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**Personal Protection Best Practices**

The largest risk of personal exposure is because of people who are sick, coughing and sneezing around you. When someone coughs and sneezes, the spray expelled contains nasal/throat secretions in the form of droplets that could contain the potential virus. The larger droplets can remain airborne for a distance of 6 to 8 feet from the person coughing or sneezing, before it settles on surfaces on or around you. Smaller droplets can remain airborne for up to 3 hours.

Droplet exposure can infect you in several ways, **through your eyes, nose, and mouth.** Once the droplets enter through your eyes or nose, they start to multiple into larger colonies, moving through the sinuses, trachea and finally to the lungs. Any particles containing the virus in the back of your throat, once swallowed, will be killed by the acid in your stomach.

General precautions to protect yourself:

* Follow the Social Distancing guidelines of staying at least 6 feet away from those around you, including friends outside of your home and co-workers.
* If you feel sick with continual coughing, sneezing, runny nose and/or a fever (100.4 degrees or higher), stay home or go home.
* If someone around you coughs or sneezes, turn your head away from the potential spray of droplets, and hold your breath until you are past them.
* If you cough or sneeze even if you are not sick, cover your cough or sneeze with your hands or forearm and immediately wash your hands.
* Continually wash and sanitize your hands, especially if you have to touch your face.
* Most importantly: Do not rub your eyes or scratch around your nostrils. Keep hands off of your face, if possible. If you do, immediately, wash hands.
* It’s become more evident recently that people who have no symptoms, asymptomatic, can spread the virus to others. Wearing a mask can protect those who may be near someone who is infected but asymptomatic. Wearing a mask can also protect the wearer from getting infected through their nose or mouth. Any mask regardless of its design, is better than no protection at all.
* Wearing protection eyewear can protect the wearer from virus droplets entering through the eye
* Exposure of droplets could come from your clothing or surfaces around you. Keep in mind that anything and everything you touch could be a potential source or risk for transfer of the virus.
* While at work, always re-wash your hands when entering your departments to prevent carrying the virus back to your work areas.
* When arriving home at the end of your day:
	+ Immediately wash your hands and then go back and sanitize any surfaces you have touched to enter your home or apartment.
	+ Remove and change clothing and toss into a dryer for up to 10 minutes or wash / dry immediately to kill virus. Place clothing in laundry if you do not plan to wash immediately.
	+ After removing and changing clothing, wash your hands again plus your arms and face before embracing or touching family, friends or pets.
	+ Increase ventilation if possible, to help circulate fresh air
	+ Regularly disinfect high touch point surfaces within the home, especially after going outside of your home or apartment for work, trips to the grocery store or doctor appointments.

**Sanitizing Procedures**

**Sanitizing Considerations**

* Areas where the employee worked will be identified and closed off in preparation to begin our sanitizing procedures
* Other areas such as offices, restrooms, breakrooms, and common areas will also be sanitized focusing especially on frequently touched surfaces
* Markets will be broken down into workable sanitizing zones and employees will be assigned to those areas
* Back of house areas, mezzanines and other areas out of sight of our customers will be sanitized first
* Customer facing areas will be sanitized off-hours preferably if possible
* All areas identified for sanitizing will be concentrated on the 7’ mark and below
* Areas which are not relevant to potential transmission, such as floor, carpets, walls, etc. will not be sanitized

**Sanitizing Crew**

* There may be an opportunity for some employees to support the market in completing our COVID-19 Response Plan and assist with sanitizing procedures.
* We will be asking for employee volunteers to assist with our sanitizing procedures.

**How to Sanitize**

* For sanitizing, we use KayQuat II Sanitizer or bleach solution (see mixing ratio below)
* Prepare a bleach solution by mixing:
	+ 5 tablespoons (1/3rd cup) bleach per gallon of water or
	+ 4 teaspoons bleach per quart of water
* Surfaces are to be sprayed or wiped down with KayQuat II or bleach solution, left wet and then to air dry for at least two minutes

**Personal Protective Equipment (PPE)**

* **Gloves**
	+ Staff will wear disposable gloves compatible with sanitizer
	+ Gloves should be removed carefully to avoid contamination of the wearer and surrounding area.
	+ Be sure to wash hands after removing gloves
* **Protective Eyewear**
	+ Staff will wear protective eyewear because of risk of splash
* **Masks and gowns**
	+ Staff may wear mask and protective gowns but is not required based on sanitizer product being used

