



**MEDIA BOROUGH PLAN
FOR IMPLEMENTATION
OF
THE WOLF ADMINISTRATION
REOPENING GUIDELINES**

INTRODUCTION – LETTER TO BOROUGH

Media Borough Council, Mayor McMahon and the Media Business Authority have been working in collaboration to keep businesses and residents informed while our community has been under “stay at home” orders from the state government. The past few months have been stressful for residents and business owners in so many ways: economically, socially and mentally. We extend our sincerest gratitude to Media Borough businesses and residents who have shown great perseverance and patience during the coronavirus pandemic. We know many of you have been deeply impacted during this time and are facing uncertainty as the county enters a phased re-opening.

Now, more than ever, it is vitally important for both businesses and residents to adhere to safety guidelines for opening that are set by the CDC and the Pennsylvania State Government. To backslide into more coronavirus cases would be detrimental to everyone. Media Borough is a densely populated and unique suburban environment. The business district encompassing State Street and Baltimore Pike provides residents with a vibrant and engaging opportunity for shopping and dining – doing so safely is paramount.

In an effort to inform the public, we have analyzed phased opening guidelines put forth by the CDC and state and have drafted this reopening plan for businesses and residents who frequent them. As we enter new phases for gradually opening, we realize there are still unanswered questions you might have. We urge you to frequently check the [CDC](#), [State](#), [Delaware County](#), [Media Borough](#) and [Media Business Authority](#) websites for additional information or to reach out to any of your elected officials for guidance.

Media Borough residents and business owners are the lifeblood of “Everybody’s Hometown”. Let us continue to be kind and patient with one another as we look toward a brighter future for our town. Remember to support our businesses and follow safety guidelines as we resume commerce in Media.

Media Borough Council

Mayor Robert A. McMahon

Media Business Authority

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Wolf Administration Phased Plan

The Process to Reopen Pennsylvania *Last updated: June 1, 2020*

The 2019 Novel Coronavirus (COVID-19) pandemic is an unprecedented event that has impacted every part of the globe. Pennsylvania has seen a similar unprecedented burden of COVID-19 and has taken equally unprecedented measures to save lives and reduce morbidity of the COVID-19 virus.

The Commonwealth is planning for the days and weeks ahead when we will not only safely return Pennsylvanians to work but return to a different and more resilient Pennsylvania. While we cannot be certain of the future path of this disease, our decisions will be driven first by prioritizing the health and safety of all Pennsylvanians.

Pennsylvania plans to proceed with returning to work cautiously. Throughout this process, the administration will have guidance in place to support best public health practices. This guidance will reinforce and build on existing [worker](#) and [building safety](#) orders. It will also be able to adapt to the changing nature of the pandemic, as well as lessons learned from communities that return to work strategically.

The administration is utilizing a three-phase matrix to determine when counties and/or regions are ready to begin easing some restrictions on work, congregate settings, and social interactions. All counties move to the “Yellow Phase” June 5, 2020. The phases are outlined below. The full narrative of the Wolf Administration’s Plan can be found here [The Process to Reopen Pennsylvania](#). A detailed guide for businesses is also available, [Covid 19 Business Guidance](#), as part of the Plan.

The red phase has the sole purpose of minimizing the spread of COVID-19 through strict social distancing, non-life sustaining business, school closures, and building safety protocols.

Red Phase

Work & Congregate Setting Restrictions

- Life Sustaining Businesses Only
- Congregate Care and Prison Restrictions in Place
- Schools (for in-person instruction) and Most Child Care Facilities Closed

Social Restrictions

- Stay at Home Orders in Place
- Large Gatherings Prohibited
- Restaurants and Bars Limited to Carry-Out and Delivery Only
- Only Travel for Life-Sustaining Purposes Encouraged
- Reiterate and reinforce safety guidance for businesses, workers, individuals, facilities, update if necessary
- Monitor public health indicators, adjust orders and restrictions as necessary

As regions or counties move into the yellow phase, some restrictions on work and social interaction will ease while others, such as closures of schools, gyms, and other indoor recreation centers, hair and nail salons, as well as limitations around large gatherings, remain in place. For example, retail locations will

be able to open with forthcoming guidance in place that is substantially similar to the worker safety and building safety order. Otherwise retail will be able to allow for curbside pickup. The purpose of this phase is to begin to power back up the economy while keeping a close eye on the public health data to ensure the spread of disease remains contained to the greatest extent possible.

