

# Best Practice Covid-19 Daily Sanitation Checklist

## Retail Operations

- Screen all workers before they enter establishment for work using “Covid-19 Daily Worker Health Screening Questions” sheet
- Follow all normal food safety protocols as outlined in the Food Code for your jurisdiction except as eliminated by the items below or conflict with Covid-19 food safety protocols.
- Ensure customers and workers have access to fully stocked handwashing facilities, including those available in public restrooms
- Require workers and customers to wear coverings over their noses and mouths, such as homemade masks, scarves, bandanas, or handkerchiefs
- Give workers sufficient break time to wash hands when needed
- Train all workers on proper handwashing procedures and document training
- Require workers to wash & sanitize their hands between tasks to prevent cross-contamination
- Provide workers and customers access to an alcohol-based hand sanitizer that contains at least 60% alcohol
- Provide disinfecting wipes at all customer entrance points for customers to disinfect carts and baskets, as well as at other appropriate locations
- Ensure that all workers and customers remain at least six feet apart
  - review floor plans
  - create temporary barriers
  - designate aisles as one-way only
  - 6-foot marking of queueing distance
- Close or eliminate self-serve prepared food stations such as salad bars, free samples and tasting stations
- Clean and disinfect frequent touchpoints throughout the day (door handles, railings, ect)
- Close operation to the public for sufficient time each night to allow to be properly sanitized
- Encourage cash transactions to be processed at self-checkout kiosks when possible

### **Workers**

Prohibit workers who are sick from reporting to work and send workers home if they display symptoms of COVID-19 or illness.

Accommodate workers who fall within a vulnerable population by providing lower-exposure work assignments or giving them the option to take an unpaid leave of absence with a return date coinciding with the end of the declared states of emergency.