**Contingency Plan Option 1: Market Remains Open**

* PIC’s and other leadership will visit each department and notify them of test-positive news and ask them to standby for further instructions
* See **Communicating with Market Employees**
* See **Employees in Close Contact**
* See **Employees Wishing to Leave**
* Implement **Sanitizing Procedures**

**Contingency Plan Option 2: Market Partially Closes**

* Market will start the shutdown process for a few hours
* PIC’s and other leadership will visit each department to notify them of the closure taking place and ask them to standby for further instruction
* PIC’s and others will station at the doors letting customers know what happened (pre-written communication)
* Signs will be posted at the doors (pre-written message)
* See **Communicating with Market Employees**
* See **Employees in Close Contact**
* See **Employees Wishing to Leave**
* Implement **Sanitizing Procedures**

**Contingency Plan Option 3: Market Full Day Closure**

* Market will start the shutdown process for the full day
* PIC’s and other leadership will visit each department to notify them of the closure taking place and ask them to standby for further instruction
* PIC’s and others will station at the doors letting customers know what happened (pre-written communication)
* Signs will be posted at the doors (pre-written message)
* See **Communicating with Market Employees**
* See **Employees in Close Contact**
* See **Employees Wishing to Leave**
* Implement **Sanitizing Procedures**

**Market Practices**

**General Considerations**

1. Communication is critically important to keep all employees informed and updated.
2. Appoint an overall Sanitation Steward to oversee market sanitation practices during peak hour
3. Define peak hours by market depending on customer traffic – at minimum 10am-7pm
4. Sanitation Steward has total store responsibility

**Social Distancing**

1. Implement social distancing of 6 feet in all departments including backrooms and prep areas.
2. Implement social distancing of 6 feet in common employee areas such offices, conference rooms and breakrooms.
3. Implement social distancing measures in the front ends and all other full-service areas by applying floor markers on sales floor.
4. Place social distancing floor markers throughout the market in areas where shopper congestion may occur.
5. Implement one-way aisles on heavily shopped aisles by applying floor markers on sales floor.
6. Implement metering system to limit number of shoppers in the market during peak hours (1 person for every 400 square feet)
7. Suspend all unnecessary staff meetings. Those meeting deemed critical must employee proper social distancing of 6 feet.

**Sanitation Practices**

1. Implement the use of sanitizing checklists by department and area (see checklist)
2. Increase sanitizing practices throughout all customer access areas during hours of operation
3. Increase sanitizing practices throughout all employee common areas throughout the day
4. Implement a thorough end of day sanitizing of employee common areas and customer access areas
5. Setup mobile handwashing stations in front ends, food service areas and produce departments.
6. Setup sanitizing stations throughout the market.

**Entrances**

1. Have an employee at each entrance to sanitize shopping cart / cart handles between each use
2. Place hand sanitizer stations and sanitation wipes at each entrance
3. After market closure, spray down each entire cart with sanitizer and leave to air dry

**Checkout Areas**

1. Discontinue the use of all customer reusable shopping bags
2. Place hand sanitizers at each check stand for customer and staff use
3. Wipe down check stand and fast check surfaces between customers and during idle time
4. Sanitize pay terminal screen and keypads between customers (cover keypads with clear film)
5. Sanitize handbaskets between each use
6. Set-up mobile handwashing stations for staff and customers

**Washington’s reopening Phased Approach**

**PHASE 1**

**Seating Areas**

1. Temporarily close all customer seating areas inside and outside
2. Gather all tables and chairs and stack across the wall

**Sampling / Demonstrations / Tastings**

1. Food demos, tastings and sampling will remain closed
2. Vendor-based demonstration activities will remain on hold
3. Remove all customer sample cups from all areas in the stores, where used
4. Remove all testers from GM/HBC areas

**Food Service Department**

1. Consolidate all food bar packaging to one location and distribute with the dedicated employee requiring customers to use disposable gloves
2. Have a dedicated employee at the food bars while bars are open to monitor by observation and sanitize touch point areas
3. Wash, rinse and sanitize all customer serving utensils every 2 hours
4. Sanitize serving utensil handles after customer usage to maintain cleanliness between the two-hour frequency of utensils being washed, rinsed, sanitized
5. Have disposable gloves available for customers to use at food service bars
6. Have only individually wrapped utensils available for customer use
7. Discontinue use of all food reusable containers and refillable cups
8. Set-up mobile handwashing stations in deli department for customers and staff

