

**UPDATED: January 7, 2022**

**This document is intended to provide general guidelines on social distancing in store during the COVID-19 pandemic.**

## Symptoms of COVID-19

Human coronaviruses are common and are typically associated with mild illnesses, similar to the common cold. Symptoms of COVID-19 include fever, cough, sneezing, and sore throat. If you are displaying any of these symptoms, please speak with your manager about self-isolation protocol.

More severe symptoms may include difficulty breathing, body aches, and fatigue. If you are experiencing any of these symptoms, please call 8-1-1 or go directly to your nearest health facility.

Please refer to BCCDC Covid-19 symptom self-assessment for most current guidance on self-isolation protocol based on symptoms: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>

## Spread of COVID-19

Coronaviruses are most commonly spread from an infected person through:

- respiratory droplets when you cough or sneeze
- close personal contact, such as touching or shaking hands
- touching something with the virus on it, then touching your eyes, nose or mouth before washing your hands

These viruses are not known to spread through ventilation systems or through water.

## Prevention of COVID-19

The best way to prevent the spread of infections is to:

- wash your hands often with soap and water for at least 20 seconds
- avoid touching your eyes, nose or mouth, especially with unwashed hands
- avoid close contact with people who are sick
- when coughing or sneezing:
  - cover your mouth and nose with your arm or tissues to reduce the spread of germs
  - immediately dispose of any tissues you have used into the garbage as soon as possible and wash your hands afterwards
- clean and disinfect frequently touched objects and surfaces, such as toys, electronic devices and doorknobs
- stay home if you are sick to avoid spreading illness to others

## Hand Hygiene

Employees must wash or sanitize their hands at regular intervals throughout the duration of their shift. Hand sanitizer stations have been placed around the store for employee and customer use.

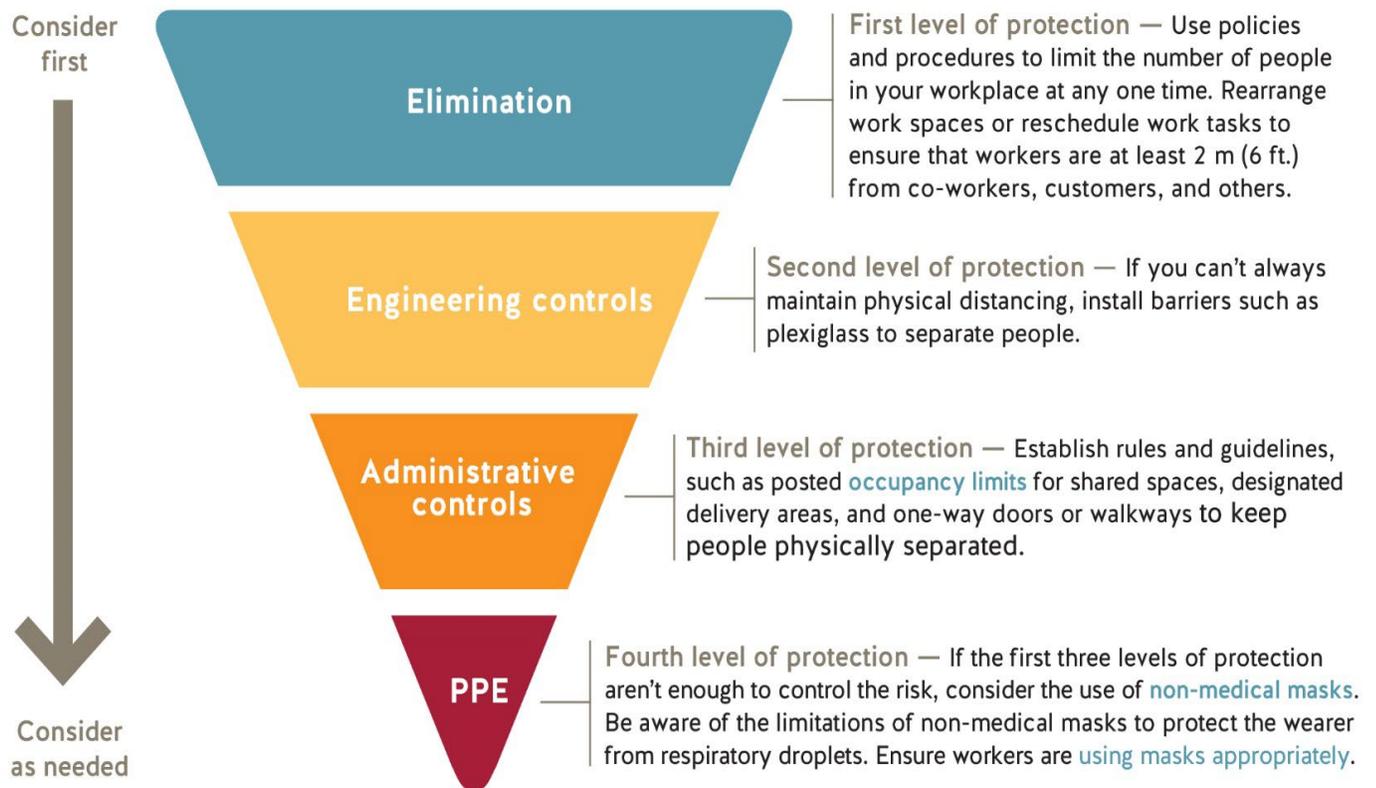
Hand washing signs have been placed in washrooms, break rooms and lunchrooms for staff members and customer reference.

