

November updated

PENINSULA RUNNERS COVID-19 SAFETY PLAN

STAFF

Please follow the guidelines below for your own and our customer's safety!

1. WHAT WE'VE DONE:

- i. Staff Health Checklist declared at every shift
- ii. Face Masks are mandatory for Staff & ALL Customers
- iii. Sneeze Screens with clear plastic have been placed at the Checkout Counter
- iv. Hand Sanitizers & Face Masks are available for staff & customers at the Counter and Front Door
- v. Lysol Disinfecting Spray, Aerosol & Wipes and Rubber Gloves are available for all sanitation needs
- vi. Safety STOP Poster & Safety Checklist posted at the door for customers/deliveries with proper safety guidelines
- vii. Front Door is OPEN as much as possible (weather dependent) – no need to touch handles
- viii. Reduced store occupancy
- ix. Set Fitting areas with Safe Distance taped out on floor
- x. Debit Terminal disinfected for each transaction
- xi. Curbside pickup or Local delivery options available

2. STAFF REQUIREMENTS:

- i. Review Staff Health Checklist before each shift and declare symptoms or known exposures
 - *Any Staff member who cannot make the declaration will not be allowed to enter the workplace, must return home and, complete a BC COVID Self Assessment Tool*
- ii. Always wear a mask when you are unable to maintain physical distancing of 6 feet
 - *Face Shields are not an effective option*
- iii. Avoid touching face and/or mask
- iv. Disinfect between each customer fitting
- v. Wipe down your personal items regularly; cell phone, water bottle, etc

3. STORE GUIDELINES

- i. All Customers must wear a mask and disinfect upon entering store
- ii. No more than 3 customer fittings at once
 - *If a family comes in, then no more than 2 fittings stations*
- iii. Ask extra customers to kindly wait at the door for their turn
- iv. Keep customers within the taped floor areas
- v. Only one customer at the Front Counter at a time
 - *Wait at the fitting bench til the sales counter is available*

4. OPENING PROCEDURES

- i. Before the first customer comes in and AFTER a shift change:
 - *Disinfect the entire Front Counter & Bathroom; mouse, keyboards, debit terminal, printer, stapler, scanners, phones & counter surfaces*
- ii. Spray the green benches with Lysol aerosol
- iii. Wipe down all handles, doorknobs, and railings
- iv. Leave the front door propped open with the cone showing the STOP sign
 - *During cold weather, have the Fan running on Eco setting for airflow*
- v. Leave the Bathroom door propped open to allow for easy hand washing without having to touch handles
- vi. Keep your personal items stored separate from other staff members

5. POINT OF SALE

- i. Disinfect hands prior to starting transaction
- ii. Stand behind Sneeze Screen, even if wearing a mask
- iii. Protect the Debit Terminal
 - *Either use plastic wrap or wipe down gently with fresh paper towel sprayed with disinfectant*
- iv. Wash or disinfect your hands after transaction
- v. If customer showed any signs of illness, including a cough or sneezing, spray & disinfect the areas affected
- vi. Cash is accepted
 - *Gloves can be worn for the transaction*

6. FITTING CUSTOMERS

- i. Always wear a Mask
- ii. Customers must wear a Mask & disinfect upon entering store
- iii. Do NOT serve customers if they exhibit any signs of illness; per Checklist
- iv. Socks must always be worn when trying on shoes
- v. If the customer has an orthotic, the shoes must be sprayed with Lysol before returning to inventory

7. CLOTHING

- i. The change room must be disinfected after each customer, including wall hooks, bench, curtain and any hangers
- ii. Clothing tried on and not purchased must be removed & held for 24 hours before returning to inventory or can be steamed to kill any germs
- iii. Place Items to be held in the Stockroom with a label showing date/time

8. RETURNS

- i. Must be held for 3 days before returning to Inventory
 - *Clothing can be steam cleaned for immediate return to inventory*
 - *Shoes can be sprayed with Lysol for immediate return to inventory*
- ii. Place Returned Items to be held in the Stockroom with a label showing date/time

9. NUTRITIONAL SUPPLEMENTS

- i. Provide customer with a small clear bag to shop with
 - *Do not touch their personal items, which eventually go into their mouth.*
Items can be scanned thru the clear bag

10. WASHROOM

- i. Please spray the washroom after personal use with Lysol spray
- ii. Wash your hands thoroughly
- iii. Use a paper towel to open door after
- iv. Do NOT allow customers to use the Washroom