Note: This guidance is no longer in effect. Most businesses now follow the [COVID-19 Prevention Emergency Temporary Standards](). Visit the California Department of Public Health's [COVID-19 website]() for the current COVID-19 public health guidance. This document is provided only for historical purposes.

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STATE OF CALIFORNIA
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DEPARTMENT OF INDUSTRIAL RELATIONS

CDPH
California Department Of
PublicHealth

COVID-19 General Checklist
for Shopping Malls, Destination Shopping Centers, and Swap Meets
October 20, 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 Guidance for Shopping Center Employers. This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.

Businesses must identify and monitor the County Risk Level for the county the business is operating in and make required adjustments to their operations:

- **Purple – Widespread – Tier 1:** Indoor operations are permitted but must be limited to 25% capacity. Common areas and food courts must be closed but restaurants can offer take-out dining. Shopping centers must follow the modifications in this guidance.

- **Red – Substantial – Tier 2:** Indoor operations are permitted but must be limited to 50% capacity. Common areas must be closed. Food courts can open but must operate at 25% capacity or 100 people, whichever is lower. Shopping centers must follow the modifications in this guidance.

- **Orange – Moderate – Tier 3:** Indoor operations are permitted at full capacity. Common areas must be closed. Food courts can open but must operate at 50% capacity or 200 people, whichever is lower. Shopping centers must follow the modifications in this guidance.

- **Yellow – Minimal – Tier 4:** Indoor operations are permitted at full capacity. Common areas can open. Food courts can open but must operate at 50% capacity. Shopping centers must follow the modifications in this guidance.

For the most updated information on county status and to see which tier your business is operating under, visit Blueprint for a Safer Economy. Please note that local health departments can have more restrictive criteria and different closures. Find your county's local information.

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 and recommendations and orders from the local health department.
- A process to notify in writing all employees and employers of subcontracted employees present when there is an outbreak, and report outbreaks to the local health department, as required under AB 685.

Topics for Worker Training

- Information on COVID-19, preventing spread, and who are 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 meeting CDPH Guidance on Returning to Work or School Following COVID-19 Diagnosis.
- 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 other government programs supporting sick leave and workers' compensation for COVID-19.
- 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.
- Remind guests in advance to bring a face covering or they will not be allowed to enter the premises (unless exempted by the CDPH guidance). Consider making face coverings available for guests who arrive without them.
- Post signage to communicate to customers that they must use face covers and maintain physical distancing.

Ventilation, Cleaning, and Disinfecting Protocols

- ☐ Where possible, install upgrades to improve air filtration and ventilation.
- ☐ Check the CDPH website periodically for updates on indoor air quality and ventilation guidance for airborne diseases in indoor settings.
- ☐ Perform thorough cleaning in high traffic areas.
- ☐ Frequently disinfect commonly used surfaces.
- ☐ Clean and disinfect 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.
- ☐ Allow workers time during their shifts to meet additional cleaning requirements.
- ☐ 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.
- ☐ Clean using a vacuum with HEPA filter or other methods that do not disperse pathogens into the air.
- ☐ Encourage the use of debit or credit cards by customers.
- ☐ Install hands-free devices if possible.
- ☐ Adjust or modify shopping center hours to provide adequate time for thorough cleaning and stocking.
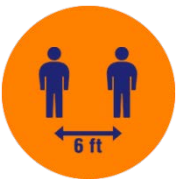
Physical Distancing Guidelines

- ☐ 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.
- ☐ 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.
- ☐ Prop doors open if they do not open and close automatically.

- Use store entry queueing systems that do not disrupt foot traffic while maintaining physical distancing requirements.

- Ensure kiosks do not impede physical distancing. Move or remove if necessary.

- Open-air shopping centers ensure that vendor space tables, tents, and other displays are in accordance with physical distancing requirements or ensure impermeable barriers are in place.

- Collaborate with retail tenants and vendors to make use of unused real estate to support physical distancing.

- Coordinate with retail tenants to dedicate shopping hours for seniors and other vulnerable populations.

- Rearrange chairs and benches, including ones in food courts, to enable physical distancing requirements.

- Adjust staff meetings to ensure physical distancing or hold via phone or webinar.

- In breakrooms, install barriers and spread out tables/chairs. Use outdoor break areas with shade and seating that ensures physical distancing during breaks.

- Implement physical distancing at loading bays and use contactless signatures for deliveries.