## COVID-19 SAFETY PLAN

This document is intended to provide general guidelines on social distancing in store during the COVID-19 pandemic.

This document should be used in conjunction with any guidance that may have been provided by your provincial Ministry of Health and/or Regulatory body.

Since the onset of Covid-19 we have taken significant measures to ensure the safety of our employees and customers during this pandemic. We have adhered to the guidance of the health and safety professionals and followed the recommended course of action below:



## FIRST LEVEL OF PROTECTION (ELIIMINATION):

We have taken the following measures for maintaining physical distance in our workplaces even with the elimination of capacity limits for essential services (i.e. grocery stores). For example:

In stores:

- a. Ensuring that our aisles and stores remain free of clutter, minimizing displays to allow for the flow of customers throughout our stores.
- b. Allowing only one (1) customer to place their groceries on the belt at a time to encourage safe distances between customers.
- c. Having someone direct traffic at the tills in order to eliminate unnecessary lineups and congestion in the front of the stores.
- d. Eliminating one day sales such as \$1.49 Day and \$5.00 Fridays to allow for more regular shopping occasions.

Head Office / Warehouse:

- e. **Work from home** – Any employees with compromised or weak immune systems were given the opportunity to work from home if feasible. Extra computers and laptops were brought in to make this possible. Our I.T. department performed a review of all administrative staff duties and current remote access capabilities
- f. **Implemented virtual meeting application** through the company to allow more remote meetings and avoid traditional boardroom meetings.
- g. **Visitors** – Visitors must be masked in order to enter our facility. This includes sales reps., couriers, customers, and any other person(s) that request entry into the building
- h. **Elimination** of all company events that involve gatherings of people.
- i. **Training of employees** for such things as the Joint Health & Safety Committee have been moved online to eliminate the need for in-person gatherings.

## SECOND LEVEL OF PROTECTION (ENGINEERING CONTROLS):

In stores:

PHYSICAL DISTANCE MEASURES:

We have implemented the following protocols and signs in our stores to ensure that physical distancing measures take place:

- a. **Floor Markings** – markings were placed on the floor to indicate what 6 feet of separation looks like, especially where the checkout line ups would be expected.
- b. **Floor Arrows** – floor arrows were provided to all locations. These were used to indicate the flow of traffic within the store.

- c. **Plexiglas screens** – these were installed in the bakery, deli, meat & seafood, and sushi departments to provide a barrier between the employee and the customer. A narrow opening allows the employee to place the product on the case for the customer to pick up.
- d. **Plexiglas screens at the tills** – these were installed at every till (front and back) to provide a physical barrier between the cashier and the customer. Cut-outs in the Plexiglas allow for the customer to use the PIN pad and scan their loyalty card.

