

# City of Newark

## COVID-19 BUSINESS RE-OPENING APPLICATION SCORECARD

Name of Business				Date	
Type of Business	Address				
COVID-19 PLAN Criteria	<u>3</u> Exceeds	<u>2</u> Meets	<u>1</u> Needs Improvement		
TOTAL SCORE	<b>GREEN</b> 100-85	<b>YELLOW</b> 84-66	<b>RED</b> 65-36		

NOTE: IF THE SCORE IS LESS THAN 36, THE APPLICATION IS DISAPPROVED AND THE APPLICANT WILL NEED TO REVISE THE APPLICATION AND REAPPLY

### GENERAL BUSINESS LICENSE INFORMATION

	Exceeds	Meets	N.I.
1. <b>Business License</b> – Did the business purchase a valid business license?	4	2	1
2. <b>Fire Certificate, CofO, Police Background</b> – Does the business already possess required permits	3	2	1

Applicants will have 60 days from date of application to obtain a valid business license and pay unpaid payroll taxes. If the business license is not obtained or the payroll taxes remain unpaid after 60 days, the approval will be revoked.

### TOTAL SCORE GENERAL BUSINESS LICENSE (MAXIMUM: 7)

### SOCIAL (PHYSICAL) DISTANCING

	Exceeds	Meets	N.I.
3. <b>Social Distancing and Markers</b> – Employer will ensure 6 f t. distance between personnel unless safety or core function of the work activity requires a shorter distance. Employer will post social distancing markers using tape or signs that denote 6 f t. of spacing in commonly used and other applicable areas (e.g. clock in/ out stations, health screening stations, cash registers).	3	2	1
4. <b>Workforce Capacity Limitations</b> – Employer plans to limit workforce presence to only the employees necessary to conduct curbside and in-store pickup activities, but no more than 25% of the maximum occupancy for a particular area set by the certificate of occupancy	3	2	1
5. <b>Face Covering Requirement</b> - Personnel less than 6 f t. apart from one another or a customer and without a physical barrier (e.g. plexiglass), are required to wear acceptable face coverings.	3	2	1
6. <b>Confined Spaces</b> - Tightly confined spaces (i.e. - elevators, small stock rooms, behind cash registers, narrow merchandise aisles) will be occupied by only one individual at a time, unless all employees are wearing face coverings.	3	2	1
7. <b>Designated Pick-up/Delivery Areas</b> – Employer will establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.	3	2	1
8. <b>Special Hours for Seniors/At Risk Customers</b> – Employers will implement special hours of operations for Seniors and other At-Risk Customers	3	2	1

### TOTAL SCORE SOCIAL (PHYSICAL) DISTANCING (MAXIMUM: 18)

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### PERSONAL PROTECTIVE EQUIPMENT (PPE)

	Exceeds	Meets	N.I.
<b>9. Employee Face Coverings</b> - Employees will be provided with an acceptable face covering at no – cost to the employee and have an adequate supply of coverings in case of replacement. <b>Acceptable Face Coverings</b> - Acceptable face coverings include but are not limited to cloth (i.e. homemade sewn, quick cut, bandana) and surgical masks, unless the nature of the work requires stricter PPE (i.e. N95 respirator, face shield).	3	2	1
<b>10. PPE Cleaning</b> - Face coverings and other PPE must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.	3	2	1
<b>11. Limit Share Surfaces/Sanitizing Policy</b> – Employer will implement a policy that limits the sharing of objects (e.g. registers) and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.	3	2	1
<b>12. Gloves</b> – Employers ensure gloves are worn while handling any food products.	3	2	1

### TOTAL SCORE PERSONAL PROTECTIVE EQUIPMENT (PPE) (MAXIMUM: 12)

### HEALTH AND SAFETY PRECAUTIONS INSIDE THE BUSINESS

	Exceeds	Meets	N.I.
<b>13. Adherence to CDC Requirements</b> – Employer will adhere to hygiene and sanitation requirements from the Centers for Disease Control and Prevention (CDC) and Department of Health (DOH) and maintain cleaning logs on site that document date, time, and scope of cleaning. <b>Cleaning to DEC and EPA Standards</b> - Cleaning and disinfecting of the retail location, shared surfaces, and other areas, as well as equipment, should be performed using Department of Environmental Conservation (DEC) products identified by the Environmental Protection Agency (EPA) as effective against COVID -19.	3	2	1
<b>14. Hand Hygiene Stations</b> – Employer will provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, as well as an alcohol- based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.	3	2	1
<b>15. Cleaning and Disinfecting Supplies</b> – Employer will provide and encourage employees to use cleaning/disinfecting supplies before and after use of shared and frequently touched surfaces	3	2	1
<b>16. Sanitizing Hands after Handling Merchandise</b> – Employers and employees will sanitize hands before and after transferring a load (e.g. truckload) of merchandise.	3	2	1
<b>17. Cleaning/Safety Hazard Precautions</b> – If the act of cleaning and disinfecting causes safety hazards or degrades the material or machinery, personnel should have access to a hand hygiene station between use and/or be supplied with disposable gloves.	3	2	1
<b>18. Prohibit Shared Use of Food and Beverages</b> - Prohibit shared food and beverages (e.g. buffet-style meals).	3	2	1

