*Safety Protocols During Covid-19*

Processing / Design

**CLEANING / SANITIZING PROTOCOLS**

Appropriate PPE will be worn by all employees based on their role and responsibilities and in adherence to state or local regulations and guidance.

Practice frequent handwashing.

* Save your resources! Latex gloves are only effective if you are avoiding cross-contamination.

Routinely wipe down all workstation surfaces, multiple times each day with disinfectant wipes or spray.

Routinely wipe down tools and equipment multiple times each day with disinfectant wipes or spray. Don’t forget the cooler door!

No sharing of tools or equipment. This includes knives, shears, buckets, etc. If tools or equipment MUST be shared, they must be sanitized anytime transfer occurs between employees.

**PHYSICAL DISTANCING PROTOCOL**

Vendors/wholesalers must agree to no-contact delivery

Employees must keep a minimum 6’ distance from other employees and customers.

Since many states dictate physical retail locations be closed to customers, showroom space can be repurposed for production space.

Mark the floor with tape to promote safe distance.

Sales

**CLEANING / SANITIZING PROTOCOLS**

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Routinely wipe down all workstation surfaces, multiple times each day with disinfectant wipes or spray.

Routinely wipe down tools and equipment multiple times each day with disinfectant wipes or spray. This includes phones, tablets and keyboards. Don’t forget the cooler door!

No sharing of tools or equipment. If tools or equipment MUST be shared, they must be sanitized anytime transfer occurs between employees.

**PHYSICAL DISTANCING PROTOCOL**

Employees must keep a minimum 6’ distance from other employees and customers.

* Since many states dictate physical retail locations be closed to customers, showroom space can be repurposed for call-center / service space.
* Mark the floor with tape to promote safe distance.

Take advantage of technology with VoIP and remote workstations, enabling some employees to work at home.

Precautions must be taken to ensure customers keep a minimum 6” distance from each other. This can include a designated pick-up area with clear indication of flow-of-traffic.

Consider implementing payment options such as PayPal, Venmo or Zelle.

Delivery

**CLEANING / SANITIZING PROTOCOLS**

Appropriate PPE will be worn by all employees based on their role and responsibilities and in adherence to state or local regulations and guidance.

Masks should be worn from the van to the recipient’s property / drop-off location.

Practice frequent handwashing.

* Save your resources! Latex gloves are only effective if you are avoiding cross-contamination.

Routinely wipe down all workstation surfaces, multiple times each day with disinfectant wipes or spray. In addition to the store, your vehicle is also your workstation! Disinfect those steering wheels and door handles.

Routinely wipe down tools and equipment multiple times each day with disinfectant wipes or spray. This includes phones, tablets and keyboards.

Use hand sanitizer after each delivery to help prevent the spread of germs.

If a delivery vehicle needs to be transferred from one driver to another, it must be properly sanitized.

**PHYSICAL DISTANCING PROTOCOL**

Employees must keep a minimum 6’ distance from other employees and customers.

All deliveries are no-contact deliveries. You may not enter a recipient’s home. If you are delivering to a place of business, follow their safety procedures.

Contact the recipient prior to delivery and let them know a delivery will be left at their door. The driver can wait in vehicle to ensure delivery was received.