

ReStore Relaunch Plan

Distancing Measures

- Reduced business hours to promote physical distancing and give them time to restock shelves.
- Signage is placed at the entrance of the store and in store aisles as a reminder to customers to maintain a 2 metre distance from other customers and staff while shopping.
- Staff are monitoring customer traffic and encouraging everyone to maintain 2 metre distance.
- Directional traffic flow arrows are placed at appropriate aisles.
- The number of customers in the store at one time is limited to the square footage and staffing limits at each location. Signage is posted outside the store to notify customers of the current restrictions.
- Staff have staggered lunch break and the number of seats have been reduced to 2 chairs.
- A divider gate is in place to separate the stores entrance and exit doors.
- Plexiglass barriers and floor marking indicating customers to stay 2 metres apart are in place at each till.
- Social distancing shirts are worn by all staff.

Cleaning

- A hand sanitizer station is placed at the entrance of the store with signage to encourage customers to sanitize their hands prior to entering the store.
- The hand sanitization table is cleaned frequently throughout the day.
- Washrooms are closed to the public.
- Staff washrooms are sanitized midday and at the end of day. The washrooms are stocked with soap, paper towels, toilet paper and plastic lined garbages.
- Offices, lunchrooms and work benches are to be cleaned once a day.
- Touch screens, keyboards, pos scanner and telephone at each tills, are to be sanitized after each employee shift change on tills.
- All shopping carts and baskets are to be sanitized after each use.
- Pinpad and check-out counters are to be sanitized after each customer use.
- Focused cleaning of frequently touched surfaces, such as shelves, appliances, furniture etc.. at least once a day.
- Review risk and precautions when using cleaning material including not mixing different cleaning solutions.

- Wear disposable gloves when handling garbage, remove garbage at the end of each day.
- Do everything possible, under the circumstances, to clean/sanitize the incoming donated product.

Screening for Symptoms

- Workers are to check in with their managers/supervisors when they arrive to work to review how they are feeling.
- Managers are to maintain a daily log indicating that the protocol screening questions were reviewed with staff who have clocked in for their shift.

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

- All tills have plexi barriers to separate staff from customers.
- Plexi face shields are made available for store cashiers.
- Gloves are available to all staff and must be worn when on shift.
- Disposable gloves are to be replaced after each break, at a minimum.
- Staff can supply and wear face masks at their own discretion.
- Customers are not required to wear masks or gloves at this time.
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Responsibilities

- The employer is responsible for updating their staff about the virus and how to minimize the spread.
- We will be following our policy with regards to any absenteeism due to illness or isolation.
- The managers/supervisors are responsible for ensuring that the staff and customers are following store protocols and precautions.

- The managers/supervisors are responsible for posting new protocols, providing re-orientation on the first day back at work and reviewing these during the daily rallies.
- The managers/supervisors are responsible for maintaining adequate stock of PPE, cleaning and sanitation products.
- Staff are to notify their direct manager of any known exposures.
- Managers are to report to their direct supervisor of any known exposures.