**SAMPLE COVID-19 SAFETY MEASURES**

**Following Covid-19 prevention guidelines:**

* Wear your facemask at all times. Your facemask should only be removed to eat or drink.
* Maintain physical distance of 6 feet or more from others – customers as well as other employees.
* Do not come to work if you are experiencing symptoms of COVID-19
* Follow the policies for suspected or confirmed COVID-19 if you are sick or suspect you have been exposed to COVID-19

**Donning/Doffing a facemask safely:**

* Wash your hands before you put on a mask and before and after you take off a mask.
* Only touch the bands or ties of a mask when taking it on and off.
* Try not to touch the outside of the facemask while you are wearing it.
* When you take off a facemask but plan to reuse it, place it somewhere it isn't going to get moved or touched or risk contamination (especially to the inside of the mask.) You can use a paper bag and loop the band/ties around the paper bag handle. Try and place it so that the outside of the mask doesn't touch the inside of the mask or the ties or bands (don't ball it up or fold it.)

**Touch - free interactions:**

* **Try not to touch items to scan.** You can have customers hold up their items if necessary and scan through plexiglass. If this isn't possible (if it won't scan or you have a bunch of items that would take way too long – *as soon as you are done with the transaction, wipe down your computer, keyboard, mouse, scanner and then wash your hands.*
* **Do not bag items yourself.** Put a bag on the counter that the customer can use to bag items themselves. We prefer that no customers bring their own bags right now, but if they insist on using their own bag, they MUST bag their own items and then *as soon as you are done with the transaction, wipe down the* *counter afterward and wash your hands.*
* **We would prefer that customer pay via credit card.** If they do pay with cash or check - *as soon as you are done with the transaction, wipe down your computer, keyboard, mouse, scanner and then wash your hands.*

**Try to keep a transaction contact-less! If for any reason that is not possible, wipe down your computer, keyboard, mouse, scanner (anything in your work area that you touch) and then WASH YOUR HANDS!**

**Disinfecting items customers have handled:**

* **Plastic/hard items:** wipe down with disinfecting wipes.
* **Soft items:** please just set these items aside for 24 hours before putting them back out.

**Always wash your hands after cleaning items that have been handled by customers!**

**Let us know if we are running low on cleaning supplies or if there are any issues that make cleaning regularly a problem.**