

CITY OF NEWARK COVID-19 POLICY FOR NON-ESSENTIAL BUSINESSES
CONDUCTING CURBSIDE PICK UPS AND THEIR CUSTOMERS

WHEREAS, Coronavirus disease 2019 (“COVID-19”) is a contagious, and at times fatal, respiratory disease caused by the SARS-CoV-2 virus; and

WHEREAS, given the serious health concerns posed by COVID-19 on March 15, 2019, I signed Executive Order MEO-20-001, adopted by reference herein, which set forth the facts and circumstances surrounding COVID-19; and

WHEREAS, Executive Order MEO-20-0001, among other things, set forth a grace period of sixty (60) days for residents to pay for certain municipal services, as well as placed a temporary moratorium on all residential evictions; and

WHEREAS, on March 14, 2020, the City of Newark confirmed its first case of COVID-19; and

WHEREAS, on March 18, 2020, the City of Newark confirmed its first death of a Newark resident from COVID-19; and

WHEREAS, the City and all of its agencies remain committed to protecting the health, safety and well-being of all its residents; and

WHEREAS, despite the City’s best efforts to curtail the spread of COVID-19, the number of individuals testing positive for the virus continues to increase daily and we still are experiencing deaths; and

WHEREAS, in order to continue our efforts to stop the spread of COVID-19 and help to prevent more deaths, it is necessary for the City to implement the following protocols for Non-essential retail businesses that open for curbside pickup, and their customers.

1. Customers can pick up goods outside of an establishment from which they have already ordered but cannot enter the brick-and-mortar premises to place orders.
2. All retail business must ensure and enforce social distancing both inside and outside their establishment.
3. All Customers/consumers must wear masks when entering businesses to make purchases or curbside pickups, including customers bringing items to their vehicles or the customer picking up purchases on foot.
4. Retail businesses shall limit in-store operations to those employees who are responsible for the operations required for curbside pickup.

5. Retail businesses shall handle customer transactions in advance on line or by phone, email, fax, or other means to avoid person-to-person contact. Retail business shall have visible signs with comprehensive instructions outside the establishment for customers to follow concerning curbside pickups.
6. All retail businesses must have Security or employees designated to enforce social distancing; the City of Newark Department of Public Safety, Police Division and Code Enforcement will be making random inspections for compliance.
7. All sales, purchases, transactions shall be by the preferred means of credit or debit cards or by mobile payment service (for example Apple Pay, Cash App, Venmo, PayPal, Zelle, etc.). Monetary currency will still be accepted.
8. Customers/consumers shall notify the retailer by text message, email, or phone once they arrive at the business, or make best efforts to schedule their arrival time in advance. The customer shall be asked to remain in their vehicle, if arriving by car, until store staff delivers the purchase.
9. Designated employees shall bring goods outside of the retail establishment and place the goods directly in the customer's vehicle.
10. Retail businesses shall erect Parking signage to direct customers/consumers to the curb side pickup area to avoid traffic disruption. To accommodate the unavailability of parking in front of retail establishments, businesses shall implement procedures with social distancing to allow for consumers lining up outside the establishment, including 6 foot markings on the sidewalk/pavement, or the use of cones between patrons. It shall require all customers picking up at curb side to wear masks and gloves.
11. Retail businesses shall take the following minimum precautions:
 - a. Employees working for retail businesses must wear the appropriate Personal Protective Equipment (PPE), including masks and gloves, when delivering a customer's items curbside.
 - b. The number of people in a retail business shall be limited to 25% of the normal occupancy.
 - c. Place direction markers on the floors and in the aisles so that people are only moving in one direction
 - d. Require infection control practices, such as regular hand washing, coughing and sneezing etiquette, and proper tissue usage and disposal;
 - e. Provide employees break time for repeated handwashing throughout the workday;
 - f. Provide sanitization materials, such as hand sanitizer and sanitizing wipes, to staff;

- g. Require frequent sanitization of high-touch areas to which workers have access; and
- h. Require workers to wear cloth face coverings and gloves when interacting with other workers or customers and require workers to wear gloves when in contact with customers or goods. Businesses must provide, at their expense, such face coverings and gloves for their employees. Nothing in the stated policy should prevent workers from wearing a surgical-grade mask or other more protective face covering if the individual is already in possession of such equipment, or if the business is otherwise required to provide such worker with more protective equipment due to the nature of the work involved.

All Non-essential retail businesses must close by 8:00 P.M., daily.

If the business is found to be in violation of any of the above, a warning/summons will be issued and the business shall remain closed until further notice.