

## **Safe Reopening Plans Aztec Store (Imperial Valley Campus)**

***The Aztec Store will not be open this Fall.*** The Associate Director, Campus Stores and the Store Manager are responsible for training employees, implementing all protocols, and placing orders for PPE and cleaning/sanitizing supplies from Dining Services Warehouse.

### **Health and Hygiene**

- Employees and Vendors are required to wear face coverings at all times when on campus
- Physical distancing of at least 6ft should be maintained whenever possible.
- Employees and Vendors will complete a self-evaluation for COVID-19 symptoms before coming to campus: [symptoms of COVID-19](#). Employees and Vendors exhibiting symptoms are to stay home and Employees will also notify Human Resources. Per the temperature check policy, all employees and vendors will have their temperature checked upon arrival to work/facility by the Manager on Duty: [COVID19 Employee Screening Policies and Procedures](#).
- Employees working in the store are limited to need, while all other Aztec Store support personnel will continue to work remotely until further notice.
- Employees are encouraged to wash/sanitize hands frequently throughout their shift.
- Employee breakrooms will be closed and/or tables/chairs will be separated to discourage congregating during breaks. Where possible, outdoor break areas with shade covers and seating will be available throughout the campus to ensure physical distancing.

### **Physical Distancing Protocols**

- Floor markings are present to encourage physical distancing of at least six feet between employees and customers. Areas included are the line queue on the main floor, book information area, outside the store if the maximum capacity is reached.
- All customers will enter and exit through the main doors of the Aztec Store via designated stanchion markers. Should business levels require, the door accessible from the interior of campus will be used for Entrance only. The door to the parking area will be used for exit only. Signs will be posted to direct customers.
- Signs posted outside will inform customers of the protocols to follow while shopping in the Aztec Store.
- Customers are required to wear face coverings while inside the Aztec Store. If they do not have a face covering upon entry, a disposable covering will be offered to wear while in the store. Signage posted throughout the store will remind customers to keep their face covering on and practice social distancing for the entire duration of their time in the Aztec Store. Customers who refuse to wear a face covering will be refused entry and service.
- If customer traffic requires it, a Door Monitor will be stationed at the entrance to manage guest capacity in conjunction with occupancy numbers mentioned below to encourage social distancing. Floor markings on the ground will inform customers where to stand in line to encourage proper social distancing. The Door Monitor will be equipped with disposable face coverings should customers not have their own upon entry.
- The Aztec Store has adjusted the maximum occupancy rules based on the size of the facility and have limited the number of people in the store at one time, using no more than 50% maximum occupancy.

#### Store Capacity- 10

- Plexiglas barriers are at the checkout areas.

#### **Cleaning and Disinfecting Protocols**

- High traffic areas and commonly used surfaces, such as areas of ingress and egress including handrails, door handles and elevator controls will be sanitized every 30 minutes.
- Shared equipment and/or surfaces, including but not limited to Plexiglas barriers, baskets, pallet jacks, ladders, supply carts, door handles, faucets, countertops, telephones, time clocks, payment portals and styluses will be sanitized after each use.
- Surfaces in employee work areas such as but not limited to scanners, countertops, keyboards and registers will be sanitized after each shift and prior to any breaks.
- Hand sanitation stations will be located at the entrance to the Aztec Store as well as other locations throughout the store. Hand sanitizer stations will also be available at time clocks and inside/outside the employee restroom. Hand sanitizer stations will be checked every (4) hours and refilled as necessary. Employees are encouraged to use these frequently throughout their shifts.
- Restrooms will be disinfected frequently. A cleaning schedule will be posted in each restroom.
- A team member will be designated each shift to oversee the implementation of additional sanitization and disinfection procedures.
- All cleaning schedules and maintenance logs will be reviewed and verified by management.
- Weekly inventory checks will be conducted to ensure all PPE supplies are stocked at all times and ordered before supplies run out. Reusable bags are no longer allowed in the Aztec Store.
- All customers who bring personal book bags/backpacks are required to bag their own purchases.
- Items returned to the store will be held for 24 hours. Hard surface items will be wiped down with disinfectant cloth when practical.
- After the Aztec Store closes each night, the contracted professional janitorial company will thoroughly clean all areas of the entire space.
- Fogging will be completed if the need is determined by Aztec Shops with input from the University.