



MONITORING BUSINESS CAPACITY

Retail stores operating indoors must establish a metering or tracking system for ensuring that the maximum capacity of their facility is not exceeded. Here is an example of such a plan:

Capacity Metering System

1. Our usual capacity is _____.
2. Under the **Regional Stay At Home Order** this has been lowered to ____ individuals inclusive of staff and customers.
3. Our business has _____ entry/exit door for all customers.
4. Today we have ____ staff on duty, allowing us to have up to ____ customers at any time.
5. In order to ensure that we remain at ____ capacity we have undertaken the following measures:
 1. We have clearly posted at our entrance a capacity of _____ customers.
 2. We have social distancing markings on the sidewalk to indicate where people may wait to enter the store when we are at capacity.
 3. At the start of each shift, one employee will be identified as lead for monitoring capacity. They will ensure that they are able to keep a capacity count at all times while performing other functions in the store.
 4. Any time this employee goes on break, they will notify their co-worker of the current number of people in the store and ask the co-worker to take over capacity management until they return.
 5. If the store reaches capacity, the capacity monitor will ask any newly arriving customers to wait in line outside until they are invited in.

The maximum capacity of 35% is for stand-alone grocery stores. A stand-alone grocery store is a store where the “principal business activity is the sale of food.” The maximum capacity of other retail stores is 20%.