Yellow Phase

Work & Congregate Setting Restrictions

- Telework Must Continue Where Feasible
- Businesses with In-Person Operations Must [Follow Business and Building Safety Orders](#)
- Child Care May Open Complying with Guidance
- Congregate Care and Prison Restrictions in Place
- Schools Remain Closed for In-Person Instruction

Social Restrictions

- Stay at Home Order Lifted for Aggressive Mitigation
- Large Gatherings of More Than 25 Prohibited
- In-Person Retail Allowable, Curbside and Delivery Preferable
- Indoor Recreation, Health and Wellness Facilities and Personal Care Services (such as gyms, spas, hair salons, nail salons and other entities that provide massage therapy), and all Entertainment (such as casinos, theaters) Remain Closed
- Restaurants and Bars May Open Outdoor Dining, in Addition to Carry-Out and Delivery (effective 6/5/2020)
- [All businesses must follow CDC](#) and DOH guidance for social distancing and cleaning
- Monitor public health indicators, adjust orders and restrictions as necessary

After a county transitions to the yellow phase, we will closely monitor for increased risk, such as significant outbreaks. If overall risk remains mitigated for fourteen days, we will transition the county to the green phase.

[The green phase eases most restrictions by lifting the stay at home and business closure orders](#) to allow the economy to strategically reopen while continuing to prioritize public health.

While this phase will facilitate a return to a “new normal,” it will be equally important to continue to monitor public health indicators and adjust orders and restrictions as necessary to ensure the spread of disease remains at a minimum.

Green Phase

Work & Congregate Setting Restrictions

- Continued Telework Strongly Encouraged
- Businesses with In-Person Operations Must Follow Updated Business and Building Safety Requirements
- All Businesses Operating at 50% Occupancy in the Yellow Phase May Increase to 75% Occupancy

- Child Care May Open Complying with Guidance
- Congregate Care Restrictions in Place
- Prison and Hospital Restrictions Determined by Individual Facilities
- [Schools Subject to CDC](#) and Commonwealth Guidance

Social Restrictions

- Large Gatherings of More Than 250 Prohibited
- Restaurants and Bars Open at 50% Occupancy
- Personal Care Services (including hair salons and barbershops) Open at 50% Occupancy and by Appointment Only
- Indoor Recreation, Health and Wellness Facilities, and Personal Care Services (such as gyms and spas) Open at 50% Occupancy with Appointments Strongly Encouraged
- All Entertainment (such as casinos, theaters, and shopping malls) Open at 50% Occupancy
- Construction Activity May Return to Full Capacity with Continued Implementation of Protocols
- [All businesses must follow CDC](#) and DOH guidance for social distancing and cleaning
- Monitor public health indicators, adjust orders and restrictions as necessary

LOCAL RESOURCES

MEDIA BOROUGH

Safety continues to be our first priority.

We encourage all citizens to stay informed. The Borough has established website pages dedicated to Covid-19 on the Borough website home page. Ongoing updates and information on local initiatives and policies related to the Reopening Plan, and information related to Covid-19 (Programs, resources, and regulatory updates) can be found at this link. <https://mediaborough.com/community/coronavirus-updates>

BOROUGH EVENTS

Until further notice all major public events are cancelled or postponed. This include some of Media's favorites such as Dining Under the Stars and State Street Blues.

Cancelling any event is a difficult decision. Balancing the wellbeing of Media Borough residents and the concerns of our business community has not been an easy task. The Media Borough has been in regular communication with our many partner and community organizations who oversee and sponsor these important cultural and community events and programs. Our decisions are made in concert with state and federal regulations around social distance founded in a premise that we have a responsibility to keep our constituents safe.

YELLOW PHASE REOPENING

The Borough is working with the MBA and area businesses to implement policies permitted under the Yellow Phase to address what is allowed for outside dining and retail.

