

## **COVID 19 Safety Plan: Play It Again Kids**

### **Sales Desk**

- Wipe down tools before taking over from last user. Tools include desk surface, mouse, keyboard, glass barrier.
- Monitor the # of customers in store; MAX 6 at a time. Families may count as 1 provided they stay together at all times.
- Staff should wear masks at all times while on the sales floor.
- Remind customers to hand sanitize upon entry, and they are required to wear masks if over 12 years.
- The counter and debit machine must be wiped after every transaction unless the debit machine was tap used.
- If customer pays in cash, please immediately hand sanitize after handling the cash.
- Provide customer assistance from sales desk where possible; when not possible a mask must be worn when interacting with public.
- Ask people to return unpurchased items to sales desk after trying on; items should then be left until following day before being returned to sales floor.
- Change room glass & walls are to be wiped down after each use.

### **Consignment**

- A mask & gloves should be worn during consignment intake
- Consignment desk should be wiped down before & after intake

### **Cleaning**

- Workers should thoroughly hand wash or hand sanitize upon entering the premises.

- Hand washing or hand sanitizing should occur after each public physical contact or contact with product that the public have touched
- Hand washing or hand sanitizing should occur a minimum of every 2 hours if no public contact.
- The bathroom is to be cleaned every morning prior to open. A wipe down should also occur after every use. Cleaning supplies are at the entrance to the bathroom.
- At the close of business each day the store's touch surfaces are to be wiped down. These are the light switches, glass on front doors, sneeze guard, touch surfaces of product displays and hand rail leading to lower level.
- This process should also occur at 2 other occasions during the day; the times will depend on the volume of customers during the day. The intermittent cleaning can be performed by the associate working on the lower level if the sales associate is too busy.

### **Feeling Sick – Stay Home.**

Symptoms include:

- Fever
- Chills
- Cough
- Sore Throat
- Shortness of Breath
- New muscle aches or headache

If you start to feel sick while at work:

- Go to lower level
- Wash Hands
- Keep wearing mask
- Arrange to go home