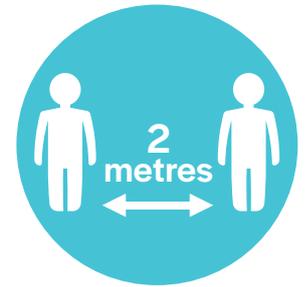


# Covid-19 Social Distancing Advice for Businesses



**Social distancing measures are for everyone and this includes business. The single most important action we can all take to fight coronavirus is to stay at home in order to protect the NHS and save lives.**

The Scottish Government have introduced legislation (The Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020) requiring certain businesses and venues to close and for those that are allowed to remain open to implement social distancing requirements for staff, employees and customers/clients in order to help reduce the spread of the virus.

Every business in Scotland must comply with these measures. A list of businesses that **MUST** close can be found on the link below and also includes a list of exceptions.

It is recommended that all other non-essential business premises, sites and attractions should close, unless and until, we can all be clear how operations can be undertaken safely and in a way that is fully compliant with social distancing.

The current Scottish Government advice is for **all business premises, sites and attractions not required by law to close should close now unless:**

- essential to the health and welfare of the country during this crisis (as defined below); or
- supporting (or being repurposed to support) essential services; or
- wider public health, health and safety or other considerations apply and require a facility or service to continue to operate or a specific period of time for a safe shutdown process to be completed; and
- apart from in exceptional circumstances critical to lives and safety, capable of working in a way which is fully consistent with established social distancing advice.

## Social Distancing Good Practice

### Businesses operating a Collection or Delivery Service

Take orders online or over the phone only. Communicate this with customers by clear signage outside the store and online. Taking orders in person can cause large queues to form. If possible ask customers to queue outside the premises at 2 metre marked intervals. If possible place the order at the door for the customer to collect. Social distancing can be achieved by placing the order on a chair or table then return to the shop while the customer takes the order away. Consider the use of a clear separating screen if 2 metre social distancing is not practical.

For deliveries the drivers should place the food, hygienically wrapped, on the door step or at a pre-agreed delivery point. Ring the doorbell, step back at least 2 metres and ensure the delivery is completed before departing. Drivers should wash their hands regularly when back at the premises and have hand sanitiser in their vehicles to use between deliveries.

### Retailers

If you are an essential shop allowed to stay open you are responsible for protecting your staff and customers alike. Only allow a limited number of people into the store at any time. This will vary depending on the size of your store. Place signage to remind customers if they are suffering from any of the symptoms not to enter the store. Also signage stating customers must always be 2 metres apart. Encourage staff to increase regular hand washing and consider clear separating screen at tills. The barriers and hand contact surfaces should be regularly cleaned and disinfected with a suitable disinfectant. Staff should keep 2 metres apart at all times and customers should stand 2 metres back from tills whilst being served by staff. Floor markings, segregation barriers and queuing systems are all methods to achieve social distancing in your premises.

### Businesses Manufacturing and Processing

Consider all operations and implement the 2 metre rule. If this is not possible consider other options such as dividers, facing away from each other, keeping the same people on the same shift, make sure that staff do not congregate during breaks, increase cleaning and disinfection procedures on hand contact surfaces and allow staff extra time to clean down between shift changes.

### Compliance

East Renfrewshire Council Environmental Health and Trading Standards are authorised to serve a “Prohibition Notice” to the person responsible for operating a business when it should be closed and/or if a business is not ensuring compliance with social distancing requirements. Failure to comply with a Prohibition Notice may result in a Report to the Procurator Fiscal.

### Further Information

#### Scottish Government

Businesses and premises which MUST close

#### UK Government

Advice for employers on social distancing during coronavirus (COVID-19)

### Contact

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