**Bakery**

1. Have disposable gloves and tongs available for customers to use for bulk bakery pastries.
2. Turn all Artisan breads so open ends are facing away from customers

**Bulk Foods**

1. Increase sanitation practices to every two hours and increase frequency with usage.
2. With a clean sanitized towel, wipe down bulk bin handles, counter surfaces, spickets on liquid dispensers, tea and spice lids, scales, pens and any other customer contact touch points
3. Discontinue use of reusable food containers and refillable liquid bottles

**Produce**

1. Place additional signage throughout Produce reminding customers to wash produce before consumption
2. Replace and sanitize your salad tongs and any other utensils every hour after performing floor sweep sheet inspections. Pull all tongs and utensils at night to completely sanitize

**Seafood Bins**

1. Increase sanitation practices to every two hours and increase frequency with usage.
2. With a clean sanitized towel, wipe down bulk bin lids, surfaces of the cases, scales and pens
3. With a clean sanitized towel, wipe down any tongs or scoop handles

**Back Areas / Common Spaces / Restrooms**

1. Routine high customer traffic wipe down sanitizing – cooler door handles and other high touch customer traffic surfaces – hourly
2. Increase sanitizing practices of all restrooms to include sinks, baby changing stations, toilet seats, soap and paper towel dispensers and doorknobs
3. Employee breakroom and other high employee traffic surfaces sanitized – 3 times daily
4. During hours of closure perform store wide sanitation process. Sanitize all customer and staff high touch surfaces, common areas, high traffic areas, back of house areas which would include lunchroom and/or breakroom, kitchen areas, office doors knob handles and employee restrooms.

**PHASE 1 - Heightened**

**Reduced Staffing Considerations**

**Bakery**

1. Temporarily discontinue all self-serve bulk pastries, cookies, and candies

**Bulk Foods**

1. Temporarily discontinue self-service bulk foods in dump bins
2. Move all essential items from bins to gravity feed fixtures
3. Prepack other essential bulk items
4. Remove non-essential bulk items off sales floor
5. Continue with a cleaning/sanitizing frequency for gravity feed bin handles and other touch points, every two hours
6. Move to all prepackaged selection

**Food Service**

1. Temporarily discontinue self-service food bars
2. Move to prepacked selections

**Produce**

1. Temporarily discontinue use of salad tongs and other utensils
2. Replace loose leaf salads, mushrooms, and other miscellaneous bulk items with prepackaged selections.

**Seafood**

1. Temporarily discontinue use of scoops or tongs and prepack bulk seafood offerings.
2. Move to all prepackaged selection

**General**

1. Consider reducing market hours and/or department hours
2. Shift labor from demands not experiencing high demand to those that are
3. Implement the hiring of temporary employees

**Food Service**

1. Minimize selection available in food bars to make it easier to monitor
2. Reduce food bar hours of operations
3. Minimize other food offering as needed (market dependent).

**Produce**

1. Reduce the number of offerings between conventional and organic
2. Simplify the order guides
3. Temporarily discontinue self-service produce salads and vegetables requiring use of tongs

**Washington’s reopening Phased Approach**

**PHASE II**

**Sampling / Demonstrations / Tastings**

*Customers will be allowed to sample individual products upon request, prior to purchasing, as long as proper sanitation and handling practices takes place, with the use of a barrier (tong/utensil/tissue)*

1. Food demos, tastings and sampling will remain closed
2. Vendor-based demonstration activities will remain on hold
3. Remove all customer sample cups from all areas in the stores, where used
4. Remove all testers from GM/HBC areas

**Dining Areas**

 *All in-store and outside seating will remain closed at this time*

**Food Service Department**

*Soup, salad, hot food and olive bars will remain closed*

1. Have only individually wrapped utensils available for customer use
2. Continue NOT using all food reusable containers and refillable cups

**Bakery**

*Self-serve pastries, cookies and candies will remain closed*

1. Continue with a cleaning/sanitizing frequency for touch points of every 2 hours
2. Turn all Artisan breads so open ends are facing away from customers

**Bulk Foods**

*Containers requiring tongs and scoops will remain closed*

1. Continue with a cleaning/sanitizing frequency for touch points, every two hours
2. Have signage requesting that customers wear gloves
3. Have disposable gloves available for customers to use
4. Discontinue use of reusable food containers and refillable liquid bottles

**Produce**

1. Place additional signage throughout Produce reminding customers to wash produce before consumption
2. Have disposable gloves available next to unpackaged fresh mushrooms for customers to use
3. Have signage next to fresh mushrooms, requesting that customers wear gloves when selecting unpackaged fresh mushrooms
4. Continue to sanitize consumer touch points throughout department every 2 hours after performing floor sweep sheet inspections.

