

SAMPLE - Covid-19 Store Safety Plan

This document will serve as the guide for safety policy and practice for management, staff and customers.

We expect that this document will evolve and be amended over time so be sure to refer back as questions arise regarding best practices.

The basis of the policies included here can be found in two primary documents.

- **Getting Back to Work – Operating in Vermont During the COVID-19 Era**
published by: the Lake Champlain Regional Chamber of Commerce
<https://www.vermont.org/chamber/covid-19/getting-back-to-work-operating-in-vermont-during-the-covid-19-era/>

And

- **Protecting the Safety and Health of Workers Coronavirus Disease 2019 (COVID-19)**
published by: The state of Vermont Department of Labor and Vermont Occupational Safety and Health Administration (VOSHA)
https://labor.vermont.gov/sites/labor/files/doc_library/Protecting%20the%20Safety%20and%20Health%20of%20Workers%20VOSHA%20COVID_FINAL%20%2805.04.2020%29.pdf

Before returning or beginning to work at Homeport all employees must have read: Protecting the Safety and Health of Workers Corona-virus Disease 2019 (COVID-19) Using OSHA/CDC Guidance to protect workers as we bring workplaces online.

After reading all employees must fill and print the Certificate that Homeport will keep on file as notice that the document has been read.

Conditions for returning to the workplace:

- Employees exhibiting symptoms related to Covid-19 should not return work and will not be allowed to remain.
- Covid-19 positive individuals or those who have had recent contact with someone who is known to be Covid-19 positive are required to quarantine for 14 days before returning to work.
- Each day before the start of shift all employees will be subject to a health screening including a temperature check.
- Any employee displaying symptoms of COVID-19 or with a temperature of 100.4 or more will be sent home to quarantine and follow up with a healthcare provider for next steps.
- Symptoms include fever, cough, shortness of breath, chills, repeated shaking with chills, muscle pain, headache, sore throat, or a new loss of taste or smell.

Requirements on the job:

- All employees are required to wear face masks at all time while on the sales floor or working with the public.
- When working in back-stock areas or outside in close proximity employees are required to wear masks.
- Employees are required to maintain social distancing of six feet.
- Employees should try to avoid touching their faces.
- Employees must avoid congregating.
- Employees must observe the posted break room occupancy limits.

- Employees planning to remain in the building during lunches and/or breaks must coordinate with other employees to stagger breaks such that break room occupancy limits can be maintained.
- Employees must follow the breakroom protocols posted at the entrance.
- Employees are required to wipe down shared areas prior to leaving. These include but are not limited to lunch room tables and appliance handles, cash registers, pricing equipment, and telephones.
- All work areas must be sanitized 3 times per shift. At the beginning, in the middle and at the end. Employees will be designated this task on a rotating basis each shift.
- Employees are required to wash their hands as they arrive and have been cleared through the health screen and once every (insert your own here. Every hour, every 2 hours.). Employees may use hand sanitizer in between hand washing breaks.
- All employees are expected to follow the guidelines as laid out by the department of health even though they may not be specified in this document.

Modified Cash Register and Checkout Procedures:

- Cashiers may opt to use the Plexiglas shield at registers in lieu of a mask.
 - If more than one employee is behind the shield, employees must wear masks.
- Disposable gloves and liquid sanitizer must be available at the checkout desk at all times.
- Disposable gloves must be worn (insert your own rules here. Should they be changed between customers? Worn for extended periods as PPE for their hands? Are they voluntary?)
- If a transaction requires us to handle a credit card or cash then the cashier must put on a fresh pair of disposable gloves. Apple-pay and tap-chip transactions are preferred as they are completely touch-less.
- Customers will be required to follow Social distancing while in the store. As customers enter the store cashiers are required to remind them of this as part of our regular greeting. Also, if a customer is not wearing a mask we will ask them if

they would like to wear one, which we will provide, as they shop. If they decline we will again remind them of the 6ft social distance rule.

- Only _____ customers will be allowed in line at a time and must be separated by 6ft as indicated on the floor.

General Safety Guidelines and Practices:

- In general, all employees are expected to engage in training, know and practice store policies/guidelines and to stay current with changes as they arise. Changes to these store protocols will be clearly posted in at the clock-in station.
- Please pay attention to customers as they make their way through the store and alert the management team if you feel that they are not observing social distancing guidelines.
- We want the re-opening to be a success so it is important that we do everything we can to protect the health and safety of our customers and colleagues.
- If you have any questions regarding the policies set forth here please address them to our designated Health and Safety Officer: INSERT NAME