

**EMERGING
STRONGER
POST
COVID**

A RETAILER'S
GUIDE TO
REOPENING

**acceo
retail-1**

**HEALTH AND
HYGIENE
CONSIDERATION
CHECKLIST**

PROMOTING AND ADOPTING HEALTHY HABITS.

HEALTH AND HYGIENE CONSIDERATION CHECKLIST

- Educate your store associates - a refresher on the basics, including proper handwashing techniques and other in-store hygiene practices
- Prepare a handbook or talking points for leaders to use that encourage employees to follow recommended hygiene practices
- Regularly encourage employees to practice hygiene recommendations by government agencies through your communication channels
- Post informative signage at time clocks, in break rooms and employee restrooms about the importance of following healthy habits
- Post proper handwashing techniques in employee restrooms and stations
- Monitor and Support Employee Health;
 - Health & safety rules & playbook
 - Protocol, process and safety list for employee temperature checks
 - Encourage employees who feel sick to stay home
 - Consider revising paid time off options to support sick leave
- Have a well-defined protocol for employees who may be ill or who have been exposed
- Send employee messages regularly on proper protocols and expectations
- Implement daily, hourly, or each uses in-store cleaning procedures to enhance your daily sanitation practices, which include;
 - Cash terminals
 - Monitors
 - Hand-held devices
 - Credit card terminals
 - All services areas, service counters, and barriers
 - Door handles
 - Dressing rooms
 - Conveyor belts
 - Restrooms
 - Shelves and displays and any other surfaces
 - If applicable - Assign a dedicated employee to wipe down carts with sanitizer and paper towels in the entrance during store hours
 - Assign extra staff to allow for frequent handwashing rotation for front-end employees
 - Clean and stock bathrooms more frequently
 - Instruct employees to wipe down equipment between every use
- Consider a third-party cleaning company to assist with the increased cleaning demand as needed
- Promote your hygiene initiatives to customers with signage and instore announcements
- Encourage Personal Protective Equipment (PPE)
- Consider providing staff with protective gear – masks, gloves, eyeglasses