**Seafood Bins**

*Self-serve seafood products will remain closed*

1. Increase sanitation practices to every 2 hours on retail side of all cases
2. Have disposable gloves available for customers to use, if needed

**If an Employee Does Not Feel Well**

* If an employee calls out, or is sent home, not feeling well, they are to monitor their personal health and if they have a fever, to remain self-quarantined until 72 hours after the fever has gone away.
* Please follow Town and Country’s COVID-Related Employee Absence Guidelines.

**If an Employee Tests Positive for COVID-19**

* The medical provider will notify the affected employee and the local health officials of the Test Positive results.
* The affected employee will notify their Market Director/Market Manager immediately who will then notify our Director of Safety and Loss Prevention (Michael Latham) and Director of Human Resources (Julie Yari).
* The Director of Safety and Loss Prevention and Human Resources will conduct an internal investigation to identify which employees, if any, were in close contact with the affected employees.
* The Director of Safety and Loss Prevention will contact local health officials and epidemiology to review the investigation findings and get their recommendations for how to proceed.
* Emergency Response Team members and the Market Director/Market Manager will be briefed on the investigation findings and the health officials’ recommendations for addressing how to proceed with the Test Positive results.

**Employees in Close Contact**

* The Director of Safety and Loss Prevention and Human Resources will conduct an internal investigation to identify which employees, if any, were in close contact with the affected employees.
* The Director of Safety and Loss Prevention will contact local health officials and epidemiology to review the investigation findings and get their recommendations for how to proceed.

* Emergency Response Team members and the Market Director/Market Manager will be briefed by the Director of Safety and Loss prevention on the investigation findings and the health officials’ recommendations for addressing the Test Positive.
* Employees who were in close contact will meet with Human Resources and the Market Director to discuss their options.
* As of April 22, 2020, the WSDOH, along with the CDC, is now allowing critical workers who were identified as being in close contact with the affected employee may continue to work if without symptoms and with these measures being taken 1) Pre-screen: have temperature and symptom check daily before starting work 2) Regular self-monitoring for symptoms under the employer’s occupational health program 3) Wear a mask: use at all times at work 4) Social distance: maintain 6 feet and social distancing as duties permit 5) Disinfect and clean work spaces.
* It will be left up to the discretion of each Market Director whether to allow the employee to continue to work under the measures outlined above or to place the employee on paid personal leave for the remainder of the 14-day quarantine period. If placed on paid personal leave, the employee will be asked to monitor their own health and immediately report to the Market Director/Market Manager, if they develop any flu like symptoms.

**Communication Plan of a Test Positive**

* An Emergency Response Team (Jim Huffman) member will contact Marketing (Sue Transeaux) with the specifics of the Test Positive incident to prepare the company-wide notification letter.
* Marketing will email draft of the notification letter out to the Emergency Response Team and other key leadership for review and approval.
* An Emergency Response Team member will call the other Market Directors/Market Managers to give them the heads up of the Test Positive and inform them that a notification letter will be released later on that day. At the moment this is not to be shared as we are giving time for the impacted market staff to be informed first.
* The Market Director/Market Manager will assemble their department managers to brief them of the Test Positive (practicing social distancing).
* If it is the market’s first Test Positive, small-group meetings (practicing social distancing) will take place with ALL staff on duty throughout the day. More meetings to follow as needed. Facilitators holding the meetings are asked to follow talking points from the “When an Employee Tests Positive” document provided.
* If it is not the market’s first Test Positive, future results will be handled internally by the Market Director/Market Manager of the impacted market. Small team huddles employing social distancing will occur as needed.
* The company-wide notification letter will be released when it is determined that a substantial number of employees from the impacted market have been communicated with. Preferably before 4 p.m. while there is still leadership on duty.
* An Emergency Response Team member will notify Marketing (Sue Transeaux) when to release the letter after consulting with the Market Director of the impacted market.
* When released, the company-wide notification letter will be sent to all employees through our text alert system and all T&C email accounts.
* Market Directors and Market Managers of markets that were not impacted by the Test Positive are asked to make themselves available to answer any questions from their staff about the incident at the impacted market.
* The company-wide notification letter will not be posted externally on the company website. External communication will be reserved for instances where there is an interruption to market or department operations.
* Employees who are asked by customers if we have had positive cases among our employees may confirm yes but must not reveal the employee’s identity or the department, he/she works in to protect the positive employee’s privacy. Inform the customer that we have stringent practices in place to support staff and customer safety, which can be reviewed on our website. If anyone from the media asks an employee for information, they are to be referred to their Market Director or Market Manager.