#### Head Office / Warehouse:

- a. **Occupancy limits** – We have taken measures to limit the number of people who are in shared spaces such as lunchroom (break room), shared offices, boardrooms, and washrooms. In addition, only one (1) person is allowed in the elevator at this time. Eliminated dishes and cutlery from Lunch Rooms and break areas and removed excess seating.
- b. **Employees responsible for cleaning own personal work areas** - Disinfectant provided to workers for this purpose

### THIRD LEVEL OF PROTECTION (ADMINISTRATIVE CONTROLS):

#### In stores, office and warehouse:

#### RULES AND GUIDELINES:

We have implemented the following protocols and practices to ensure that everyone maintains proper social distancing measure:

- a. **Sick policy for Covid-19** –These protocols included:
  - o Anyone with COVID-19-like symptoms such as a sore throat, fever, sneezing, or coughing must first confirm with 811 to determine if they need to self-isolate at home (for a minimum of 5 days if double vaccinated, for a minimum of 10 days if they have only 1 shot or are unvaccinated) from onset of the positive or presumptive positive test. They do not need to obtain a positive test to return to work.
  - o Workers who have travelled internationally. In these cases, they must remain away from the workplace and self-isolate for at least 10 days and get medical clearance from a doctor before being able to return to work
  - o Workers who live in the same household as a confirmed or clinical COVID-19 case who is self-isolating. They do not need to self-isolate and can engage in work activities as long as they are symptom free.
- b. ***UPDATE: AS OF December 31, 2021 all employees must do a 'self-screen' check for Covid-19 prior to starting their shift. This measure is in place until such time as the Public Health Order or restrictions allow us to remove this protocol.***

Workers who have been exposed to anyone confirmed to have COVID-19, or to anyone with possible symptoms of COVID-19, should call Health Link BC at 8-1-1 for an assessment and to determine any necessary next steps.

- c. **Communicate to all team members** – In addition to the notice sent to stores, all employees received a letter in the mail outlining guidelines to follow regarding Covid-19 procedures. In addition, all new employee orientations have been updated to include current Covid-19 protocols and procedures.
- d. **Signage in stores** – Several signs have been put up in our stores, offices, and warehouse to provide additional messaging in regards to Covid-19. Some of the messages are:
  - o Do not enter our store/office/warehouse if you are ill...
  - o Help prevent the spread of Covid-19. (washing hands when sneezing)
  - o Please wash all fruits and vegetables thoroughly before consuming.
  - o Only 1 person on the belt at one time (to promote physical distancing at the till)
  - o Resist touching anything you do not intend to purchase
  - o Limit of one (1) person on the elevator at this time
  - o Please wash your hands after using the restroom
  - o Please wash your hands before you start work
  - o Safe Workspace – We're doing our best to work around you
- e. **Hand sanitizing guidelines** – All employees in store must wash their hands at regular intervals to prevent the spread of Covid-19.
  - o use alcohol-based [hand sanitizer](#) if soap and water are not available
  - o Wash your hands often with soap and water for at least 20 seconds, especially after using the washroom and when preparing food
  - o Avoid touching your eyes, nose, or mouth with unwashed hands.
- f. **Coughing or sneezing** – when coughing or sneezing:
  - o cough or sneeze into a tissue or the bend of your arm, not your hand
  - o dispose of any tissues you have used as soon as possible in a lined waste basket and wash your hands afterwards
  - o avoid touching your eyes, nose, or mouth with unwashed hands
- g. **Increased cleaning protocols (stores, office, and warehouse)** – high contact cleaning schedules have been created put into place in all areas of our business. In stores, cleaning and disinfecting of all high contact areas is required at least once per hour during business hours. In our office and warehouse facilities, high contact cleaning schedules for each floor are done 2 times per day.

High contact areas on the checklist include:

- o all door handles, including all entrance, exit cooler, freezer and container handles, throughout the premises, as well as swing door surfaces
- o all deli or bistro surfaces, including the service counter and prep areas
- o reach in bunker ledges
- o PIN pads, which should be cleaned after each customer, check stands, tops of cash lanes, checkout belts, scanners, till keyboards, and all surfaces at cash areas
- o all shopping cart and basket handles
- o computer keyboards, mice, and areas surrounding workstation surfaces
- o all phones (includes all departments, offices, and warehouse)

