

COVID-19 BEST PRACTICES

Sample COVID-19 Preparedness Plan for Cloud Scooters and Snack Shop

Signage:

Signage at each public entrance of the facility to inform all employees and customers that they should:

- Avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another.
- Sneeze and cough into a cloth or tissue or, if not available, into one's elbow; and not shake hands or
- Not engage in any unnecessary physical contact.

Measures to Protect Employee Health:

- We will stagger shifts and employees.
- All employees have been told not to come to work if sick and have signed the employee illness policy to verify training.
- All desks or individual work stations are separated by at least six feet. Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:
 - Break rooms: twice a day
 - Bathrooms: every hour
 - Other: Cash registers: every half hour.
- Disinfectant and related supplies are available to all employees in the janitorial closet.

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Measures to Protect Employee Health: *continued...*

- Hand sanitizer effective against COVID-19 is available to all employees in the break room and at all cash registers.
- Soap and water are available to all employees in the break room and restrooms.
- Copies of this Protocol have been distributed to all employees.

Measures to Maintain Physical Distancing:

- Limit the number of customers in the store at any time to 10 customers, which allows for customers and employees to easily maintain at least six-foot distance from one another.
- Placing signs outside the store reminding people to be at least six feet apart, including when in line.
- Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.
- Separate order areas from delivery areas to prevent customers from gathering.
- All employees have been instructed to maintain at least six feet distance from customers and from each other, except to accept payment.

BUSINESS RESOURCES



**HEALTH
SERVICES**

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Measures to Prevent Unnecessary Contact:

- Preventing people from self-serving any items that are food-related.
- Lids for cups and food-bar type items are provided by staff; not available for customers to grab.
- Not permitting customers to bring their own bags, mugs, or other reusable items from home.
- Sanitizing payment systems regularly, not accepting cash payments.

Measures to Increase Sanitization

- Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and in restrooms.
- Disinfecting all payment portals after each use.
- Disinfecting all high-contact surfaces frequently with bleach (mixed to a concentration of 100ppm).

Deschutes County Environmental Health is available to answer questions as you develop a plan.

- Phone: 541-317-3114
- Email: Countyenvironmentalhealth@deschutes.org

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