

PERSONAL & PUBLIC ETIQUETTE



HAND WASHING

WET your hands with clean, running water (warm or cold is fine).

LATHER your hands with soap by rubbing them together. Lather the backs of your hands, between your fingers and under your nails.

SCRUB your hands for at least 20 seconds. Need a timer? Hum the "Happy Bday" song from beginning to end TWICE.

RINSE your hands well under clean, running water.

DRY your hands using a clean towel or air dry.



USE HAND SANITIZER WHEN YOU CANT USE SOAP AND WATER!



PHYSICAL CONTACT

AVIOD touching any part of your face including mouth, nose and eyes.

PRACTICE SOCIAL DISTANCING



NO HUGS



NO HANDSHAKES



NO HIGH FIVES



PERSONAL ETIQUETTE

Cover your mouth and nose every time you cough or sneeze. Use of disposable tissue to cover your mouth or nose if possible.

If a cough or sneeze sneaks up on you and no tissue is available, cough or sneeze into your upper sleeve.



WASH YOUR HANDS AFTER SNEEZING AND COUGHING!

IF YOU FEEL SICK, STAY HOME

SHOP & CUSTOMER HYGIENE

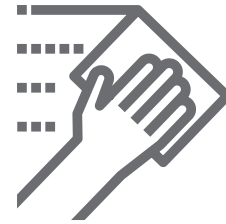
STEP 1



BEFORE YOU CLOCK IN, SANITIZE YOUR HANDS

- 1) Wash your hands for 20 seconds.
- 2) Wear gloves. They are mandatory

STEP 2



CLEAN YOUR WORKSPACE EVERY HOUR

- 1) Fill out cleaning log.
- 2) Wipe down the **time clock, POS and iPad** with disinfectant wipes. **Sales, please disinfect after each customer.**

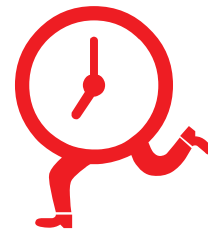
STEP 3



DURING YOUR SHIFT

- 1) Wear gloves when handling cash
- 2) Wash hands before returning from break
- 3) Keep your workspace clean

STEP 4



END OF YOUR SHIFT !

- 1) If you touched it, clean it. This includes **Desks, Drawers, Door knobs**
- 2) **FILL OUT CLEANING LOG**
(This applies to all employees)

AIR PUMPS



ONE LAST THING...



SAVES LIVES