

## Keep Employees Safe

### Considerations for Grocery and Convenience Stores

1. Sanitize credit card machine keypad on a regular basis;
2. Maintain social distancing of 6 foot;
3. Post signage that directs customers to stay home if ill, keep social distance, step back from cashiers, leave reusable bags at home, do not bring backpacks into the store, wash your hands more than you think you need to [Click Here](#);
4. Next to check stands install markers or place cones on the floor at 6' intervals and post signage "Keep your Distance" near check stands [Click Here for Photo](#);
5. Provide cashiers with gloves, masks and sanitizing wipes;
6. Install Plexiglass at each cash register to protect cashier [Click Here for Photo](#);
7. When making deliveries, have customers prepay for their order. Drop the order at the door;
8. Some stores are not allowing returns due to possible contamination of product that has left the store. [Click Here](#)
9. Create an in-house essentials store to allow employees to purchase critical items at cost at the end of their shift to reduce their need to go to stores and alleviate stress;
10. Establish a process to communicate the latest information to employees and business partners;
11. Make sure all employees know who they can go to get their questions answered;

### Consider the following Policies for Your Employees:

- **Sick employees and/or family members:** Employers inform and encourage employees to self-monitor for signs and symptoms of COVID-19 and actively encourage sick employees to stay home. Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home following [CDC-recommended steps](#).

- Employees who are well but who have a sick family member at home with suspected or positive COVID-19 should notify their supervisor and follow [CDC recommended precautions](#).
- **Make a plan for positive COVID-19 case:** If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The fellow employees should then self-monitor for symptoms (i.e., fever – check twice a day, cough, or shortness of breath).
  - **See:** What You Should Know About the [ADA, the Rehabilitation Act, and COVID-19](#)
- **Flexible sick leave policies:** Temporarily create flexibility in your policies that are consistent with public health guidance ([CDC recommendations](#)) and communicate to employees.
  - Lift requirement for doctor’s note since medical facilities may be over extended
  - Supervisors monitor the health of employees, and anyone displaying symptoms of fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue should be sent home.
  - If an employee observes others at the facility who are displaying these symptoms, they may confidentially bring it to the attention of the immediate supervisor via email or phone.
- **Families First Corona Virus Response Act:** Within this legislation was a provision which applied to employers with fewer than 500 employees. It provided 80 hours of emergency paid sick leave to full-time employees, and a prorated amount to part-time employees. The provision also included 10 weeks of paid emergency family and medical leave, as well as a refundable payroll tax credit to employers impacted by this legislation.
  - See: COVID-19 [U.S. Labor & Employment Checklist](#) and Fisher Phillips' [summary of the legislation](#)
- **Implement work from home for as many positions as possible**
- **Travel restrictions:** Restrict all business travel and implement a 14-day self-quarantine for anyone who travels during this time.

12. Appreciate your employees for the job they continue to perform!