Those restaurants with outside patio and seating areas will be permitted to open for outside dining providing they follow the state regulations (At least 8 feet between tables, parties limited to 4 persons, sanitizing between seatings).

Sidewalk dining does not comply with the governor's guidelines for spacing between tables, social distance buffers (At least 3 feet of walking space and a 6 ft social distance buffer) since most Media sidewalks are only 10 feet wide.

The best way to stay current about the status of local events and programming is to visit the following sites:

- Media Borough website - <https://www.mediaborough.com>
- Media Borough Facebook Page - <https://www.facebook.com/mediaborough>
- Media Borough Twitter Page - <https://twitter.com/MediaBorough>
- Media Borough Instagram Page – <https://www.instagram.com/media.borough>
- Media Business Authority website – <https://www.mediabusinessauthority.com>

- Media Business Authority Facebook Page - <https://www.facebook.com/MediaBusinessAuthority/>
- Visit Media Web site – <https://visitmediapa.com/>
- Visit Media Facebook Page - <https://www.facebook.com/VisitMediaPa>
- Visit Media Instagram - <https://www.instagram.com/visitmediapa>
- Visit Media Twitter - <https://twitter.com/visitmediapa>

DELCO

Delaware County has also established a section on their website dedicated to information on Covid-19. Information about local resources, testing and regulatory updates can be found here.

<https://www.delcopa.gov/ich/resources/coronavirus.html>

DELCO is also working with the Chester County Department of Health Department to track Covid-19 cases. Information on Delaware County and Media can be found at the link below.

<https://www.chesco.org/4497/Coronavirus-COVID-19-Maps-and-Data>

There is also a new Delaware County "Bringing Back Delco" Task Force. The website is:
<http://www.bringingbackdelco.com/>

BUSINESS IN MEDIA

Borough businesses temporarily closing down stores or dining areas in compliance with the COVID-19 guidelines set by Governor Wolf and Delaware County Council have the full support of Media Borough Council and the Media Business Authority (MBA). The MBA has established an online [gift card marketplace](#) where customers can support local retail and restaurants.

Delaware County, including Media, will be moving into the Yellow Phase of Pennsylvania's Covid-19 Reopening Strategy on June 5. Until further notice, restaurants are allowed to remain open only if they offer curbside pick-up, delivery, and at-door drop-off. Please see the Media Business Authority website which provides other [resources to help small businesses](#).

The Borough is working with the MBA to create a short-term parking program to accommodate changing needs and requirements for retail and restaurants during the Reopening process. This will include areas for takeout and delivery and designated curbside pick-up. The current guidelines are available on page 4 of this document. Please check the Borough and the MBA websites for updated information on these parking policies. All businesses will be provided this information as well.

SIGNAGE FOR BUSINESSES

Safety Flyers for Businesses

The MBA has created flyers for display on your storefronts to let customers know you are practicing safety procedures. The MBA and the Borough ask all businesses to use these flyers so all in Media are speaking with one voice. This will help limit confusion about what is required and expected to enter a place of business. Links to the flyers are below. The MBA also has copies available for pickup.



[Businesses with contactless payment systems](#)



[Businesses without contactless payment systems](#)

State Notices Required for Display

All businesses in the Commonwealth that elect to maintain in-person operations, if permitted to operate under the Orders of the Governor and Secretary of Health, must strictly adhere to the guidance published by the Pennsylvania Department of Health. The Commonwealth has created a notice about safety procedures that must be prominently displayed and signed by the business owner. This notice, COVID-19 SAFETY PROCEDURES FOR BUSINESSES, is available for download in English and Spanish at the Media Business Authority website. <https://www.mediabusinessauthority.com/paguidelinesreopening>

COVID-19 Safety Procedures for Businesses PROTECTING CUSTOMERS AND EMPLOYEES WORKING IN THE COMMONWEALTH

Requirements for Businesses Authorized to Continue In-Person Operations:

Health and Cleaning

- Provide masks for employees to wear at all times.
- Clean and disinfect the building frequently, especially high-touch areas.
- Make sure employees have access to soap and water, hand sanitizer, and disinfectant wipes.
- Tell employees they should notify their supervisor if they are sick and stay home.