- all washroom surfaces
  - all staff room surfaces
  - trash receptacle touch points
  - garbage Compactor Controls
  - cardboard Compactor Controls
  - loading dock controls
  - All equipment being used in the warehouse (I.e. forklifts, pickers) must be cleaned and disinfected before and after your shift.
- h. **Hand sanitizer** is provided for customers at the entrance area to use.
- i. **Separate cleaning supplies** – have been supplied for staff lunchrooms in store, office, and warehouse locations.
- j. **If someone feels ill at work** – Any employee who comes to work but starts to feel ill must contact their immediate supervisor or store manager and notify them. Any and all areas that they may have come in contact with prior to notification must be fully cleaned and disinfected. With any office staff, a detailed list has been provided. *(SEE APPENDIX 3)*
- k. **OFAA (Occupational First-Aid Attendants) protocols for Covid-19** – these have been reviewed and signed off with all first aid attendants. *(SEE WorkSafe BC guide – OFAA protocols during the COVID-19 pandemic for details. This is attached to the back Covid-19 Safety Plan)*

## FOURTH LEVEL OF PROTECTION (P.P.E.):

In stores, office and warehouse:

### 1. UPDATE: AS OF December 3, 2021:

The Public Health Officer has mandated the use of masks for everyone in all public indoor spaces including our head office, warehouse, and all of our stores. All customers will be required to wear a mask prior to entering any of our stores. This will also include any sales reps or service technicians who need to enter the stores or office.

Within the office, all employees will be required to wear their masks at all times unless seated at their workstation or while eating in the lunchroom. All common areas such as hallways, and stairways, will require everyone to wear a mask.

*(SEE APPENDIX 5)*

Protocols were provided to show how to properly put on, take off, and care for the cloth masks.

*(SEE APPENDIX 2)*

1. Enhanced P.P.E. for first aid attendants was provided to increase the level of safety for all occupational first-aid attendants (OFAA's). 2 face shields were provided to each store and to the office/warehouse attendants to wear in addition to 2 - N 95 masks. These shields and N 95 masks are not to be shared. Six (6) disposable masks were also provided to each location for the patient for an extra level of safety.

## APPENDIX 1 – PERK AVENUE / STEP ABOVE PROTOCOLS

**DATE: Updated January 10, 2022**

Under Phase 2 of the B.C. Government’s relaxation guidelines, both our Perk Avenue and Step Above cafés will be allowed to assume operations effective May 19<sup>th</sup> 2021. But, for us to be able to operate, we will have to follow the set of guidelines listed below to ensure safety of both staff and customers, physical distancing requirements are being met, and all disinfecting and hygiene protocols are maintained:

### **1. Maintaining physical distance / barriers:**

- a. Plexiglas shields must be in place in front of the till in order to protect both the employee and the customer. Any store that needs to use the hot case countertop as a pass-through will need to have additional Plexiglas installed in that area. This will be assessed on a store by store basis.
- b. Keep Perk Ave staff in “designated spots” as much as possible (E.g. During breakfast time, you would have one person at the hot case plating the food, one person on the toast station, one person on till taking the orders, one person as a runner for delivering food to the tables, and a person to clear the tables and take the dirty dishes back to the dishwasher) / *Both WCB and VCH is recommending that employees work at least 2 metres apart from one another.*

### **2. Seating requirements:**

- a. Seating allowance for families or groups is 2 – 6 (MAX) people per table. **MAKE SURE CUSTOMERS DO NOT MOVE TABLES / CHAIRS TO ACCOMMODATE LARGER GROUPS.**
- b. **All tables and chairs must be 2m apart.**

### **3. Food preparation and serving:**

- a. **DO NOT** come to work if you are sick. Quality Foods requires anyone with symptoms of Covid-19, such as sore throat, fever, sneezing, or coughing to self-isolate at home for 5 days after confirmation of symptoms. Please follow all Covid-19 protocols.
- b. Washing hands and changing gloves must be done at regular intervals. Any time you change your gloves you must wash your hands as well.
- c. If you need to sneeze or cough, please use a Kleenex or the bend in your arm. Please wash your hands and change your gloves immediately afterwards, before resuming your regular duties.
- d. If tools or equipment must be shared, ensure they are cleaned and disinfected after each user.
- e. When a hospitality pan containing food is running low or is out of food, we must change out both the pan and the utensil, rather than “dumping” new food back into it. Make sure whoever is replenishing the steam table is not mixing new food with old.
- f. Make sure all pastries are wrapped, either individually or on a plate. **DO NOT** grab pastries with your hands, they must be grabbed with tongs and placed on a plate. Also, don’t hand the plate to the customer, place it by the till behind the Plexiglas.

