

## BE HEALTHY, BE CLEAN



- Train employees on the social/physical distancing and sanitation protocol.
- Instruct sick employees to stay home. If sick, recommend they consult a doctor if they have COVID 19 symptoms.
- Monitor employees for signs of COVID-19 symptoms before each shift.



- Ensure hands are washed often with soap and warm water for at least 20 seconds.
- Provide a 60% alcohol-based hand sanitizer for employees and customers.
- Provide stocked handwashing and sanitizing stations with water, soap, and paper towels.



- Post signage not to enter the facility if sick with COVID 19 symptoms.
- Ask people to wear face coverings if unable to maintain 6 feet separation.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

## CLEAN AND DISINFECT



- Use EPA registered disinfectant products according to their labels.
- Consider removing customer self service beverages and frequently touched reading materials
- Consider minimizing or eliminating shared equipment and tools, or sanitize touch points between uses



- Train employees on cleaning and disinfecting procedures and protective measures.
- Disinfect high-contact surfaces and touch points frequently (i.e. sale terminals, door handles, counters, dispensers, tools, keys, restrooms, waiting rooms, customer or common (shared) vehicles).



- Offer disinfecting wipes or other disinfection measures.
- Consider use touchless payment systems
- Provide clean and sanitary toilet and handwashing facilities.

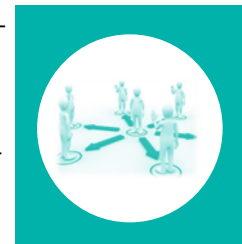
## SOCIAL DISTANCE



- Educate employees and customers on the importance of social distancing via signs at entrances.
- Consider placing tape or other markings 6 feet apart where lines might form.
- Implement foot traffic directional patterns (one way) to enhance safety in higher volume areas.



- Use signage and/or physical barriers (i.e., rope, tape) for 6 foot separation to prevent customers gathering and consider closing waiting rooms.
- Consider use of barriers for customers/employees for 6 foot separation (i.e., plexiglass or easily cleanable material).

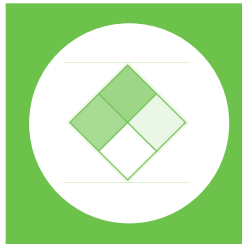


- Designate a foot traffic control monitor, if relevant, to limit the number of congregating customers to allow for customers and employees to maintain 6 feet separation.
- Designate separate order and delivery areas to prevent people from congregating.

## GENERAL OPERATIONS AND MANAGEMENT



- Encourage the use of appointments and online ordering where possible.
- Encourage pick up and drop off services and/or curb side pickup services.



- Maintain hazardous material storage and containment areas clean and free of spills.
- Properly recycle or dispose of hazardous wastes and maintain documentation on site.
- Maintain Hazardous Materials Business Plan current.



- Follow relevant CA laws as it pertains to handling hazardous materials and hazardous wastes.
- Contain and cleanup spills immediately.
- Notify Environmental Health Services immediately of spills that impact the environment.