Social Distancing

- Prevent large groups from entering or leaving the building at the same time.
- Limit the number of employees in common areas.
- Conduct meetings virtually. For in-person meetings, limit the number of employees to 10 and maintain a distance of six feet.
- Don't allow non-essential visitors.

If there is a COVID-19 exposure in your building

- Establish a plan for employee COVID-19 exposure, that includes building cleaning and notifying affected employees. See COVID-19 Safety Guidance at pa.gov for more details.
- Secure and clean the exposed areas.
- Take each employee's temperature before they enter the building and send home those who have a temperature of 100.4°F or higher.
- Employees should notify their supervisor if they have symptoms and go or stay home.
- Advise sick employees to follow CDC recommended guidance on home isolation.

Additional Safety Guidance for Any Retail Operations at Your Location

- Conduct business with the public by appointment only, when possible.
- Limit the number of people inside the building to no more than 50% of the total maximum occupancy.
- Modify business hours so there is enough time to clean and restock.
- Install shields at check-out areas to separate cashiers and customers.
- Provide delivery or pick-up options and encourage online ordering.
- Designate a specific time for people at high risk to use the business at least once a week.
- Require customers to wear masks or face coverings.
- Limit check-out lanes to every other register and rotate every hour to allow for disinfection.
- Schedule handwashing breaks for employees at least every hour.
- Assign an employee to wipe down carts and handbaskets before the customer uses it.

Questions or Concerns?

Businesses
Contact the Department of Health at 1-877-PA-HEALTH (1-877-724-3258).

Employees or Customers
If you feel unsafe at your workplace relative to COVID-19 concerns, file a complaint with:
• A local health department or law enforcement agency.
• The Occupational Safety and Health Administration at OSHA.gov.
• The PA Department of Health at health.pa.gov.

Remember These Important Steps to Stop the Spread of COVID-19

- Maintain a distance of at least 6 feet from other individuals.
- Wash hands with soap and water for at least 20 seconds as frequently as possible, or use hand sanitizer if soap and water are not available.
- Cover coughs or sneezes with a sleeve or elbow.
- Do not shake hands.
- Regularly clean high-contact surface areas.
- When sick, stay at home.
- Do not gather in groups larger than 10 people.

NOTICE

All businesses in the Commonwealth that elect to maintain in-person operations, if permitted to operate under the Orders of the Governor and Secretary of Health, must strictly adhere to the guidance published by the Pennsylvania Department of Health, and must prominently display this Notice and COVID-19 SAFETY PROCEDURES FOR BUSINESSES at each work location (building or worksite).

In addition, each business must, for each work location (building or worksite), identify a Pandemic Safety Officer to respond to employee and subcontractor questions regarding these requirements. This business's or work site's Pandemic Safety Officer is:

Name _____ Number _____ Email _____

As business owner/operator/site representative, I acknowledge and understand the foregoing, and confirm that my business/worksite will adhere to these requirements, as may be amended by orders of the Governor or Secretary of Health.

Signature _____ Date _____

COVID-19: Procedimientos de seguridad para empresas PROTECCIÓN DE LOS CLIENTES Y EMPLEADOS QUE TRABAJAN EN LA COMUNIDAD

Requisitos para las empresas autorizadas a continuar las operaciones presenciales:

Salud y limpieza

- Proporcione cubrebocas para que los empleados los usen en todo momento.
- Limpie y desinfecte el edificio con frecuencia, especialmente en las zonas de alto contacto.
- Asegúrese de que los empleados tengan acceso a agua y jabón, desinfectante de manos y toallitas desinfectantes.
- Dígalos a los empleados que deben notificar a su supervisor si están enfermos y quedarse en casa.

Distanciamiento social

- Evite que grupos numerosos entren o salgan del edificio al mismo tiempo.
- Limite el número de empleados en las áreas comunes.
- Realice las reuniones de forma virtual. Para las reuniones presenciales, limite el número de empleados a 10 y mantenga una distancia de seis pies.
- No permita visitantes no esenciales.

