

# COVID-19 Preparedness Plan for Games by James

**Games by James** is committed to providing a safe and healthy workplace for all our workers and customers. To ensure that, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers, management and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workplaces.

Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and relevant Executive Orders, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- customer controls and protections for drop-off, pick-up and/or delivery;
- housekeeping, including cleaning, disinfecting and decontamination;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

## Screening and policies for employees exhibiting signs and symptoms of COVID-19

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. Workers will assess their wellbeing daily, and contact their store manager via phone or text if they are experiencing any symptoms, or if they shouldn't work for any other reason. If while at the store a worker finds that they are experiencing symptoms, they will call the store manager, who will immediately come in to allow the worker to leave work. If there is already a second worker in the store, the worker experiencing symptoms will leave work as soon as they are able.

We are asking employees to take their temperatures at the beginnings of their shifts with a provided non-intrusive thermometer for at work location.

Games by James has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time. Store managers will be informed of any worker experiencing symptoms. If they are informed that a worker has COVID-19 (or likely has COVID-19), the store manager will notify all store staff that have been at that store within the previous 14 days. The store manager will ideally then clean the store before going into quarantine themselves. The store will either be closed during the worker quarantine, or will be staffed entirely by workers from another location.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information. Workers names and identifying information will not be used when notifying the store staff if they have come into contact with someone who has COVID-19, unless the worker requests that the store manager inform coworkers of their condition on their behalf.

## **Handwashing**

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. Since many locations will be using the washrooms in public mall space, our stores without private washrooms also have hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) that can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

## **Respiratory etiquette: Cover your cough or sneeze**

Workers are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing if they are not wearing a mask (note: this would only be if working entirely alone in a non-public location, since masks are required elsewhere). A worker wearing a mask is expected to leave the mask in place, and not touch it until they are ready to remove it and immediately wash their hands. Everyone is expected to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and visitors.

## **Face Coverings**

Workers and visitors are being instructed to wear non-medical face coverings any time they are in any area that is open to the public, and any time they are not alone in any other area. A mask will be provided for any worker that needs one to use while working. Signage at the storefront will reference Executive Order 20-81, which requires the use of masks in indoor public settings.

## **Social distancing**

Social distancing is being implemented in the workplace through the following engineering and administrative controls: All administrative work that can be done from home, will be. Stores will have the minimum number of workers working at the same time as is feasible (usually just one employee working alone). Checkout counters have clear barriers between cashiers and customers. Tables and displays that are unnecessary have been removed in order to make as much room for distancing as possible. Workers, visitors and customers are prohibited from gathering in groups. Workers and visitors are prohibited from gathering in confined areas, including elevators, and from using other workers' personal protective equipment.

## Housekeeping

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools, delivery vehicles and areas in the work environment, including restrooms, and break rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, credit card readers, delivery equipment, etc. Each time we open or close the store, the worker responsible for opening and/or closing will conduct a routine cleaning with 409, Windex, and Clorox Disinfectant (or non-brand-name equivalents). Periodically throughout every shift, the high-touch areas will be cleaned with disinfectant wipes. If a worker is diagnosed with COVID-19, store operations will cease until an additional thorough cleaning has been completed.

## Communications and training

This Preparedness Plan was communicated via our work chat program (Slack), via our Point Of Sale software messaging system, and/or via email to all workers on May 4<sup>th</sup> and necessary training was provided. Updates were published on May 18<sup>th</sup> and July 24<sup>th</sup>. Additional communication and training will continue to be ongoing (store managers check in with each worker individually via phone) and provided to all workers who did not receive the initial training. Instructions will be communicated to customers about how curbside pick-up will be conducted to ensure social distancing between the customer, the worker and other customers, and about the recommendation that customers use face masks when picking up. Signage is posted at the store entrance advising customers to continue distancing while in the store, and that face masks are required. Managers and supervisors are to monitor how effective the program has been implemented by talking to each worker, viewing security camera footage, and working store shifts themselves. Management and workers are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by Games by James management and was posted throughout the workplace May 4<sup>th</sup>, 2020. It was updated on May 18<sup>th</sup> and July 24<sup>th</sup>, and will continue to be updated as necessary.

Certified by:

Bow Ludwig  
District Manager