



Cottonwood Businesses Ensuring the Safety of Employees, Customers, Community

COMMITMENTS

My Business Commits to:

- Encouraging physical distancing by posting signage to ensure proper separation in lines and common areas, discouraging congregating, and limiting the number of employees and customers in various areas.
- Adopting and implementing enhanced sanitation procedures designed to combat the transmission of Covid-19.
 - Promoting frequent and thorough handwashing and providing workers, customers and visitors a place to wash their hands. If soap and running water are not immediately available, alcohol-based hand sanitizer should be provided.
 - Providing hand sanitizer in public areas.
 - Increasing regular housekeeping practices, including routine cleaning and disinfecting surfaces, equipment and other elements of the work environment.
 - Modifying business hours where necessary to carry out thorough sanitation procedures.
- Utilizing personal protective equipment (PPE) such as masks and gloves and encouraging customers to do so.
- Implementing touchless solutions and leaving doors ajar where practical.
- Encouraging respiratory etiquette, including covering up coughs and sneezes and properly disposing of tissues.
- Providing distinct entrance / exit where possible.
- Thinking creatively to limit staff physical contact with customers including online ordering, curbside delivery, automated entrances and other practices.
- Taking reservations / appointments when possible to manage capacity.
- Creating transmission barriers where possible.
- Removing communal items (such as water cooler, magazines, and snack stations).
- Establishing procedures aligned with CDC guidance should an employee or customer test positive for Covid-19.
- Educating both employees and customers about their shared responsibility to protect each other.

My Employees Commit to:

- Maintaining tele-commuting work schedule if possible.
- Promoting health screening measures for employees by taking and recording their temperature before coming to work or entering the workplace.
- Wearing PPE when dealing with others.
- Staying home if they are sick.
- Self-quarantine in according to Health Department guidance if they've had contact with a someone who tests or has tested positive for Covid-19 to self-quarantine
- For as long as possible, allow flexible worksites and hours (including staggered shifts) to increase physical distancing among and between employees.
- Discouraging workers from using other employee's phones, desks, offices or other equipment, when possible.
- Educating both employees and customers about their shared responsibility to protect each other.

Handling money

- Providing touchless solutions for handing money collection (such as Apple Pay, PayPal or Venmo), if possible.
- Credit card docks should be sanitized after each transaction and passing of cash should be limited or restricted.
- Do not use check presenters, only provide paper tickets.
- Providing wipes available for each customer - to wipe down pens / keypads prior to using.
- Wearing PPE when handling money and credit cards.