



# CITY OF NEWARK COVID-19 POLICY BUSINESS REOPENING APPLICATION

Released on May 25, 2020

## **General Information – IMPORTANT – PLEASE READ FIRST**

All Businesses MUST COMPLETE THIS APPLICATION PRIOR TO RE-OPENING. This information is necessary to know how you will be implementing the Protocols. This form must be completed and the certification signed below. A separate form must be completed for each location of every business.

The City of Newark will review your application for compliance and within 48 hours notify you that your application has been approved or disapproved. If your application is approved, a City of Newark representative will arrange an inspection of your business within 24 hours. If your business passes the inspection in accordance with all of the health and safety measures per your submitted plan, your business will be granted a RED, YELLOW, or GREEN certificate and you will be granted approval to reopen your business.

If your application is disapproved or if your business fails the inspection, you may modify the plan or your business protocols and resubmit your application for consideration. The above timelines will apply to the resubmission process.

### **A. General Information**

Name of Retail Business: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Approval Type: Curbside: \_\_\_\_\_ In-Store Business \_\_\_\_\_ Both: \_\_\_\_\_

Business Address: \_\_\_\_\_

Approximate Square Footage of Business: \_\_\_\_\_

Ward: North \_\_\_ West \_\_\_ Central \_\_\_ South \_\_\_ East \_\_\_

Employer ID Number: \_\_\_\_\_

Manager/Owner: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

Proposed Hours of Operations: \_\_\_\_\_

Special Hours for Seniors/At Risk Customers: **Yes** \_\_\_\_\_ / **No** \_\_\_\_\_

**If yes, what are the special hours:** \_\_\_\_\_

**B. Requirement –Social Distancing Compliance - All retail businesses must ensure and enforce social distancing both inside and outside their establishment.**

**Describe what steps are being taken to enforce social distancing both inside and outside the business.** Include procedures to allow for consumers lining up outside the establishment, including 6 feet markings on the sidewalk/pavement, or the use of cones between patrons to ensure 6 feet of separation.

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All retail businesses must ensure that inside facilities prevent the close transmission of droplets that spread the virus. Describe what steps are being taken to place barriers (i.e. plastic or Plexiglas) for any close proximity customer contact; or have you placed direction markers on the floors and in the aisles so that people are only moving in one direction, and have 6 feet of separation?

Please describe in detail:

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Who will enforce social distancing compliance (security, employees, other)?

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**C. Requirement - Personal Protective Equipment (PPE) - Masks, Gloves, Other:**

Employees and customers must wear masks even while practicing social distancing.

How are you enforcing the requirement that all Customers must wear masks when entering the business to make purchases or curbside pickups?

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Are the employees bringing items to customer vehicles? **Yes** \_\_\_\_ / **No** \_\_\_\_.

Are the customers picking up purchases on foot wearing masks? **Yes** \_\_\_\_ / **No** \_\_\_\_.

**D. Requirement - Signage; Display of Instructions to Customers:**

Retail business shall have visible signs with comprehensive instructions outside the establishment for customers to follow concerning curbside pickups.

Have you placed signs instructing customers of curbside pickups and how it will be conducted?

Yes \_\_\_ / No \_\_\_

Do you have a contact number displayed for customers to call before curbside pickup?

Yes \_\_\_ / No \_\_\_ If yes, what is the number? ( \_\_\_ ) \_\_\_\_\_

Do you have designated employees who bring goods outside of the retail establishment and place them directly in the customer's vehicle? Yes \_\_\_ / No \_\_\_

Have you placed Parking signage and or have a plan to direct customers to the curbside pickup area to avoid traffic disruption? Yes \_\_\_ / No \_\_\_

What policy do you or will you have in place for customers to know when they should arrive at the business, or make best efforts to schedule their arrival time in advance?

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The customer shall be asked to remain in their vehicle, if arriving by car, until store staff delivers the purchase. Yes \_\_\_ / No \_\_\_

Retail businesses shall handle customer transactions in advance on line or by phone, email, fax, or other means to avoid person-to-person contact. How are you receiving orders?

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**E. Requirement - Health and Safety Precautions inside the Business:**

Interior sanitation of the business must include cleaning of walls, floors and commonly touched items (doorknobs/handles/countertops) and surfaces using EPA approved products 3 times a day by designated staff members.

Please describe in detail:

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- a. Are you requesting all of your employees, including yourself, to be tested for COVID-19 within 30 days prior to reopening the business? **Yes** \_\_\_\_ / **No** \_\_\_\_
- b. Will you require and document that all employees re-test every 30 days?  
**Yes** \_\_\_\_ / **No** \_\_\_\_
- c. Will you report any employees that test positive for COVID-19 and require employees to quarantine for the mandatory 14 days? **Yes** \_\_\_\_ / **No** \_\_\_\_
- d. Employees that exhibit symptoms or who test positive must inform a supervisor of status and fellow employees must self-monitor for symptoms. Employees cannot return to work unless home isolation is fulfilled and with a doctor's note or health department clearance. Employees that have sick family members must follow CDC quarantine precautions. How are you handling employees that may be exhibiting symptoms of COVID-19?