**Employees Requesting a Leave of Absence**

* There may be an opportunity for some employees to support the market in completing our COVID-19 Response Plan, however some employees may feel more comfortable in taking a personal leave leaving.
* Employees wishing to take a personal leave out of fear or being in a high-risk category, will be guided by their Market Director and Human Resources following Town and Country’s COVID-19 Related Employee Absence Guidelines.
* If an employee on a personal leave becomes sick and goes to their doctor and tests POSITIVE, that employee is to let their Market Director, or Market Manager know of the test results. Go back and follow the section **Employee COVID Test Positive**.

**Other Things to Mention**

* Explain the circumstances
* Employees being aware of their own health and to report any COVID-19 symptoms
* Share T&C’s Best Practices and information on COVID-19
* Provide employees with information on links to public health organizations
* Importance of following enhanced sanitation procedures
* Mindful of Bias

**COVID-19 Related Employee Absence Guidelines**

In nourishing the quality of life for our employees, we are committed to mitigating the spread of COVID-19 and to assure our employees and customers of our heightened mindfulness around sanitation practices. As a part of that mindfulness, we are asking employees with fever, cough, shortness of breath or general ill-health to go home or stay home. Or employees may voluntarily choose to stay home either to avoid exposure to themselves or to others. These guidelines serve to balance the needs of our employees and the company as fairly as possible.

*These guidelines may be adjusted as we learn more about COVID-19’s impact on employees and the business.*

**Level 1**

**Employee calls out sick or leaves early sick:**

* Follow our usual sick, call-out procedures
* If employee is out more than 3 days, send leave packet and notify HR
* MDs discretion if they will allow employee to use Vacation Pay (after all Sick Pay used)
* *No Doctor’s Note* required to return to work (unless out because of injury or major medical event, e.g., heart attack or surgery) Updated 4/15/20

**Employee calls out sick and mentions “fever”:**

* Share Public Health recommendation to stay home for 72-hours after fever breaks without medication (updated 4/15/20)
* Follow sick, call-out procedures as outlined above
* If employee returns before 72-hours from call-out, please notify HR

**Employee sent home “sick”:**

* If an employee comes to work visibly not well, MD/MM discretion to send them home (and notify not to return to work until Ready for Business)
* Use Kronos pay code “Admin Leave” and comment “Approved by Market Director”
* We will pay for this day
* For any days after, the employee should follow call-out procedures and may use their Sick Pay (or Vacation Pay w/ MD approval)
* If employee continues to return to work while visibly not well, contact HR for next steps

**Employee calls out w/ self-quarantine:**

* Provide leave packet and notify HR
* At this time, we have been placing on “personal leave”
* HR will follow-up for appropriate documentation

**Definition of “Self-Quarantine” (updated 3/24/20):**

* Employee has been advised by a health care provider to self-quarantine because of concerns related to COVID-19, but has not been tested for this
* Employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis
* Employee is caring for an individual who is subject to a quarantine order or has been advised to self-quarantine

**Vacation Extensions:**

* The Use It or Lose It policy has been suspended for those with anniversaries from 3/1 – onwards
* Choice Vacation is still in place and requests for payout must be made before anniversary date
* We will honor the time an employee is on unpaid COVID-related leave as “worked time” for vacation accrual purposes (updated 3/24/20)

**Level 2**

**Employee calls out for childcare reasons:**

* Employee may use Sick Pay
* MDs discretion if they will allow employee to use Vacation Pay (after all Sick Pay used)
* If employee will be out more than 3 days, send leave packet and notify HR