- g. In the event a server must clear tables, they should use wash their hands or use hand sanitizer before resuming their normal duties.
- h. All metal cutlery and plastic coffee lids are to be kept behind the counter).
- i. Please refrain from having anything on the tables at this time. Salt and pepper packets will be made available at the condiment station.
- j. We will need to have a designated dishwasher person. You can't have an employee switch between doing food prep and dishes. Employees who are washing dishes should wear a mask and eye protection *(as recommended by WCB and VCH)*.
- k. If customers ask to take unfinished food with them, provide take-out packaging and allow the customer put the food into the container themselves.

**4. Cleaning & disinfecting:**

- a. You will need to have an additional cleaning / disinfecting schedule to be developed for enhanced cleaning protocols *(both WCB and VIHA will be looking to see this)*.
- b. Make sure to have separate cleaning supplies for food prep areas and customer seating area. Use approved Diversey cleaning chemicals to clean and disinfect.
- c. Tables and chairs will need to be cleaned and disinfected after EVERY customers.
- d. All high touch areas such as pin pads, tray rails, counters etc. will need increased cleaning and disinfecting. **PIN pads and counter at the tills must be disinfected at regular intervals.**
- e. Have sanitizer available to both customers and staff. Provide hand sanitizer for customers both entering and exiting the café area.

**5. Additional signage for customers:**

- a. **“Customers MUST sanitize their hands before proceeding into the restaurant”** signs.
- b. **“Please leave your dishes on the table. We will take care of them as we clean the table for the next customer.”** Customers will be encouraged to leave their tables and exit to allow for proper traffic flow.
- c. Designated entrance and exit for customers – this way customers and staff will not cross paths.
- d. Ensure that bathroom signage is present in all Perk Avenue and Step Above café's (**“Please wash your hands after leaving the restroom”**).

## APPENDIX 2 – HOW TO PUT ON A FACE MASK

### REFERENCE FOR CLOTH TYPE MASKS/FACE COVERINGS

#### 1. Proper Use of Cloth Coverings

The CDC (Centre for Disease Control) recommends the following for proper use of face coverings:

- fit snugly but comfortably against both sides of the face
- Completely covers nose and mouth
- Secured with ties or ear loops to minimize movement
- allow for breathing without restriction

#### 2. How to put on a face mask:

- Clean your hands with soap and water or hand sanitizer before touching the mask. Follow the instructions below for the type of mask you are using.
  - Face Mask with Ear loops: Hold the mask by the ear loops. Place a loop around each ear.
  - Face Mask with Ties: Bring the mask to your nose level and place the ties over the crown of your head and secure with a bow.
  - Face Mask with Bands: Hold the mask in your hand with the nosepiece or top of the mask at fingertips, allowing the headbands to hang freely below hands. Bring the mask to your nose level and pull the top strap over your head so that it rests over the crown of your head. Pull the bottom strap over your head so that it rests at the nape of your neck.
  - If using a face mask with ties: Then take the bottom ties, one in each hand, and secure with a bow at the nape of your neck.
- Pull the bottom of the mask over your mouth and chin.
- Once the mask is secured to your face **DO NOT TOUCH YOUR FACE OR ADJUST THE MASK!** If you do, you **MUST** wash your hands for 20 seconds with soap and water before touching anything else.

#### 3. How to remove a face mask

- Clean your hands with soap and water or hand sanitizer before touching the mask. Avoid touching the front of the mask. The front of the mask may be contaminated. Only touch the ear loops/ties/band. Follow the instructions below for the type of mask you are using.
- Before removing the mask or touching ear loops/ties/bands, bend forward slightly at the waist so the mask is away from your body and clothing.
  - Face Mask with Ear loops: Hold both of the ear loops and gently lift and remove the mask.
  - Face Mask with Ties: Untie the bottom bow first then untie the top bow and pull the mask away from you as the ties are loosened.
  - Face Mask with Bands: Lift the bottom strap over your head first then pull the top strap over your head.
- **DO NOT SHAKE THE MASK.** Any Covid-19 particles on the mask may be distributed into the air, on to your clothes or other hard surfaces and may become a source of contamination.