### TOTAL SCORE HEALTH AND SAFETY PRECAUTIONS INSIDE THE BUSINESS (MAXIMUM: 18)

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<b>SIGNAGE; DISPLAY OF INSTRUCTIONS TO CUSTOMERS</b>	Exceeds	Meets	N.I.
<b>19. City Guidelines Affirmation</b> – Employer has affirmed you have reviewed and understand the City-issued industry guidelines, and that you will implement them. (affirmed acknowledgement on the application and signed the application)	3	2	1
<b>20. Signage</b> – Employer will post signage inside and outside of the retail location to remind personnel and customers to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.	3	2	1
<b>21. Periodic Employee Trainings</b> – Employer will train all personnel on new protocols and frequently communicate and document safety guidelines.	3	2	1
<b>22. Communication Plan</b> – Employer will establish a communication plan for employees, visitors, and clients with a consistent means to provide updated information.	3	2	1
<b>23. Designated Pick-up/Delivery Areas</b> – Employer will establish designated areas for pick-ups and deliveries, limiting contact to the extent possible and place signage in proper locations.	3	2	1
<b>24. Scheduling of Pick-ups</b> – Employer will establish a policy on how customers can arrange for curbside pick ups	3	2	1
<b>TOTAL SCORE SIGNAGE; DISPLAY OF INSTRUCTIONS TO CUSTOMERS (MAXIMUM: 18)</b>			

<b>HEALTH AND SAFETY PRECAUTIONS GENERAL</b>	Exceeds	Meets	N.I.
<b>25. Testing</b> – Requiring employees to be testing within 30 days prior to reopening.	3	2	1
<b>26. Mandatory Health Screenings</b> - Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors (but not customers), asking about (1) COVID -19 symptoms in past 14 days, (2) positive COVID -19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID -19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented.	3	2	1
<b>27. COVID-19 Symptoms</b> – Employees who present with COVID-19 symptoms should be sent home to contact their health care provider for medical assessment and COVID-19 testing. If tested positive, employee may only return completing a 14-day quarantine.	3	2	1
<b>28. Quarantine Policy for Positive Employees</b> – Employees who present with no symptoms but have tested positive in past 14 days may only return to work after completing a 14-day quarantine.	3	2	1
<b>29 Sick Employee Policy</b> - Employees who are sick should stay home or return home, if they become ill at work.	3	2	1
<b>30. Returning to Work after Quarantine</b> - Employees who have had close contact with a confirmed or suspected person with COVID-19 but are not experiencing any symptoms should inform their employer and may be able to work with additional precautions.	3	2	1
<b>31. Cleaning Post Infection</b> - Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.	3	2	1
<b>32. Employee / Indoor Visitor Tracing</b> – Employer will maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding customers; and excluding deliveries that are performed with appropriate PPE.	3	2	1
<b>33. State and Local Health Departments</b> – If a worker, visitor, or customer was in close contact with others at the retail location and tests positive for COVID -19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts	3	2	1
<b>TOTAL SCORE HEALTH AND SAFETY PRECAUTIONS GENERAL (MAXIMUM: 27)</b>			

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### SCORECARD

TOTAL SCORE GENERAL BUSINESS LICENSE (MAXIMUM: 7)

TOTAL SCORE SOCIAL (PHYSICAL) DISTANCING (MAXIMUM: 18)

TOTAL SCORE PERSONAL PROTECTIVE EQUIPMENT (PPE) (MAXIMUM: 12)

TOTAL SCORE HEALTH AND SAFETY PRECAUTIONS INSIDE THE BUSINESS (MAXIMUM: 18)

TOTAL SCORE SIGNAGE; DISPLAY OF INSTRUCTIONS TO CUSTOMERS (MAXIMUM: 18)

TOTAL SCORE HEALTH AND SAFETY PRECAUTIONS GENERAL (MAXIMUM: 27)

TOTAL OVERALL SCORE (MAXIMUM: 100)

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Remark's & Recommendations

Specific Development Plan/Goals

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Reviewer's Printed Name

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Date