Si existe exposición al COVID-19 en su edificio

- Establezca un plan para la exposición de los empleados al COVID-19 que incluya la limpieza del edificio y la notificación a los empleados afectados. Consulte la Guía de Seguridad COVID-19 en pa.gov para más información.
- Asegure y limpie las áreas expuestas.
- Tome la temperatura de cada empleado antes de su ingreso al edificio y envíe a casa a los que tienen una temperatura de 100.4°F o más.
- Los empleados deben notificar a su supervisor si tienen síntomas e irse o quedarse en casa.
- Aconseje a los empleados enfermos que sigan las recomendaciones de los CDC sobre el aislamiento en el hogar.

Guía adicional de seguridad para operaciones de venta al menudeo en su local

- Realice negocios con el público sólo con cita previa, cuando sea posible.
- Limite el número de personas dentro del edificio a no más del 50% de la ocupación máxima total.
- Modifique los horarios de trabajo para que haya tiempo suficiente para limpiar y reponer.
- Instale protecciones en las zonas de salida para separar a los clientes de los empleados.
- Proporcione opciones de entrega o recojida y fomente los pedidos en línea.
- Designe un tiempo específico para que las personas de alto riesgo utilicen el negocio al menos una vez a la semana.
- Requiera que los clientes usen cubrebocas o cubiertas para la cara.
- Limite los caminos de salida a cualquier otra caja y rote cada hora para permitir la desinfección.
- Programe descansos para lavarse las manos para los empleados al menos cada hora.
- Asigne a un empleado para que limpie los carros y las cestas antes de que el cliente los use.

¿Preguntas o dudas?

Negocios
Contacte con el Departamento de Salud al 1-877-PA-HEALTH (1-877-724-3258).

Empleados o clientes
Si se siente inseguro en su lugar de trabajo en relación con las preocupaciones de COVID-19, presente una queja ante:
• Un departamento de salud local u organismo policial.
• La Administración de Seguridad y Salud Ocupacional en OSHA.gov.
• El Departamento de Salud de PA en health.pa.gov.

Recuerde estos pasos importantes para detener la propagación del COVID-19

- Mantenga una distancia de al menos 6 pies de otras personas.
- Lave las manos con agua y jabón durante al menos 20 segundos tan frecuentemente como sea posible, o use desinfectante de manos si no se dispone de jabón y agua.
- Cúbrala la tos o los estornudos con la manga o el codo.
- No salude de mano.
- Limpie con frecuencia las superficies de alto contacto.
- Cuando esté enfermo, quélese en casa.
- No se reúna en grupos de más de 10 personas.

AVISO

Todos los negocios del Estado que elijan mantener operaciones presenciales, si se les permite operar bajo las órdenes del Gobernador y la Secretaría de Salud, deben adherirse estrictamente a la guía publicada por el Departamento de Salud de Pennsylvania, y deben exhibir de forma prominente el presente aviso y COVID-19: PROCEDIMIENTOS DE SEGURIDAD PARA EMPRESAS en cada lugar de trabajo (edificio o lugar de trabajo).

Asimismo, cada negocio debe, para cada lugar de trabajo (edificio o lugar de trabajo), identificar a un Oficial de Seguridad contra Pandemias para responder a las preguntas de los empleados y subcontractistas con respecto a estos requisitos. El oficial de seguridad contra pandemias de este negocio o lugar de trabajo es:

Nombre _____ Número _____ Correo electrónico _____

Como propietario/operador/responsable/administrador del negocio, reconozco y entiendo lo anterior, y confirmo que mi negocio/lugar de trabajo se adherirá a estos requisitos, tal como puedan ser enmendados por órdenes del Gobernador o de la Secretaría de Salud.

Firma _____ Fecha _____

[COVID-19 Safety Procedures for Businesses \(English\)](#) [COVID-19 Safety Procedures for Businesses \(Spanish\)](#)

RESOURCES FOR BUSINESSES

CDC & FEDERAL RESOURCES

To assist businesses prepare for reopening, we have provided the following information, tools and links to resources that might be helpful. The information presented includes recommended guidelines and protocols from the CDC and other federal and state agencies.

CDC

The CDC provides ongoing mitigation guidance as well as prevention and support for businesses, employers, and consumers.



