

SAFETY CHECKLIST FOR GROCERY STORES IN WASHINGTON STATE

Coronavirus is a serious workplace health hazard. All employers have a responsibility to provide a workplace free of safety and health hazards. If your employer is not complying with any part of this grocery store safety checklist, contact your Union Rep or file a safety report with UFCW 21 at safetyreport@ufcw21.org.

SIGNAGE

- Conspicuous signage at entrances and throughout the store with occupancy limits, policy on face coverings, six-foot physical distancing guidelines, and instructing customers to stay home if they are experiencing symptoms of COVID-19
- 6-foot distance markers in checkout lines and other high-traffic areas to maintain 6 feet of physical distancing

PHYSICAL DISTANCING & BARRIERS

- 6-foot physical distance is maintained and enforced between all workers and all customers in all interactions at all times
 - Where strict 6-foot distancing is not feasible for a specific task, physical barriers (e.g., plexiglass shields) and other measures like limiting staff or customers in an area, or staggering break times and work times are used
- Building occupancy is limited to appropriate level required by state or county regulations – *As of 11/16/2020: 25% of building occupancy according to fire code, not including staff*
- Contactless payment systems, automated ordering, and pickup or delivery are used wherever possible

SANITATION OF WORKPLACE, SURFACES, & EQUIPMENT

- Housekeeping schedule with frequent cleaning and sanitizing and an emphasis on surfaces that are regularly touched (“high touch” surfaces)
 - Sanitize and disinfect high touch surfaces frequently (e.g., restrooms, checkout counters, shopping cart handles, door handles)
- Operating hours allow enough time to thoroughly clean, sanitize, and disinfect facilities between shifts
- Increase frequency of washing utensils
- Disposable gloves available and used for shared tools
- Employee equipment including handhelds/wearables, scanners, radios, other tools are properly cleaned and disinfected before and after use
- Fitting rooms (if available) are disinfected by an employee with appropriate supplies and PPE after each new customer use
- Any items used by customers in fitting room and not purchased are removed from inventory and stored for no less than 24 hours

- IN KING COUNTY: A designated sanitation worker is designated at all times to continuously clean and sanitize commonly touched surfaces according to CDC guidelines
- IN KING COUNTY: There is a way to sanitize shopping carts and basket handles (can be with available wipes for customers or workers who sanitize between each use)

PERSONAL PROTECTIVE EQUIPMENT

- Cloth facial coverings are worn by every employee not working alone on the jobsite unless their exposure level dictates a higher level of protection
 - Reusable cloth face coverings are used when risk for transmission is low
 - Disposable masks are required when risk for transmission is medium, e.g. stocking produce around customers during store hours
- Face coverings are cleaned or replaced after use or when damaged or soiled, are not shared, and are properly stored and discarded
- Other personal protective equipment (PPE) is provided such as face masks, gloves, goggles, face shields as appropriate/required.

INFECTION CONTROL

- All workers are screened for COVID-19 symptoms at the beginning of each shift
- Employees who feel or appear sick or have any symptoms of COVID-19 are immediately sent home
- Employer completes all necessary steps when a positive or suspected positive COVID-19 cases is identified in the workplace
 - This includes notifying all close contacts of the positive or suspected positive worker(s) and allowing positive or suspected positive worker(s) to stay home and recover and all close contacts to stay home and quarantine for 14 days, regardless of whether close contacts are symptomatic
 - This also includes cordoning off areas where someone with probable or confirmed COVID-19 worked, touched surfaces, or spent any prolonged amount of time and following all CDC protocols to clean, sanitize, and disinfect the workplace before reopening them
- A site-specific COVID-19 Supervisor is designated by the employer for the individual store who monitors the health of employees and enforces COVID-19 job site safety plan

HAND WASHING & HAND SANITATION

- Hand washing required when arriving at work, taking breaks, using the bathroom, before and after eating/drinking/using tobacco products, and after touching contaminated surfaces
- Frequent and adequate hand washing maintained throughout the day
- Workers get breaks to wash hands regularly
- Hand washing facilities have clean and hot or tepid water, soap, and paper towels and these are kept stocked
- Provide hand sanitizer (with at least 60% alcohol) for workers and customers

CUSTOMER COMPLIANCE & ENFORCEMENT

- Business does not serve customers or visitors who aren't wearing face coverings
 - Individuals with medical conditions or disabilities are exempt from this requirement and are not required to carry proof of the condition or disability
 - Employer should offer to provide accommodation such as curbside pickup, delivery, or non-peak hour shopping for these customers
- Customers must wear a face covering anytime they are not seated, and if seated anytime they are not eating
 - If seated dining is permitted by the state/county at the time, customers may remove face coverings to eat and drink, but must wear face coverings when sitting and not eating
 - As of 11/16/2020: All common/congregate seat areas and indoor dining facilities must be closed

PUBLIC HEALTH & COVID PLANNING COMPLIANCE

- Employer has a written plan addressing physical distancing, protective equipment, hygiene, cleaning, communication, screening, and disinfection of contaminated areas onsite and available to regulators
- Employer notifies local health department within 24 hours if 2 or more employees develop confirmed or suspected COVID-19 within a 14-day period, or if employer suspects COVID-19 is spreading in the workplace
- Employer cooperates with public health authorities in investigation of suspected and confirmed cases and outbreaks
- Employer cooperates with infection control measures including isolation, quarantine, and environmental cleaning
- Employer complies with all public health authority orders and directives
- Employer fully complies with Washington's High-Risk Workers Protection proclamation

TRAINING

All workers are trained in the language they understand best about:

- Signs & symptoms of COVID-19
- How to prevent COVID-19 transmission
- The employer's COVID-19 policies (these must inform workers about the steps being taken in the workplace to establish social distancing, increased hand washing, and to prevent the spread of the virus)
- Hand washing length, duration, and frequency
- Appropriate PPE use
- Safe use of chemicals used to clean, sanitize, and disinfect

RIGHT TO REFUSE UNSAFE WORK

Refer to our UFCW 21 Q&A on unsafe work assignments at UFCW21.org/covid

FIND LINKS TO:

- ➔ *The State guidelines this checklist is based on.*
- ➔ *Steps employers should complete when there is a confirmed or suspected COVID case in the workplace.*
- ➔ *UFCW 21's Q&A on refusing unsafe work assignments.*
- ➔ *Washington's high-risk workers protection proclamation.*

at: ufcw21.org/news/grocery-covid-safety-checklist



If you are not a UFCW 21 member and have questions about your safety at work, text a UFCW 21 organizer at 803-820-2121.

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1-800-732-1188

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