).
- Adjust or modify shopping center hours to provide adequate time for thorough cleaning and stocking.
- Allow workers time during their shifts to meet additional cleaning requirements.
- Install hands-free devices if possible.
- Encourage the use of debit or credit cards by customers.
- Consider upgrades to improve air filtration and ventilation.



Physical Distancing Guidelines

- Implement measures to physically separate people by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers should stand).
- Minimize exposure between workers and customers. Where physical distancing cannot be maintained, use barriers such as Plexiglas.
- Consider reassignment of vulnerable workers who request modified duties to reduce contact with others
- Have on-property security staff remind customers of physical distancing.
- Clearly mark curbside or outside pickup points that maintain physical distancing.
- Coordinate with retail tenants to dedicate shopping hours for seniors and other vulnerable populations.
- Increase pickup and delivery service options such as online ordering for curbside pickup.
- Use controlled foot traffic and crowd management strategies, and provide separate, designated entrances and exits.
- Ensure kiosks do not impede physical distancing. Move or remove if necessary.
- Prop doors open if they do not open and close automatically.
- Limit the number of people to ensure physical distancing, in no case more than 50% maximum occupancy, for indoor shopping centers; evaluate maximum occupancy rules for outdoor shopping centers to ensure physical distancing.
- Rearrange chairs and benches, including ones in food courts, to enable physical distancing requirements.
- Close play areas and reconfigure benches for physical distancing.
- Use store entry queueing systems that do not disrupt foot traffic while maintaining physical distancing requirements.
- Adjust staff meetings to ensure physical distancing or hold via phone or webinar.
- Close breakrooms and use outdoor break areas with shade, or increase distance between chairs to maintain physical distancing during breaks.
- Stagger worker breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.
- Implement physical distancing at loading bays and use contactless signatures for deliveries.

