



## COVID-19 WORK REQUIREMENTS FOR EMPLOYEES

**Updated 6-9-20**

### All employees must:

- Wash hands or use hand sanitizer:
  - All Staff: Upon entry to building
  - All Staff: Hourly during your work shift
  - All Staff: After using a shared office supply or tool (ie: work room tools, stapler, hole puncher, writing utensils, printer/copier etc.)
  - All Staff: Immediately after taking off disposable gloves or fabric/cloth work gloves
  - For ReStore: if you are changing work tasks (ie: cashiering & leaving the horseshoe; working receiving & switching to the sales floor etc.)
  - For Office: upon exit of a guest visiting your office
- Wear a mask:
  - Upon entry into the building when you arrive for work
  - While you are working or walking through open spaces such as the kitchen area, walking to the restroom or working in the ReStore or basement
  - When you are within 6 feet of another person
- **\*\*NEW as of 6-9-20\*\*** No fabric/cloth work gloves permitted in the ReStore until further notice
- When you are wearing or using disposable gloves:
  - You must dispose them in the garbage if you are changing work tasks or moving to different work areas (ie: moving or switching from cashiering to merchandising to pick-ups to receiving etc.)
- Maintain physical distancing of 6 feet whenever possible
- Use disinfectant spray or disinfectant wipes to clean Keurig, microwave, refrigerator and counter after individual use
- Use disinfectant spray or disinfectant wipes to clean common spaces after individual use (ie: conference table, shared phones)
- **\*\*NEW as of 6-9-20\*\*** If you are traveling out of state on your free time or during use of PTO, you must report your travel to your manager to determine if you will need to observe a 14-day unpaid self-quarantine prior to returning to work.

### Other changes to the work environment:

- No potlucks or shared food
- Virtual meetings via Google Meet (even when physically here)
- No hand shakes or hugs 😞

---

*By signing and dating below, I acknowledge I have read and understand the above listed work requirements for employees.*

Today's Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Employee Signature: \_\_\_\_\_