**Employee refusing to work out of fear or high-risk category:**

* We are allowing use of Sick Pay (though it doesn’t qualify under the law)
* MDs should offer alternative positions where not customer-facing
* MDs discretion if they will allow employee to use Vacation Pay (after all Sick Pay used)
* If employee will be out more than 3 days, send leave packet and notify HR
* Employee is NOT eligible for Stand-By pay (unemployment benefit – see below)

**Employee is mandated quarantined (updated 3/24/20):**

* T&C will pay 100% of pay when mandated quarantined by government agency for testing positive or being in close proximity of someone who has tested positive
* This is *Emergency Sick Pay* (paid by T&C)
* Limited to two weeks
* Contact HR to apply

**Employee quarantined for more than 2-weeks or has no paid time off available:**

* Employee may qualify for Stand-By pay (unemployment benefit)
* Waiting period for Stand-By pay has been waived (updated 3/24/20)
* Min benefit is $188/week and Max benefit is $790/week; ESD calculates
* Must have worked 680 hours in the past base year to qualify
* Employee must be able & available to work; doesn’t need to look for other work
* Contact HR to coordinate

**Market closed for quarantine because of positive COVID-19 test (similar to natural disaster):**

* Assuming 1-2 days (if at all)
* Non-quarantined employees may continue to work to help deep clean/maintain market
* Other non-quarantined employees may be transferred to other markets for the day
* Those employees who don’t have an option to work may access *Emergency Sick Pay*
* Contact HR to apply

**Employee Returning from International Travel (updated 3/28/20)**

* Effective March 9, 2020
* T&C asking all employees returning from International Travel to self-quarantine
* This will be paid Admin Leave for up to 2 weeks
* If employee shows symptoms of COVID-19, they cannot return until at least 72-hours after symptom has subsided or self-quarantine period (whichever is longer)
* If employee is out longer than 2 weeks, they may use sick or vacation pay
* If employee no longer has sick or vacation pay, they can apply for Standby benefits (unemployment)
* Contact HR to apply

**Employee Requesting “Intermittent” Leave (updated 4/15/20)**

* Intermittent Leave only allowed under FMLA or WPFML
	+ Medical certification required in both scenarios
	+ WPFML must be approved by ESD
* If employee does not qualify for FMLA/WPFML leave:
	+ Are they restricting their availability? Please follow regular availability process
	+ Are they asking for a schedule change? Please follow schedule change process
* Is employee actually asking for a day-off? Follow regular day-off request process

\*\* *Medical information is Confidential and should NOT be shared with employees. This includes employee names. \*\**

**Level 3 – *details coming soon***

**Market hours reduced (business slow-down):**

* Plan 2-weeks ahead to avoid Secure Scheduling penalties
* If employee has 50% reduction in hours or less, may qualify for Shared Work

**Market hours reduced (government mandate):**

* If employee has 50% reduction in hours or less, may qualify for Shared Work
* Shared Work is another unemployment benefit

**Thermometer Usage Guidelines**

Many of our employees may wonder if they are running a fever, and not have a way of confirming because there is a shortage of thermometers. As another safety precaution for our employees, we are providing a thermometer in each market where an employee can privately take their temperature.

 ***Step 1 Guidelines (optional):***

1. If an employee wishes to check-out a thermometer, they should see the Market Director or Market Manager. When checking out, the employee will be instructed on how to use the thermometer to take a temperature (instruction sheet attached). The thermometer keeper will sanitize thermometer after every use.
2. Designate private area for employee to use thermometer. Have instruction sheet in the room for employee to follow (or give to employee with thermometer if this is first time using it).
3. Employee takes temperature and no need to document.
	1. If 100 degrees or higher, employee will notify thermometer “keeper” and should be sent home with leave request form. Recommend employee to contact their medical provider. Note that employee cannot return until 72-hours (3 days) after symptoms have passed. Notify MD, Mike Latham & HR and HR will follow-up.
	2. If no temperature, employee can return to work and should watch for any other COVID-19 symptoms, such as fever, dry cough and difficulty breathing.
4. If the employee is sent home, they will be paid Admin Leave for the day. The employee may use Sick or Vacation Pay for the other days until they are able to return. HR will coordinate with the employee.
5. Not required to have doctor’s note to return to work, unless tested. HR will manage this.
6. A manager may request an employee go home without taking a temperature if they believe the employee looks unwell and is not ready for business. We would pay them Admin Leave for the day and request that they don’t return until they are ready for business. If they start to show symptoms, we ask that they stay home until 72-hours (3 days) after the symptom has passed without medication.
7. If an employee requests to go home because they are not feeling well, this is a voluntary request and they may use Sick or Vacation Pay. Note that the employee cannot return until 72-hours (3 days) after symptoms have passed.

