

WORKPLACE GUIDELINES

RETAIL, LIBRARIES & MUSEUMS



MICHIGAN DEPARTMENT OF
LABOR & ECONOMIC
OPPORTUNITY



In addition to reviewing the [Workplace Guidelines General Industry Fact Sheet](#), employers should continue to review U.S. Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) websites, to ensure their workplace policies and procedures are based on the most up-to-date information available.

Specific Reopening Requirements for Retail, Libraries and Museums:

✔ Entering the facility

- Create communications material for customers (e.g., signs or pamphlets):
 - Inform them of changes to store practices.
 - Explain the precautions the store is taking to prevent infection.
- An individual may be required to temporarily remove a face covering upon entering an enclosed public space for identification purposes.
- For stores of less than 50,000 square feet of customer floor space:
 - Limit the number of people in the store (including employees) to 25% of the total occupancy limits established by the State Fire Marshal or a local fire marshal.
- Stores of more than 50,000 square feet must:
 - Limit the number of customers in the store at one time (excluding employees) to 4 people per 1,000 square feet of customer floor space.
 - Establish lines with markings for patrons to enable them to stand at least six feet apart from one another while waiting.

- Create at least two hours per week of dedicated shopping time for vulnerable populations:
 - › People over 60 years of age.
 - › Pregnant women.
 - › Individuals with chronic conditions like heart disease, diabetes and lung disease.

✔ Post Signage at entrance(s)

- Instruct customers of their legal obligation to wear a face covering when inside the store.
- Inform customers not to enter if they are or have recently been sick.

✔ Employee training

- Appropriate cleaning procedures including training for cashiers on cleaning between customers.
- How to manage symptomatic customers upon entry or in the store.

✔ Notifications

- Notify employees if the employer learns that an individual (including a customer or supplier) with a confirmed case of COVID-19 has visited the store.

✔ Workplace controls

- Design spaces and store activities in a manner that encourages employees and customers to maintain six feet of distance from one another.
- Install physical barriers at checkout or other service points that require interaction including plexiglass barriers, tape markers or tables, as appropriate.
- Establish an enhanced cleaning and sanitizing protocol for high touch areas like restrooms, credit card machines, keypads, counters, shopping carts and other surfaces.
- Stores should explore alternatives to lines such as allowing customers to wait in their cars for a text message or phone call.

✔ Contact MIOSHA

Michigan Occupational Safety and Health
Administration (MIOSHA)
530 W. Allegan Street
P.O. Box 30643
Lansing, Michigan 48909-8143

If you need further information, call **855-SAFEC19 (855-723-3219)**. To request consultation, education and training services, call 517-284-7720 or visit our website at **Michigan.gov/MIOSHA**.

For more information visit **OSHA.gov/Coronavirus** or call **800-321-OSHA (6742)** or visit the U.S. Centers for Disease Control at **CDC.gov/Coronavirus**.