[CDC Guidelines for Businesses](#)



[CDC Guidance Documents](#)

Cleaning and Disinfecting Your Business

There is a lot of information in the marketplace about cleaning and HVAC protocols. We have assembled the following information and resources for your consideration and use. The information below comes from the Environmental Protection Agency, the CDC and the American Society of Heating and Air-Conditioning Engineers (ASHAE), considered the foremost expert on HVAC systems.

EPA

The [United States Environmental Protection Agency \(EPA\)](#) has a page with Frequent Questions about Indoor Air and Coronavirus (COVID-19). View all frequent questions related to indoor air and [Coronavirus \(COVID-19\)](#) here: <https://www.epa.gov/coronavirus/frequent-questions-about-indoor-air-and-coronavirus-covid-19>

ASHRAE

The American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) has created an Epidemic Task Force which is providing guidance on mitigating potential health risks during the reopening of buildings closed during the COVID-19 pandemic. ASHRAE has developed proactive guidance to help address coronavirus disease 2019 (COVID-19) concerns with respect to the operation and maintenance of heating, ventilating and air-conditioning systems. [ASHRAE's recommendations](#) for reopening buildings are outlined in the frequently asked questions section of its COVID-19 Resources webpage.

<https://www.ashrae.org/about/news/2020/ashrae-offers-covid-19-building-readiness-reopening-guidance>

Additional guidance for building operations during the COVID-19
<https://www.ashrae.org/technical-resources/resources>

The CDC also offers information and with guidance from the EPA about Indoor Air and Coronavirus (COVID-19). The links are below:

[Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation | CDC](#)

<https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Plain language cleaning and disinfection guidance (for community settings)

CONSIDERATIONS REGARDING REOPENING A BUSINESS IN MEDIA

On May 22, the Wolf Administration announced all counties in Pennsylvania are moving to the “Yellow Phase” of Re-opening on June 5th. The guidelines presented beginning on page 4 of this document allow for some restrictions to be lifted for businesses, but not all.

The Governor has issued warnings to those businesses and communities that defy the Administration’s guidelines. He also indicated that he did not have plans to have the Attorney General intervene, although he did indicate that State Police would be enforcing the guidelines.

We know this shutdown has created considerable hardship, and the phased reopening has created a variety of reactions. We are compelled to caution businesses of the legal consequences of opening outside of the Governor’s guidelines.

We are also compelled to provide helpful resources for consideration:

- The Governor’s threats to revoke licenses and permits are serious. With the Commonwealth [administering over 250 types of professional licenses](#) covering a wide range of industries, employers should absolutely consider consulting an attorney to understand the ramifications of their decisions.
- The Pennsylvania Insurance Commissioner issued a warning on risks and increased liability with non-compliance of business closure orders. You can review that press release [here](#). We encourage employers and businesses to contact their insurance carrier and inquire whether operating under these circumstances could jeopardize their coverage.
- The PA Liquor Control Board issued an update to Advisory Notice No. 26, [here](#), that outlines clarifications. A key point in the advisory is that the Board will only recognize the Governor’s designation of a county, despite any statements local officials may make, and that licensees must continue to adhere to the requirements set forth in the advisory notice or risk citation and/or license suspension.
- PA has prepared flyers to promote COVID-19 Safety Procedures for Businesses. Similar to other required postings (i.e. Workers’ Compensation or OSHA), these postings will be required to be clearly displayed at workplaces, along with publicly posted acknowledgement by the employer that the guidance is being adhered to. Flyers are available in [English](#) and [Spanish](#).
- The MBA has prepared flyers to communicate safety and social distance policies for businesses. The Borough asks all businesses to display these on their storefront, near the entryway. These [flyers](#) will help to limit confusion about what is required.
- The [DELCO website](#) contains many helpful tools and guidance for operations as businesses consider in their pre-planning for their path to re-opening.

We recognize that people may disagree with the Governor’s Guidelines and that some may consider the guidelines to be confusing and/or unfair. But for now, his guidelines are legally enforceable and therefore require us to advise members of our business community accordingly.