***Step 2 Guidelines (voluntary):***

1. Thermometers provided to all employees who need one so that they may take their temperatures at home prior to coming to work. If employee has temperature of 100 degrees, they should call-out and market should follow call-out procedures.
2. When employee clocks in, time clock will ask whether the employee took their temperature at home.
	1. If yes, employee will get green light and can proceed to work.
	2. If no, employee will receive message that the thermometer is available in the Office Manager’s office for them to take their temperature. They are clocked in.
3. If an employee wishes to check-out a thermometer, they should see the Market Director or Market Manager. When checking out, the employee will be instructed on how to use the thermometer to take a temperature (instruction sheet attached). The thermometer keeper will sanitize thermometer after every use.
4. Designate private area for employee to use thermometer. Have instruction sheet in the room for employee to follow (or give to employee with thermometer if this is first time using it).
5. Employee takes temperature and no need to document.
	1. If 100 degrees or higher, employee will notify thermometer “keeper” and should be sent home with leave request form. Recommend employee to contact their medical provider. Note that employee cannot return until 72-hours (3 days) after symptoms have passed. Notify MD, Mike Latham & HR and HR will follow-up.
	2. If no temperature, employee can return to work and should watch for any other COVID-19 symptoms, such as fever, dry cough and difficulty breathing.
6. If the employee is sent home, they will be paid Admin Leave for the day. The employee may use Sick or Vacation Pay for the other days until they are able to return. HR will coordinate with the employee.
7. Not required to have doctor’s note to return to work, unless tested. HR will manage this.
8. A manager may request an employee go home without taking a temperature if they believe the employee looks unwell and is not ready for business. We would pay them Admin Leave for the day and request that they don’t return until they are ready for business. If they start to show symptoms, we ask that they stay home until 72-hours (3 days) after the symptom has passed without medication.
9. If an employee requests to go home because they are not feeling well, this is a voluntary request and they may use Sick or Vacation Pay. Note that the employee cannot return until 72-hours (3 days) after symptoms have passed.

***Step 3 Guidelines (mandatory):***

1. After employee clocks in, they will proceed to temperature taking room.
2. Trained employee/provider will take temperature and ask COVID-symptom questions. (Mike L to develop instruction sheet).
	1. Sanitize room before and after temp taken
	2. Temp taker wearing PPE (mask, goggles, gloves)
3. Prior to taking temperature, ask the employee if they have been experiencing any symptoms of COVID-19, such as sore throat, cough or shortness of breath.
	1. If yes, please send home after taking temperature. Provide leave request form. Note that employee cannot return until 72-hours (3 days) after symptoms have passed
	2. If no, continue with taking temperature
	3. DO NOT ASK any questions whether they are in a high-risk group or general health, that will open up our requirement to start the accommodation process
4. Take temperature and document on check-off sheet.
	1. If 100 degrees or higher, please send home with leave request form. Recommend employee to contact their medical provider. Note that employee cannot return until 72-hours (3 days) after symptoms have passed. Notify HR and HR will follow-up
	2. If no temperature, employee can return to work and should watch for any other COVID-19 symptoms, such as fever, dry cough and difficulty breathing.
	3. Check-off Sheet to be turned in to OM to be kept in separate medical (confidential) file. Sheet to be turned into HR at end of each week.
5. If the employee is sent home, they will be paid Admin Leave for the day. The employee may use Sick or Vacation Pay for the other days until they are able to return. HR will coordinate with the employee.
6. Not required to have doctor’s note to return to work, unless tested. HR will manage this.
7. A manager may request an employee go home without taking a temperature if they believe the employee looks unwell and is not ready for business. We would pay them Admin Leave for the day and request that they don’t return until they are ready for business. If they start to show symptoms, we ask that they stay home until 72-hours (3 days) after the symptom has passed without medication.
8. If an employee requests to go home because they are not feeling well, this is a voluntary request and they may use Sick or Vacation Pay. Note that the employee cannot return until 72-hours (3 days) after symptoms have passed.

*Thank you to Mike Latham and Town and Country for supplying this information for WFIA members.*