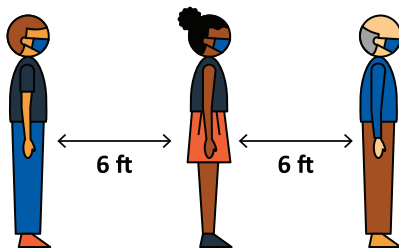


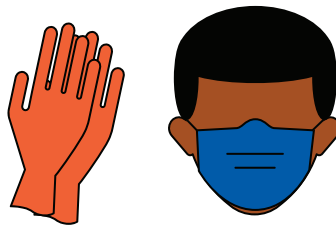
In-Store Retail Checklist

Staff Health and Safety

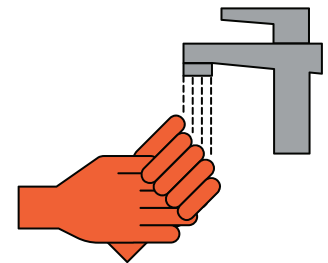
Make sure to provide a safe working environment and educate staff about the signs, symptoms, and risk factors associated with COVID-19 illness, how to prevent the spread of the coronavirus at work; including steps being taken in the workplace to establish social distancing, frequent handwashing, and other precautions.



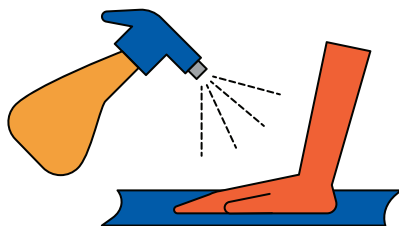
Ensure employees maintain six feet of physical distance. If that's not possible, stagger work schedules or put up barriers between staff.



Provide employees free face coverings and disposable gloves.



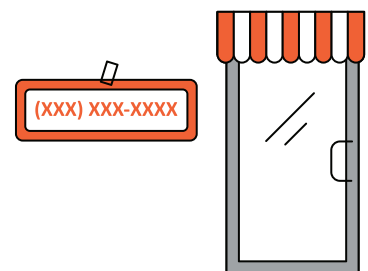
Ensure frequent handwashing.



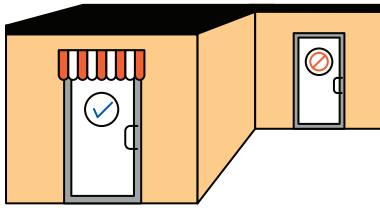
Assign a COVID-19 supervisor for each shift whose sole role is to oversee employee health and safety and ensure proper cleaning, hygiene, and screening protocols are followed.



Screen employees for COVID-19 symptoms as soon as each employee shows up for work. If an employee does show symptoms, send them home immediately and deeply clean all areas/surfaces that employee touched.



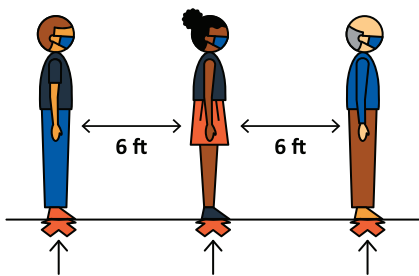
COVID-19 safety information and requirements visibly posted.



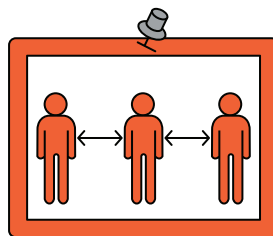
Primary access to the business should be through the front door; restrict access to back doors or other entry points. If the accessible entrance is not through the front door, allow access through the accessible entrance.

Customer Health and Safety

Display up-to-date public health guidance in multiple languages around your establishment. During times of emergencies, accessibility continues to be a civil right. Consider appropriate accommodations for people with disabilities when planning for reopening to clients or customers.



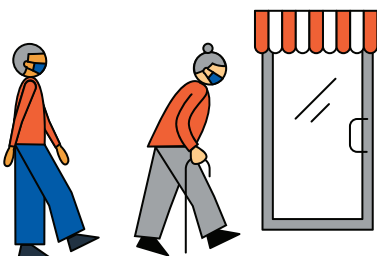
Place six feet distance markers inside and outside of the building if waiting is likely; assign an employee to manage customer traffic.



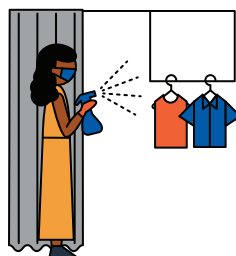
Place signage about social distancing and occupancy requirements throughout the store.



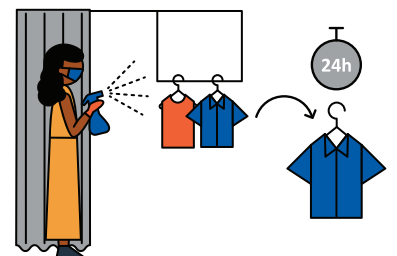
Frequently clean and sanitize high use areas, restrooms, and any equipment used by employees.



If possible, have designated hours for solely high-risk individuals.



Fitting rooms should be cleaned after each use.



Any unpurchased items left in the fitting rooms should be removed and stored for no less than 24 hours before returning to the sales floor.

PHASE 2 IN-STORE RETAIL CHECKLIST



Consider keeping a voluntary log of customers to help facilitate contract tracing. The log should include their name, phone number, and the date they visited the business.

Thanks for your cooperation!