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- e. Are you supplying your employees with the appropriate Personal Protective Equipment (PPE), including masks and gloves, when delivering a customer's items curbside?  
**Yes** \_\_\_\_ / **No** \_\_\_\_
- f. Have you reduced the number of people in your business to 25% of the normal occupancy?  
**Yes** \_\_\_\_ / **No** \_\_\_\_\_. How many employees are working in the store at any given time? -  
\_\_\_\_\_
- g. Are you requiring infection control practices, such as regular hand washing, coughing and sneezing etiquette, and proper tissue usage and disposal? **Yes** \_\_\_\_ / **No** \_\_\_\_
- h. Are you providing employees break time for repeated handwashing throughout the workday?  
**Yes** \_\_\_\_ / **No** \_\_\_\_

i. Are you providing sanitization materials, such as hand sanitizer and sanitizing wipes, to staff?  
Yes \_\_\_\_\_ / No \_\_\_\_\_

j. Are you requiring frequent sanitization of high-touch areas to which workers have access?  
Yes \_\_\_\_\_ / No \_\_\_\_\_

**F. Requirement - Receiving of Inventory:**

Business owners must ensure that their suppliers are following protocols (some already mentioned in this document) to prevent the spread of COVID-19.

Do you have deliveries of products to your business during operating hours, using the same entrance as customers that are shopping or arriving for curbside pickup? Yes \_\_\_\_\_ / No \_\_\_\_\_

For overall safety of your products, do you reduce exposure of packaging to possible contamination? Yes \_\_\_\_\_ / No \_\_\_\_\_

Do you advise vendors that their delivery workers must wear masks and gloves while delivering packages and any documents from vehicles into your business? Yes \_\_\_\_\_ / No \_\_\_\_\_

Do you report delivery workers to their respective companies if delivery workers refuse to wear masks and gloves or display symptoms of COVID-19? Yes \_\_\_\_\_ / No \_\_\_\_\_

**G. Requirement - Business License:**

Have you purchased a valid retail business license (ordinance adopted 2016)?  
Yes \_\_\_\_\_ / No \_\_\_\_\_ Date of the business license: \_\_\_\_\_

If you did purchase a retail business license, did you complete the process by downloading a fire certificate, submitting a valid certificate of occupancy and/or obtaining a police background confirmation? Yes \_\_\_\_\_ / No \_\_\_\_\_

**Note: Businesses that do not have a valid business license or who have not paid their payroll taxes will be approved to reopen under the condition that a valid business license will be obtained and any unpaid payroll taxes will be paid within 60 days from the date of the issuance of the reopening permit.**

**If the business license is not obtained or if any unpaid payroll taxes are not satisfied within 60 days of approval of the application, the approval will be revoked.**

**H. Review of City of Newark Re-Opening Guidance for 1.) Curbside Pick-up/Delivery and/or 2.) In-Store Business Operations AND the City's Large Building Water System Startup Guidelines, if applicable:**

The Owner(s) of the aforementioned business has reviewed and acknowledged the City of Newark's "Curbside and In-Store Pickup Guidelines for Employers and Employees", the City's Large Building Water System Startup Guidelines and have developed a reopening plan in accordance with this guidance. **Yes** \_\_\_\_\_ / **No** \_\_\_\_\_

By signing this form, I acknowledge that all retail businesses must close by 8:00 P.M., daily.

I, \_\_\_\_\_, certify that I am the owner/manager of the above business and that the above information provided is true and accurate to the best of my knowledge. I certify that if any of the above information provided is willfully false, or if the business is found to be non-compliant with the protocol, then the business will be required to close until further notice or until the business is brought into compliance.

\_\_\_\_\_  
Print Name:

**Please hand deliver, fax or email the form to:**

**Department of Economic and Housing  
Development  
920 Broad Street, Room 218  
Newark, NJ 07102  
973-733-3770  
[reopeningplan@newarknj.gov](mailto:reopeningplan@newarknj.gov)  
Subject Line: COVID-19 Re-opening Permit**

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**For Internal Use Only (to be completed by the City of Newark)**

**Submission of Application Date:  
Application Review Completed:  
Date of Approval or Disapproval:  
Date of Inspection:  
Date Business Reopened:**

**City of Newark**  
**BUSINESS REOPENING REQUIREMENTS FOR APPLICATION**

**Attachment.**

As appropriate the following describes Social Distancing, PPE, and Social Hygiene requirements, guidelines and protocols of our establishment in concurrence with the City of Newark guidelines.

