



#Reopen Richland County Checklist for Local Businesses

The following checklist is ***voluntary, but highly encouraged*** to be submitted to the Health Department as documentation of tangible evidence of our community's efforts to protect our community from the spread of COVID-19.

Please submit this form via email to sler@richland.org.

Business name: Richland County Health Department

Address: 1201 West Holly, Suite 1, Sidney

Phone: 406-433-2207

Email: sler@richland.org

Contact person: Stephanie Ler, Public Information Officer

Social Distancing-Please describe your plan for maintaining a minimum of 6 feet of separation between patrons in your establishment:

Chairs have been removed from the waiting area to allow for increased space. Services, including WIC, Family Planning, and Immunizations are by appointment only, and are scheduled in a way that ensures families are not waiting together in the waiting areas. Families may be moved to other areas to wait for their appointments. All necessary staff meetings are held in the conference rooms where social distancing is feasible.

Enhanced Cleaning & Sanitizing: Please describe how you will ensure that frequently-touched surfaces are cleaned and sanitized. What sanitizing agent will you use? Do you have test strips for this sanitizer?

Surfaces are cleaned with a bleach solution, made fresh at least daily. RCHD has test strips for this product. Front office staff bleach all surfaces after a client has left the waiting area-this includes chairs, counters, pens, clipboards. Toys have been removed from the waiting area and WIC office. There is a cleaning and sanitizing schedule through which staff clean and sanitize common areas, including door knobs and other frequently touched surfaces. Staff are responsible for cleaning and sanitizing their own internal offices regularly, and after a client has left.

Employee Health: Describe your establishment's policy for employee health, including staying home sick and being sent home from work sick.

Staff are required to take their temperature daily using a thermometer provided, and track their symptoms. They have been instructed to report a temperature of 100.5 or above, and/or

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relevant symptoms to their supervisor. Staff who are ill are prohibited from work. All staff have received these instructions verbally and in writing. Staff are required to wear a mask when in the front office area in the presence of clients, and when providing direct services such as WIC, Immunizations or Family Planning services.

Will you conduct health assessments of staff?	Yes	No
Will you offer masks or face coverings for staff and/or patrons?	Yes	No
Will you educate staff on hand washing and other hygiene procedures?	Yes	No

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