PLANNING FOR REOPENING

The following checklists were developed for local businesses to help you plan for reopening. We recognize that some of the social distancing requirements may be confusing, especially for retail and service businesses. Check your occupancy permit for details on occupancy thresholds.

BEFORE YOU OPEN: RETAILERS

Business owners should assess if they are ready to open in a modified posture, while adhering to public health guidance and state and local regulations.

OPERATIONS CHECKLIST

Develop a plan to address the location of business staff, proposed signage about requirements, identify and sign queue spacing for customers, entry and exits and hand-sanitizer stations (if applicable) and pick-up and delivery locations and policies.

- Ensure proper sanitization protocols and supplies are available to:
 - Sanitize pens, payment systems, carts and other devices that come between customers.
 - Provide hand sanitizer in areas of high contact (e.g. at checkout counters).
 - Ensure proper mask and glove use by employees and customers.
 - Allow multiple ways to pay, including mobile applications
 - Prepare and use online ordering systems whenever possible.
- Develop a policy and protocols for pickup and delivery and communicate that to your staff and your customers. This should include identification of designated pickup areas throughout the Borough.
- Speak with your staff to assess who is ready and willing to return and inform them of your plan operations.

ENFORCEMENT CHECKLIST

An enforcement plan should address the following:

- Communications before and during hours of operation, to inform the public and staff of the safety requirements.
- Communications regarding safety requirements for customers both before and during hours of operation, including required state and local signage. (Available for [download here](#)).
- Required signage (state and local) posted in location that is easily visible.
- A method for monitoring and ensuring compliance with safety requirements for employees.
- Proposed enforcement measures should an employee or employer fail to comply with safety requirements; and
- Guidance on how staff should address concerns or potential violations, including with customers, to assure their safety.

CLOSURE PLAN UPDATE

In the event retail operations must modify due to a health incident or state or executive order, the business should be prepared to initiate the following:

- Propose steps to manage the process to close.
- If closure or modified operations is mandated through an executive order, ensure full steps are taken to comply with the order.
- Communicate with employees and customers about the modified operations or closure.

Continue to monitor guidance from the Media Borough [website](#) and the State of Pennsylvania [Plan for PA site](#).

BEFORE YOU OPEN: Restaurants

Restaurant owners/Food Businesses should assess if they are ready to open in a modified posture, while adhering to public health guidance and state regulations.

OPERATIONS CHECKLIST

In developing an operations plan, it should address the following:

Create a plan (and a map/sitemap if possible) that identifies the location of business staff, where required signage is to be posted, queue spacing for customers, seating adjusted to meet social distancing requirements, access to bathrooms, entry and exits for lines and hand-sanitizer stations (if applicable).

- Ensure proper sanitization protocols and supplies to include:
 - Only single-use utensils and condiments.
 - Sanitize all common items in between each table seating.
 - Clean and sanitize all food-contact surfaces every 2 hours.
 - Ensure food-handling staff wear masks and gloves.
- Prepare for online reservation and ordering systems.
- Develop, identify, and communicate locations for curbside pickup.
- Speak with your staff to assess who is ready and willing to return and inform them of your plan operations.

ENFORCEMENT CHECKLIST

An enforcement plan should address the following:

- Communications before and during hours of operation, to inform the public and staff of the safety requirements.
- Communications regarding safety requirements for customers both before and during hours of operation, including required state and local signage. (Available for [download here](#)).
- Required signage (state and local) posted in location that is easily visible.
- A method for monitoring and ensuring compliance with safety requirements for employees.
- Proposed enforcement measures should an employee or employer fail to comply with safety requirements; and
- Guidance on how staff should address concerns or potential violations, including with customers, to assure their safety.

CLOSURE PLAN CHECKLIST

- In the event restaurant operations must modify due to a health incident or executive order, the business should be prepared to initiate a closure plan. The closure plan should address the following:
- Proposed steps to close; If closure or modified operations is mandated through an executive order, ensure full steps are taken to comply with the order.
- Communications to employees and customers about the modified operations or closure.

Continue to monitor guidance from the Media Borough [website](#) and the State of Pennsylvania and the State of Pennsylvania [Plan for PA site](#).