#### **4. Required Cleaning and Sanitation of Cloth Coverings**

Cloth coverings are designed to capture droplets expelled when breathing. These droplets deposit and accumulate on the cloth fabrics while in use. It is critical that these soils be removed on a daily basis to maintain the covering efficiency, and prevent the accumulation of microorganisms on the cloth.

##### **A. Machine Washing (Recommended)**

- Use hot water setting on machine
- Use laundry detergent that DOES NOT contain fabric softeners.
- Add an extra rinse cycle as needed.
- Air dry or machine dry on a warm cycle. If machine drying, consider using a mesh bag to prevent damage to elastics or ties.

##### **B. Hand wash**

- Use very hot water (>180°F) and ordinary dish washing soap (not lotion/moisturizing soaps).
- Immerse the face covering(s) fully in the water and detergent solution.
- If heavily soiled, add an oxygen cleaner (i.e. Oxyclean) according to the package instructions.
- Agitate, soak, rinse very well in plenty of water. Squeeze well. Let air dry.

##### **C. Sanitizing during use**

In between short term uses or if washing a covering is not an option:

- Spray the covering (both inside and out) with either 60% ethyl alcohol, or 70% Isopropanol/isopropyl alcohol.
- Make sure all surfaces are damp
- Allow to air dry before reusing

## APPENDIX 3 – WORKSPACE CLEANING AFTER EMPLOYEE ABSENCE

### Objective

- When an employee is off due to possible illness their work areas must be immediately cleaned using a disinfectant proven to kill the Corona virus.
- Containing any possible exposure to other employees and to allow safe access to the employee's workspace.
- Completing and logging this demonstrates that we have done our due diligence to protect the health and safety of our team members.

### Instructions:

- a. Use this checklist to confirm all disinfecting activities have been completed as soon as we are notified that an employee will not be reporting to work
  - b. Initial in the DONE spaces to confirm complete
2. Sign it and file this form in the Office Lead's binder
  3. **Best Solution for this job is 1:3 -- distilled water to alcohol solution.**

**\*\*REMINDER: Frequent Handwashing and avoidance of touching the face are the best measures of prevention.**

**PLEASE WASH HANDS BEFORE PUTTING GLOVES ON TO CLEAN AND AFTER CLEANING IS COMPLETED.**

Employee Workspace that was cleaned: \_\_\_\_\_

- Monitors
- Keyboard and Mouse
- Phone
- All other desktop items (such as pens, clips, stapler, etc.)
- Drawer
- Loose Drawer items (everything other than paper and cloth items)
- Chair (other than fabric)
- Filing drawers
- All shared items
- The desktop itself
- All locations where the employee has worked in the previous 2 days

NAME (please print): \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

## APPENDIX 4– COVID-19 BULK FOOD POLICIES / SELF SERVE PRODUCTS

### **RE: BULK FOODS / SELF SERVE – COVID-19 POLICIES AND PROCEDURES**

#### **BULK FOODS:**

1. Signage at each end of the bulk section and one in the middle stating,
  - a. **“ALL CUSTOMERS MUST SANITIZE THEIR HANDS BEFORE TOUCHING THE BULK BIN HANDLES.”**
  - b. Additional signage / message, **“PLEASE MAINTAIN 2M DISTANCE FROM OTHER SHOPPERS AND EMPLOYEES””**.
2. Hand sanitizer must be placed at each end of the bulk food section and one in the middle. Signs must be above each sanitizer bottle.
3. All handles, pens, and other high-touch areas will be added to your Covid-19 cleaning protocols.

#### **BULK COFFEE:**

1. Signage for the customer stating, **“ALL CUSTOMERS MUST SANITIZE THEIR HANDS BEFORE TOUCHING THE BULK BIN HANDLES.”**
2. Hand sanitizer must be present at the bulk coffee section for customers to use.
3. All handles and other high-touch areas will be added to your Covid-19 cleaning protocols.

#### **BULK MIXED CANDIES:**

1. Signage for the customer stating, **“ALL CUSTOMERS MUST SANITIZE THEIR HANDS BEFORE HANDLING ANY PRODUCT.”**
2. Hand sanitizer must be present at the bulk candy section for customers to use.

