

# CHECKLIST FOR ESSENTIAL BUSINESSES PREPARING TO OPERATE DURING SHELTER IN PLACE ORDER



The Sonoma County Health Officer's [modified Shelter in Place Health Order](#), effective May 4, 2020, reduces Shelter-in-Place restrictions for a few industry areas including construction, landscaping services, nurseries, real estate, pool maintenance, car and bicycle sales. Several social distancing and hygiene requirements are a condition of reopening these essential business areas, and the City of Santa Rosa has created this checklist to help guide those businesses preparing to reopen in compliance with the Order. Please note: It is important to still review the Order and direct questions, including specific inquiries about reopening, to the [County of Sonoma Department of Health Services](#).

**Operators of essential businesses as defined in the Order, should take these steps prior to opening for business:**

## Confirm Essential Business Status

- Carefully review the Sonoma County Health Officer's [Order](#) to confirm whether it is now allowable for you to operate as an Essential business.

## Prepare Social Distancing Protocols

- Review and complete the [Social Distancing and Hygiene Protocol Form](#) (Appendix A of the Order) if your establishment is frequented by the public or employees and complete the steps outlined in the form.
  - These protocols must be implemented in order to operate.
  - The Social Distancing Protocol must be posted at or near the entrance of establishment to be easily viewable by the public and employees.
  - A copy of the Social Distancing Protocol must also be provided to each employee performing work at the facility.
  - **NOTE:** Construction businesses must also comply with, and incorporate into its Social Distancing Protocol, the [COVID-19 Construction Field Safety Requirements](#) (Appendix B of the Order).

## Download, Print & Post Signage

- Essential Businesses are required to prepare and post "Social Distancing Protocol" signage at or near their entrances. The City of Santa Rosa has prepared signage to help essential businesses meet the Sonoma County Health Officer's protocol for posting of social distancing signage: [Download & Print PDF Signage](#)

## Prepare Water Service for Re-Opening

- This guidance applies only to buildings that have previously been shut down or sparsely used as a result of the Shelter in Place Order. When water is not drawn through a plumbing system over an extended period, the water becomes stagnant. For these businesses, carefully review and take the steps outlined by the City of Santa Rosa Water Department to ensure the health and safety of your business's water supply system: [Guidance for Buildings or Commercial Facilities Resuming Normal Operations After a Shutdown](#).

## Stay Informed

- For up-to-date information on the City of Santa Rosa's response to the coronavirus emergency, visit [SRCity.org/PreventTheSpread](http://SRCity.org/PreventTheSpread).
- To stay connected with resources and frequent updates delivered to your email inbox or mobile device from the City of Santa Rosa, sign up at [SRCity.org/News](http://SRCity.org/News).