BEFORE YOU OPEN: Commercial Offices & Landlords

Commercial Offices/Landlords should assess if they are ready to open in a modified posture, while adhering to public health guidance and state regulations.

OPERATIONS CHECKLIST

In developing an operations plan, it should address the following:

Create a plan (and a map/sitemap if possible) that identifies the location of business staff, where required signage is to be posted, including in the entryway, and if applicable - queue spacing for customers, spacing in elevators to meet social distancing requirements, access to bathrooms, entry and exits for lines and hand-sanitizer stations.

- Ensure proper sanitization protocols and supplies are available to:
 - Sanitize pens at sign-in areas, furniture in lobby areas, and other surfaces that come between tenants, employees, and customers.
 - Provide hand sanitizer in areas of high contact (e.g. at reception desk, elevator lobbies, parking areas).
 - Ensure proper mask and glove use by employees and visitors.
- Develop a policy and protocols for entry, visitors and deliveries and communicate that to your staff and your tenants.
- Speak with your staff to assess who is ready and willing to return and inform them of your plan operations.

ENFORCEMENT CHECKLIST

An enforcement plan should address the following:

- Communications before and during hours of operation, to inform the public and staff of the safety requirements.
- Communications regarding safety requirements for customers both before and during hours of operation, including required state and local signage. (Available for [download here](#)).
- Required signage (state and local) posted in location that is easily visible.
- A method for monitoring and ensuring compliance with safety requirements for employees and tenants.
- Proposed enforcement measures should an employee or employer fail to comply with safety requirements; and
- Guidance on how staff should address concerns or potential violations, including with other businesses and visitors, to assure their safety.

CLOSURE PLAN CHECKLIST

- In the event that a commercial office or building must modify due to a health incident or executive order, the business should be prepared to initiate a closure plan. The closure plan should address the following:
- Proposed steps to close; If closure or modified operations is mandated through an executive order, ensure full steps are taken to comply with the order.
- Communications to employees, tenants and visitors about the modified operations or closure.

Continue to monitor guidance from the Media Borough [website](#) and the State of Pennsylvania and the State of Pennsylvania [Plan for PA site](#).

PARKING

The Borough is making changes to the current parking program on a short-term basis. These changes are designed in response to the Commonwealth's Phased Reopening plan which impacts how we all do business.

The following changes to the Media Parking Program are intended to support the local retail businesses and restaurants accommodate increased curbside pick-up and delivery protocols. As the Commonwealth moves through the stages of reopening these may change. Updates will be posted on the Borough website, the MBA website and the VisitMediaPA website and respective social media outlets.

YELLOW PHASE

Designated Pick-up Zones will be established on State Street at intersections from Monroe Street to Lemon Street. Parking in these designated zones is limited to 15 minutes.

Takeout and Delivery Parking. Whenever possible restaurants and food businesses will be handling takeout and delivery through their back doors. The restaurants and food businesses will advise you of these locations when you place the order. This information will also be available on their websites (as applicable). If a back entrance is not available, other designated parking will be suggested.

Parking Enforcement has been notified of these changes and will be monitoring parking every day and on weekends from June 5, 2020 until further notice.

GREEN PHASE

To be announced.

ENFORCEMENT

The following is the Borough's plan for enforcement as Pennsylvania Reopens for business. We have outlined the Borough's plan for enforcement during the Yellow Phase. Plans for the Green Phase are still being developed and will be announced once complete.

BUSINESS GUIDELINES

The Governor has issued warnings to those businesses and communities that defy the Administration's guidelines. He also indicated that he did not have plans to have the Attorney General intervene, although he did indicate that State Police would be enforcing the guidelines.

We know this shutdown has create considerable hardship, and the phased reopening has created a variety of reactions. We recognize that people may disagree with the Governor's Guidelines and that they some may consider the guidelines to be confusing and/or unfair. But for now, his guidelines are legally enforceable and therefore require us to advise members of our business community accordingly. A list of the potential legal consequences of opening outside of the Governor's guidelines can be found on page 12 of this document.

PARKING ENFORCEMENT

Enforcement will be by the Media Police Department(MPD) parking enforcement officers. Business owners and residents are encouraged to call 911 about violators.

Green Phase

To be announced.