## APPENDIX 5 – BC PUBLIC SERVICE MASK ORDER (Dec 29, 2021)

The Provincial Health Officer (PHO) issued an updated order for face coverings on December 3, 2021. The order requires masks or other appropriate face coverings to be worn in indoor public spaces in all areas of the province. The PHO also recently updated the age for wearing a mask. Anyone five years and over must wear a mask or face covering in indoor public spaces. The order has no expiry date. Due to the Omicron variant the Public Service requires all staff to wear a mask in all areas of the workplace when two metres of physical distancing cannot be maintained from another person and there is not a physical barrier in place to prevent the transmission of COVID-19. This includes but is not limited to:

- Elevators
- Lobbies
- Hallways and corridors
- Stairwells
- Staff or public bathrooms
- Kitchens, lunch rooms and break rooms
- Meeting rooms
- File rooms
- Photo copier and mail room areas
- Leading Workplace Strategies space, etc.

Staff do not have to wear a mask while seated at their workstation (office, cubical or LWS space) if they are 2 metres from others or they are separated by a barrier such as Plexiglas or a cubicle divider. Mask use applies to all workplaces in any area of the province.

### Mask use in Staff Areas of the Workplace FAQs

#### Do staff have to wear a mask in a cubicle or office?

Once a worker is at their desk, they are not required to wear a mask if two metres of physical distance can be maintained from other staff working nearby, or if there is a barrier between desks which are less than two metres apart.

#### Do staff have to wear a mask in open work areas or Leading Workplace Strategies (LWS) areas?

Workplaces should have completed the COVID-19 Workplace Assessment Tool for any open areas or LWS areas. Staff are not required to wear a mask while working at a desk in these areas if two metres of distance can be maintained from other staff working at desks nearby, or if there is a barrier. Staff must wear a mask while transiting through open work areas or LWS areas until they are situated at their desk or workstation.

#### Do staff have to wear a mask in meeting and board rooms?

Staff must wear a mask while transiting to a meeting or board room and during the meeting. Reinstate occupancy limits for meeting rooms from your workplace's COVID-19 Workplace Assessment Tool.

[When do staff have to wear a mask in lunch or break rooms?](#)

Staff must wear a mask while transiting to a lunch or break room, while preparing food or beverages, and while cleaning up. Staff are not required to wear masks when seated and eating. Physical distancing must be maintained in the lunch or break room when masks are not being worn, and occupancy limits must be followed.

[What about areas like photocopy or file rooms?](#)

Staff must wear a mask while transiting to these areas and wear a mask while working in these areas.

[Client service at a counter or wicket](#)

Staff do not need to wear masks if they are separated from the client by a barrier *and* they are 2 meters from other staff. Where employees are not two metres apart from each other in a client service area, they must be separated by a barrier or *both* must wear a mask.

## APPENDIX 6– COVID-19 GUIDANCE FOR MASKLESS STORE EMPLOYEES (Port Alberni store only)

**DATE: EFFECTIVE: APRIL 27, 2021**

In response to the WorkSafe BC Inspection Report: IR202115497104A from April 16, 2021, provisions have been made for two (2) employees who work as cashiers that have been medically exempt from wearing either a face mask or a face shield as has been otherwise required by Public Health Orders, since the pandemic began.

The protocols that are strictly followed for the aforementioned employees include:

1. When entering the store for their shift they must stay a minimum of 2 metres from all customers and employees at all times.
2. They must complete the Covid-19 pre-screen self-test and sign off before the start of every shift (effective for all employees as of November 20, 2020).
3. When working they must stay in their designated area(s). In this case, they must remain at their tills behind the Plexiglas shields. They are not allowed to go and assist other cashiers (i.e. bagging groceries, clearing buggies, or directing traffic at the front).
4. If they are relieving another cashier for break or end of their shift, they must allow a minimum of 2 metres to allow the other cashier to exit the till area before they enter.
5. When they are leaving their till for either a break or at the end of their shift, they must make sure that the person replacing them is at least 2 metres back to allow them to exit the till area.
6. While they are walking through the store for any reason (i.e. going on a break, end of shift) they are to maintain at least a 2 metre distance between themselves and staff or customers.
7. When they are on a break they must make sure to sit a minimum of 2 metres from other staff members. All other staff members in the break area must remain seated while the two (2) exempt employees move within the area.

These measures will be in effect in the Port Alberni store until such time as all Covid-19 restrictions have been lifted.