



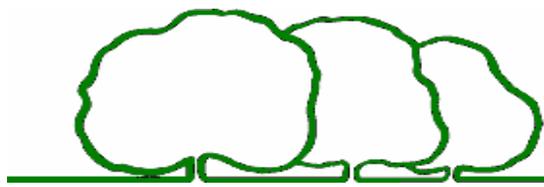
COMMUNITY DEVELOPMENT. DEPT. CODE COMPLAINEE 300 FIRST STREET WOODLAND, CALIFORNIA 95695 (530) 661-5826

Requirements for Essential and Non-Essential Business and Organization Operations

1. Business and Organizations: Essential, Non-Essential - or Both Essential and Non-Essential

A. Essential Business and Organizations:

- Essential Governmental Functions, Performing or accessing essential government services.
- Working for an essential business or organization including for-profit, not-for-profit, and educational entities, and businesses providing food, shelter and social services for economically disadvantaged or needy individuals.
- Blood donation and related activities.
- Grocery stores, certified farmers' markets, produce stands, food banks, and convenience stores.
- Any form of agricultural production and processing, including the cultivation of products for personal consumption or use through farming, ranching, livestock, and fishing, as well as business activities that support production/processing by providing agricultural supplies, including but not limited to, transportation, manufacturing, chemicals, equipment, and services such as cooling, storing, packaging, and distribution of products for wholesale or retail sale.
- Newspapers, television, radio, and other media services.
- Gas stations and auto-supply, auto-repair, and related facilities; laundry services.
- Banks and related financial institutions; post office boxes and mailing/shipping services.
- Hardware store and services related to plumbing, electrical, extermination and those maintaining the safety, sanitation and essential operations of residences or other essential services and activities listed in the order.
- Restaurants and other facilities that prepare and serve food, but only for delivery or carry out.
- Schools and other entities that typically provide free food services may continue to do so on the condition that the food is provided on a pick-up and take-away basis only. Schools and other entities that provide food services under this exemption shall not permit the food to be eaten at the site where it is provided, or at any other gathering site.
- Educational institutions—public and private K-12 schools, colleges, and universities—for purposes of facilitating distance learning or performing essential functions, provided that social distancing is maintained to the greatest extent possible.
- Businesses that supply products for work from home, ship or deliver groceries, food, goods or services directly to residents, or that supply other essential businesses.
- Home-based care and residential facilities for seniors, adults or children.
- Airlines, taxi and other private transportation providers.
- Professional services, such as legal or accounting services. Commercial Cannabis operations.
- Childcare facilities providing services that enable employees exempted in this Order to work in Essential Activities, Essential Governmental Functions, Essential Businesses, or Minimum Basic Operations as permitted. To the extent possible, childcare facilities must operate under the following mandatory conditions: Childcare must be carried out in stable groups of 12 or fewer ("stable" means that the same children are in the same group each day); children shall not change from one group to another; if more than one group of children is cared for at one facility, each group shall be in a separate room. Groups shall not mix with each other; childcare providers shall remain solely with one group of children.



- B. Non-Essential Business and Organizations:** All other businesses and organizations not listed above
- C. Essential and Non-Essential Business and Organizations:** Businesses and organizations that provide both essential and non-essential goods and services in a building, site or other facility that the public must walk or drive by, through or in.
- 2. Requirements for Essential Businesses and Organizations and those that provide both Essential and Non-Essential Goods and Services:**
- **Determination of Essential and Non-Essential:** There is no approval process for providing or receiving essential services, engaging in essential activities, or working for essential businesses and governmental services. However, you may request clarification of whether your business or organization is essential, non-essential or a mix by review of Yolo County's website link <https://www.yolocounty.org/health-human-services/adults/communicable-disease-investigation-and-control/novel-coronavirus-2019/>, by email CDD-Building@cityofwoodland.org or phone 530-661-5826.
 - **Social Distancing Requirements:** Maintain at least six-foot social distancing from other individuals, washing hands with soap and water for at least twenty seconds as frequently as possible or using hand sanitizer, covering coughs or sneezes (into the sleeve or elbow, not hands), regularly cleaning high-touch surfaces, and not shaking hands.
 - **Minimum Basic Business and Organization Operations:** Provided that employees comply with Social Distancing Requirements above, to the extent possible, perform only the minimum necessary activities to maintain the value of the business's inventory, ensure security, process payroll and employee benefits, or for related functions, and the minimum necessary activities to facilitate employees of the business being able to continue to work remotely from their residences.
 - **Essential Business and Organization Travel:** Anyone engaging in required business and organization public and private motor vehicle, train, and air travel must comply with Social Distancing Requirements above.
 - **Business and Organization Workplace Requirements:**
 - Verify that your human resources policies align with California and federal workplace laws. Visit the [Department of Labor](#) and the [Equal Employment Opportunity Commission](#) websites.
 - Implement flexible workplace and leave policies. Ensure that sick leave policies are in place. Protected sick leave can limit the spread of disease in your workplace. Ask employees to stay home when sick.
 - Place posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to your workplace and in high visibility locations.
 - Provide soap, water, and alcohol-based hand rubs in multiple locations and routinely refill.
 - Instruct employees to clean hands often with an alcohol-based hand sanitizer or by washing for at least 20 seconds. Supply tissues and no-touch waste bins and routinely clean commonly touched surfaces.