



## CORONAVIRUS PREPAREDNESS CHECKLIST

### PLANNING AHEAD

- Ensure that all associates who have symptoms (fever, cough, shortness of breath) are instructed to stay home. If an employee develops any of these symptoms during their shift, they are instructed to go home.
- All Employees are instructed to wash hands before the start of their shift.
- Ensure all entrance and exit doors have hand sanitizing stations available for customers hands and for carriages/hand baskets/handicap carts.
- Ensure all receivers and vendors have sanitizing stations available upon entry/exit.
- All registers must have their own sanitizer available as well as regularly wiping down screens/belts/and pin pads.
- Make sure all Coinstar, ATMs, Bottle Return, and Vending machines are wiped down regularly.
- All Deli, Meat, Bakery, and Kitchen clerks must wear gloves and change them before servicing a new customer.
- All clerks must wipe down all hand contacted surfaces regularly.
- Designated employee areas (breakrooms/counting rooms/time clocks) wiped down regularly.
- All Bathrooms must have soap and paper towels available at all times.
- All self-serve food areas must have Wax Paper sheets or tongs to select items with.
- Protect others from getting sick by blowing nose or coughing into a tissue and disposing it into a closed receptacle then washing hands immediately. Avoid touching your eyes, nose, and mouth with unwashed hands. Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
- Employees preparing food must wash hands between raw and cooked food.