

COVID-19 Social Distancing Protocol

Signage

- ☑ Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and not shake hands or engage in any unnecessary physical contact.
- ☑ Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

Measures To Protect Employee Health

- ☑ Everyone who can carry out their work duties from home has been directed to do so.
- ☑ All employees have been told not to come to work if sick.
- ☑ Symptom checks are being conducted before employees may enter the workspace.
- ☑ All desks or individual work stations are separated by at least six feet.
- ☑ Break rooms, bathrooms, and other common areas are being disinfected frequently
- ☑ Disinfectant and related supplies are available to all employees
- ☑ Hand sanitizer effective against COVID-19 is available to all employees at the entrance to the building and various locations throughout the office and jobsite(s)
- ☑ Soap and water are available to all employees in the kitchen, bathrooms, and hand-washing stations on jobsites
- ☑ Copies of this Protocol have been distributed to all employees.

Measures To Prevent Crowds From Gathering

- ☑ Limit the number of customers in the office at any one time to allow for customers and employees to easily maintain at least six-foot distance from one another at all times.
- ☑ Post an employee at the door to ensure that the maximum number of customers in the facility set forth above is not exceeded.

Measures To Keep People At Least Six Feet Apart

- ☑ Placing signs outside the office reminding people to be at least six feet apart, including when in line.
- ☑ Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
- ☑ Separate order areas from delivery areas to prevent customers from gathering.
- ☑ All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.

Measures To Prevent Unnecessary Contact

- ☑ Preventing people from self-serving any items that are food-related.
- ☑ Bulk-item food bins are not available for employee self-service use.

Measures To Increase Sanitization

- ☑ Disinfecting wipes that are effective against COVID-19 are available near tools and equipment.
- ☑ Employee(s) assigned to disinfect all tools and equipment regularly
- ☑ Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility or jobsite and anywhere else inside the office or jobsite where people have direct interactions.
- ☑ Disinfecting all payment portals, pens, and styluses after each use.
- ☑ Disinfecting all high-contact surfaces frequently.

You may contact the following person with any questions or comments about this protocol:

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