- Ensure 6 f t. distance between personnel, unless safety or core function of the work activity requires a shorter distance.
- Place visible signs with comprehensive instructions on hygiene and social distancing outside establishment.
- For any work occurring indoors, limit workforce presence to only the employees necessary to conduct curbside and in-store pickup activities, but no more than 50% of the maximum occupancy for a particular area set by the certificate of occupancy, inclusive of customers picking up an order who must maintain 6 f t. of space from others or wear an acceptable face covering.
- Use Plexiglass plastic shielding barriers at cash registers and interchanges, or close customer contact..
- Any time personnel are less than 6 f t. apart from one another or a customer and without a physical barrier (e.g. plexiglass), personnel must wear acceptable face coverings, gloves and PPE.
- Tightly confined spaces (e.g. elevators, small stock rooms, behind cash registers, narrow merchandise aisles) should be occupied by only one individual at a time, unless all employees are wearing face coverings. If occupied by more than one person, keep occupancy under 50% of maximum capacity.
- Have hand sanitizers available and sanitizing stations were appropriate.
- 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).
- Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants including special hours of operation for Seniors/At-risk customers Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.
- Create additional space for employees by limiting in-person presence to only personnel necessary for the current task(s), adjusting retail hours to spread employee and customer traffic over a longer period of time, staggering arrival/departure times, creating A /B teams.
- Modify the use and/or restrict the number of workspaces and employee seating areas to maintain 6 f t. distance. If not feasible, provide and require face coverings or enact physical barriers (e.g. plastic shielding walls), in accordance with OSHA guidelines, in areas where they would not impair air flow, heating, cooling, or ventilation. Reduce bi-directional foot traffic by posting signs with arrows in narrow aisles, hallways, or spaces. Designate distancing with direction markers.
- Stagger customer arrivals by advising pick-up time windows, schedule appointments were possible, and avoid direct handoffs. (Note: 5 people in store per 1000 feet).
- Designate and arrange customer waiting areas (e.g. lines, parking areas) to maximize social distancing, and implement a touchless delivery system whereby customers stay in the car while delivery takes place.
- Encourage customers to use touchless payment options or pay ahead.
- Prohibit non- essential visitors at retail locations.
- Clean and disinfect commonly touched areas and surfaces with disinfectant minimum 3-times a day.
- Require all deliveries meet above protocols and maintain records of deliveries
- Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.
- Acceptable face coverings include but are not limited to cloth (e.g. homemade sewn, quick cut, bandana) and surgical masks, unless the nature of the work requires stricter PPE (e.g. N95 respirator, face shield).
- Face coverings will be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

**City of Newark**  
**BUSINESS REOPENING REQUIREMENTS FOR APPLICATION**

**Attachment.**

- Limit 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.

**Hygiene and Cleaning**

- 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. 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.
- Provision and encourage employees to use cleaning/disinfecting supplies before and after use of shared and frequently touched surfaces, followed by hand hygiene.
- Ensure gloves are worn while handling any food products. Sanitize hands before and after transferring a load (e.g. truckload) of merchandise.
- Prepare a plan for receipt and resale of returned merchandise, or modify policies to ensure safety of employees and customers.
- Wherever possible, increase ventilation of outdoor air (e.g. opening windows and doors) while maintaining safety precautions.
- Encourage employees to bring lunch from home and reserve adequate space for employees to observe social distancing while eating meals.
- Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed,
- and more frequent cleaning and disinfection of shared objects (e.g. registers) and surfaces, as well as high transit areas, such as payment devices, pickup areas, restrooms, common areas.
- 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.
- If cleaning or disinfection products or 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.
- Prohibit shared food and beverages (e.g. buffet-style meals).
- Reviewed City-issued industry guidelines with staff.
- 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.
- Train all personnel on new protocols and frequently communicate and document safety guidelines.

**Communication**

- Establish a communication plan for employees, visitors, and clients with a consistent means to provide updated information.
- 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 or through contactless means.
- Use social media, verbal communication, and signs to provide customers with instructions for ordering/pickup and to encourage them to use of face coverings when 6 ft. of distance cannot be maintained, in accordance with CDC and DOH guidelines.
- 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, including notification of potential contacts, such as workers, visitors, and/or customers (if known) who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.



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**Attachment.**

- Conspicuously post completed safety plans on site.

**Screening**

- Employees who are sick should stay home or return home, if they become ill at work.
- 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.
- 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.
- 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. 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, including regular monitoring for symptoms and temperature, required face covering all times, and appropriate social distancing from others.
- On-site screeners should be trained by employer-identified individuals familiar with CDC, DOH, and OSHA protocols and wear appropriate PPE, including at a minimum, a face covering. Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

\_\_\_\_\_  
Name of Establishment

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date