

# Social Distancing Policy / Procedure

---

## **MAINTAIN SOCIAL DISTANCING IN YOUR STORE**

Note To Store Managers,

As we move forward to implement social distancing as best as we possibly can. Please implement the following in your stores:

- 1.** Hang signs throughout the store about the importance of Social Distancing (See attached)
- 2.** Hang signs near the checkout lane which state "In an effort to maintain social distancing, please stay behind the **TAPED LINE** on the floor (6 feet away) until the customer in front of you has left the checkout area.
- 3. TAPE X MARKS** every 6 feet throughout **THE ENTIRE STORE** so that it is clear to shoppers that we want them to stay 6 feet away from each other and our staff.
- 4. PLACE ONE WAY ARROWS** on the floor in each aisle. We will convert the walk path in the store to **ONE WAY AISLE**.
- 5.** If more shoppers are waiting near the checkout lane than can accommodate social distancing, **YOU MUST** designate **ONE AISLE** as the queue for the checkout lanes. Make announcements, for example, "Shoppers that are ready to checkout, in order to maintain social distancing, should come to **THE BACK OF AISLE 3**. Please tape a line at the front aisle at the floor. Have an associate stay near the front of that aisle and direct people to the open checkout lane.
- 6.** Hang your social distancing signs in all back room and basement areas as well. These rules apply to our associates as well as customers.
- 7.** Hang a sign at your entrance (See Attached sign) that **FAMILY MEMBERS MAY BE RESTRICTED** to one shopper per family if there is too much traffic in the store.
- 8.** If all of the above are in place, and you still can not maintain Social Distancing, then you must reach out to the owner to discuss limiting the number of people in the store at any given time (5 come out, then 5 come in).
- 9.** Keep all Sanitation and Hygiene practices **IN PLACE** as per the other attached memo's. This includes **ONE ASSOCIATE AT ALL TIMES CLEANING THE CHECKOUT LANES, SHOPPING CARTS, AND HAND BASKETS**. There should be someone assigned to do this **AT ALL TIMES MOVING FORWARD**.