

COVID-19 General Checklist for LightWeavers Metaphysical Boutique May 26, 2020

This checklist is intended to help implement & plan to prevent the spread of COVID-19 in the workplace. This checklist is a summary and contains shorthand for some parts of the guidance.



Contents of Written Worksite Specific Plan

The person(s) responsible for implementing the plan is Managing Partners Susan Langley & Daye Condon.



Individual Control Measures & Screening

Employees will complete Symptom screening and/or temperature checks before each shift.

Individuals who are sick or exhibiting symptoms of COVID-19 must stay home.

Please use the provided hand sanitizer upon entering the store. Staff shall use hand sanitizer frequently

Disposable gloves are available to workers and customers when required. Please wear gloves when handling products or payment methods or conducting symptom screening.

Cloth face covers must be worn at all times.



Cleaning and Disinfecting Protocols

We will perform a thorough cleaning at close every evening.

We commonly disinfect commonly used surfaces.

We clean and sanitize shared equipment between each use.

Clean touchable surfaces between uses.

We have equipped customer entrances and exits and checkout stations with proper sanitation products, including hand sanitizer, disposable gloves and face masks, and provide personal hand sanitizers to all frontline staff (e.g., cashiers).

We have modified store hours to provide adequate time for cleaning and stocking with physical distancing.

We provide time for workers to implement cleaning practices before and after shifts and have a third-party cleaning company each night.

Use of debit or credit cards by customers is highly encouraged.

Customers should use reusable bags and bag their own purchases and should clean them often.



Physical Distancing Guidelines

There must be at least 6 feet of separation between people at all times

To minimize exposure between cashiers and customers. Where physical distancing cannot be maintained, employees and customers must wear face covers.

There can be no more than 10 individuals in the store at anytime to ensure at least six feet of separation.

We have increased pickup services to allow for call ahead and curbside pickup and increased online ordering capabilities.

