

Safe Reopening Plans Loss Prevention

Designated individuals in a management role are responsible for training employees, implementing all protocols and placing orders for PPE and cleaning/sanitizing supplies from the Aztec Shops Warehouse.

Health & Hygiene

- Employees are required to wear face coverings at all times when on campus.
- Physical distancing of at least 6ft should be maintained whenever possible.
- Employees and Vendors will complete a self-evaluation for COVID-19 symptoms before coming to campus: [symptoms of COVID-19](#). Employees and Vendors exhibiting symptoms are to stay home and Employees will also notify Human Resources. Per the temperature check policy, all employees and vendors will have their temperature checked upon arrival to work/facility by the Manager on Duty: [COVID19 Employee Screening Policies and Procedures](#).
- Employees are encouraged to wash/sanitize hands frequently throughout their shift.
- Employee breakrooms will be closed or tables/chairs will be separated to discourage congregating during breaks. Where possible, outdoor break areas with shade covers and seating will be available throughout the campus to ensure physical distancing.
- During time on-site, employees are encouraged to communicate with others by email, telephone or other available technology rather than face-to-face. Employees are encouraged to use a range of available collaboration tools (e.g. Zoom, Microsoft Teams, etc.).

Physical Distancing Protocols

- Based on the limited office space, loss prevention agents will limit one employee in the office at any given time. There may be occasions where both agents have a need to be in the office. When doing so, it shall be brief and the door shall remain open. Facial coverings will be worn.
- Loss Prevention agents will alternate office coverage during their shift. One agent will remain in the office while the second agent will rove throughout the bookstore or other units.
- If a person is detained or arrested, the normal process will be followed, to include calling University Police. The detainee will be escorted to the processing room. Agents will NOT use the detainee bench, but rather have the detainee sit in a chair at least six feet from the computer. The processing room door will remain open.
- Masks should be worn upon arrest, however if the detainee is not wearing a mask, one will be provided and should be worn at all times while in custody.

Cleaning and Disinfecting Protocols

- Hand sanitizer and disinfectant wipes will be kept in the processing room. After the detainee exits the room, the agents shall use the disinfectant wipes to disinfect the area.
 - Note: During the initial contact by loss prevention agents, the standard identification of displaying a badge will remain in place. All other Loss Prevention Policies and Procedures shall be followed and agents shall not relinquish their authority to protect themselves under CA Penal Code Section 490.5(f)(2).
- Proper disinfecting of handcuffs will be performed after each arrest.
- High traffic areas and commonly used surfaces, such as areas of ingress and egress including handrails, door handles and elevator controls will be sanitized every 30 minutes. Hand sanitizer will be available.

- Shared equipment and/or surfaces, including but not limited to Plexiglas barriers, copy machine, fax machine, shredder, time clock, refrigerator handles, microwaves, and toasters will be sanitized by each employee before and after each use. Disinfectant wipes or other approved cleaning supplies will be placed next to all shared equipment. Additionally, employees are encouraged to use hand sanitizer prior to and after use of shared equipment.
- Employees are responsible for sanitizing their work areas such as but not limited to telephones, scanners, countertops, and keyboards after each shift and prior to any breaks.
- Shared restroom keys must be wiped down with disinfectant wipes before and after each use. Employees should practice social distancing, wear facial coverings and wash their hands for at least 20 seconds after using the restroom/toilet.
- Individuals who participate in in-person meetings should be instructed to wash their hands for 20 seconds immediately before and immediately after the meeting or frequently use hand sanitizer.
- Building Manager will conduct weekly inventory checks and order necessary supplies to ensure all PPE supplies are stocked at all times.
- Office spaces to be thoroughly cleaned by a professional third party cleaning company as needed based on occupancy and usage.
- Fogging will be completed if the need is determined by Aztec Shops with input from the University.