

RELAUNCH CONSIDERATIONS

To open your business to the public, you must complete a plan to reduce the risk of transmission of COVID-19 among your staff and customers. The completed template must be posted in your place of business or online within 7 days of the public being able to attend your business.

The following template includes considerations to help guide you as you plan to open your business. This should be completed using Alberta Health's [Workplace Guidance for Business Owners](#), sector-specific guidelines, and any additional requirements your business or industry association provides.

Guidelines:

Distancing Measures

Considerations: *How will you ensure people maintain 2 metres between each other? Do you need to maintain directional traffic flow? Can staff stagger their breaks to limit congregating in break rooms? How will you limit the number of people in your space? Have you considered installing physical barriers (e.g., Plexiglas window or high-walled cubicle) to reduce exposure when 2-metre distancing is hard to maintain?*

Currently, we have a plexiglass window installed on an outdoor facing sliding window. All payments are being processed through this window to keep as many people outside of our clubhouse as possible. We are only allowing guests in Max 2 at a time to look at merchandise if they choose to do so. On the patio there is a staged line up area for guests along with directional arrows. Proshop staff have their shift change and sanitize the work station before the next person takes over.

Cleaning

Considerations: *How will you manage frequent cleaning on high touch surfaces (e.g., bathroom, chairs, door knobs, break rooms)? How will you train and ensure staff keep their work surfaces, order screens, debit machines, cash registers, and equipment clean?*

Bathrooms get sanitized after every use. There is a log to show when it was sanitized. Debit machine is cleaned after every use. Work stations are cleaned before each shift change. This has all been covered in training.

Screening for Symptoms

Considerations: *How will you monitor staff and customers for symptoms of fever, sore throat, cough, runny nose or difficulty breathing? Have you educated your staff to do self-monitoring of symptoms? Have you identified a space where staff members can be separated from others if they develop symptoms while at work? Are you prepared for increases in absenteeism due to illness or isolation requirements? Have you considered absenteeism policies to enable staff members to stay home when ill, in quarantine (self-isolation), or if they are taking care of children or someone who is ill? Are you maintaining a log of staff attendance? What is your response plan for staff who come to work with symptoms?*

Staff are aware of the symptoms of covid. They are asked not to enter work if they have any symptoms. They are advised to go to their car and call health link at 811 if they experience symptoms. We ask employees to work from home if possible due to symptoms. We are able to handle any absenteeism if needed. We have signs up asking people to not enter our business if experiencing symptoms. We have a log (time sheets) of when each employee was present.

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Personal Protective Equipment (PPE) – where distancing measures cannot be maintained

Considerations: How will you promote PPE use (e.g., masks or gloves) when people are unable to be 2 metres apart? If 2 metres cannot be maintained and PPE is necessary, where will your staff obtain it? Will customers require their own PPE such as masks, or will you supply them? How will you inform customers before they enter your business that PPE such as masks are required?

Gloves are required by employees when dealing with customers. Masks are not supplied at this time. We have plexiglass installed to help ensure no infection. Employees must supply their own masks at this time until we acquire some. Customers will be required to use their own PPE. We are only processing payments between a plexiglass window.

Responsibilities

Considerations: Who will be responsible for ensuring staff and customers are following your precautions? Have you updated contact information for staff members so that they can be notified in the event of a known exposure?

Braeden Rogers (General Manager/Superintendent) is responsible for ensuring staff and customers are following precautions. All current contact info is on file.

Owner/Manager: Braeden Rogers

Date: May 21, 2020