

Upper Bucks COVID Commitment Compliance Checklist:

- We have reviewed the state's industry operation guidance list and the general guidelines for businesses outlined by the Governor's office to see if your business or non-profit can physically reopen or remain open in the Green Phase.
- We have established building safety and business safety plans that align with orders issued by Governor Wolf and the Department of Health.
- We have enough Personal Protective Equipment (PPE) for employees and cleaning supplies to routinely clean and disinfect high touch areas. We administer health questionnaires to employees before each shift.
(See Appendix A: Vow to Stay Away When Sick)
 Need supplies? a list of local businesses that manufacture or sell PPE and cleaning supplies.
- We have informed our employees of proper health and safety procedures and rights if a case of COVID-19 is suspected or confirmed at our business. Regular staff training is mandatory. Initial and ongoing best practices are communicated to employees to ensure the health safety of all individuals.
- We have appointed a Pandemic Safety Officer as per the States Mandate and have conducted cleaning by standards as outlined by the CDC and OSHA. We are using HAZWOPER, OSHA and/or Bloodborne Pathogen trained employees or certified cleaners. When open, we will treat our facility as if there has been an identified case of COVID-19 due to its dormancy rate and the amount of people that walk through our doors every day to do business! ****UBCC Members see Appendix B for member offer****
- Our designated staff have clearly posted health and safety procedures at the public entrance of our business, on our website, and on social media.
 - The business has evaluated their cash handling process and implemented procedures to protect the employee and guest. Where possible, the following measures have been taken:
 - Touchless solutions for payment, check-in, identification, ticketing, pick-up and delivery
 - Encourage advance purchases via phone, online or through apps
 - Use physical barriers, such as plexiglass counter shields, between staff and guest at point of sale
 - Hand sanitizer or washing stations available for guests and staff as they enter or exit
- We have assessed how many customers can patronize your indoor physical business space while maintaining social distancing of 6 feet. Social distancing practices are adhered to by following occupancy and measures set by the state and local government. Facility capacity has been evaluated and is limited to maintain the optimum social distance between patrons. Seating plans, fixtures and standing lines

(indoor/outdoor) are arranged to ensure proper social distancing. Visual cues and physical barriers are utilized to illustrate proper distancing.

U.B.C.C is posted at the entrance explaining the steps taken by the establishment, and the expectations of customers to keep everyone safe. It is also featured on the business' website, social media and other channels used to communicate with the public.

Upon completion of this checklist, and you have assessed that you can safely and successfully operate your business under the Covid-19 state guidelines- please sign this list.

APPENDIX A:

Commit To Stay Away When Sick

Employers are placing an extra emphasis on screening employees before each shift by asking questions to prevent illness from spreading in the workplace. It is recommended to check the temperatures of employees at the beginning of their shifts.

Employee Questions

- *Have you traveled outside PA in the last two weeks? _____*
- *Are you experiencing fever? Cough? Other symptoms related to respiratory illness? _____*
- *Have you come in contact with anyone diagnosed with COVID-19? _____*
- *Have you been tested for COVID-19? _____*

Employees showing symptoms will be immediately separated from other staff and guests and sent home.

The Chamber is working with local, county and state leaders as well as the public and the media to reassure everyone that businesses reopening in Upper Bucks region, do so with the utmost safety precautions available. Support is provided by UBCC staff around the clock. As the situation evolves, Upper Bucks COVID Commitment will reflect the latest developments and guidance from the professional health community.

APPENDIX B:

UBCC Members, SERVPRO of Upper Bucks, a certified and leader in SARS-CoV-2 Cleaning will provide cleaning discounts to all chamber members. Click [here for contact info for Servpro](#) or email info@ubcc.org for info on other cleaning members.

