

## COVID-19 Employee Safety & Awareness

### Suggested Prevention Plan Language

**Apply the social distancing recommendations to any lines that form inside or outside of the store.** In areas of high-volume traffic, utilize spacing tools for check stands and lines. Put tape on the floor to keep customers adequately spaced. Try to maintain at least 6ft of distance between you and your coworkers, customers, or anyone else you come in contact with. The six feet of distance is intended to protect you from exhaled airborne droplets. By keeping distance between yourself and others, you help prevent the chance of exposure.

**A designated supervisor to oversee sanitation** will be appointed at all times to continuously oversee cleaning and sanitization of commonly touched surfaces and meet the environmental cleaning guidelines set by the [CDC](https://www.cdc.gov). Surfaces such as electronics, doorknobs, faucet handles, counter tops, cash machine keypads, shopping cart handles should be sanitized. The sanitizing solution must be changed at least once every four hours. See [CDC](https://www.cdc.gov) cleaning guidelines for cleaning solutions effective against coronavirus.

**Employees must practice washing their hands thoroughly with soap and warm water** for 20 seconds upon first arriving to work, after using the restroom, before and after eating and frequently throughout the day. Avoid touching your eyes, nose or mouth after washing hands.

**Alcohol based (60%) hand sanitizers** will be provided for use for employees and customers by placing them at convenient/accessible locations in the store. Shopping carts and basket handles will be sanitized – either by making wipes easily accessible to customers or by having employees manage the process and sanitize between each customer use. There is a shortage of sanitizer and wipes and is reserved for the medical industry first. Our company is making every effort to obtain these products as available.

#### **Use your gloves properly.**

Gloves are not recommended by the WA State Dept. of Health unless an employee is performing a task that requires direct contact with ready to eat food. Even if you have gloves on, they still will not protect you if you touch your face while wearing them. Remove your gloves when you go on break and wash your hands after taking them off. Do not wash your gloves. Get a fresh pair of gloves when you return to work and be sure to dispose of your old gloves properly.

**Signs will be prominently displayed in the store** that communicate with customers and staff the steps being taken to minimize the risk of COVID-19.

#### **What to do after your shift is complete.**

Wash your hands before leaving the worksite. Bag clothes worn to work and get them into the washing machine as soon as possible. Handle clothing as though it is contaminated. You may wish to use gloves,

but at the very least wash your hands after getting everything into the laundry. If possible, launder items on hot with a detergent. Wipe down your cell phone and anything else you take to work and touch frequently before you enter your home.

## **Treatment**

### **What to do if you start to feel sick.**

If you feel sick while at work or before a shift, immediately contact your supervisor to let them know. Do not come to work if you feel sick, have a temperature, or are developing a cough. See your doctor and notify your supervisor if your doctor decides to test you for COVID-19. While waiting for your results, stay home and limit contact with others. If the COVID-19 test is positive, share results with your supervisor, so other employees can be notified that may have been exposed (your identity will not be disclosed to staff as having tested positive for COVID-19, only that staff may have been exposed). If you are not tested for COVID-19 but your doctor feels like you may have it, follow instructions on isolating from home and let your supervisor know.

*Prepared jointly by ERNWest & WFIA*