

Safe Reopening Plans Aztec Shops Warehouse

The Purchasing Manager will be responsible for training employees, implementing San Diego County COVID-19 operating protocols, and placing orders for PPE and cleaning supplies for all Aztec Shops locations.

Health and Hygiene

- Employees and Vendors 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](#).
- All vendor visits will be by appointment only. Vendors arriving unannounced will be given a business card with the Associate Director of Dining information to contact for an appointment.
- Employees are encouraged to wash/sanitize hands frequently throughout their shift.
- Employee breakrooms will be closed and/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

- Warehouse employees working in the Warehouse/Purchasing office will maintain a minimum of 6ft physical distancing when possible.
- Face coverings will be worn at all times including when inside delivery vehicles and when traveling with another passenger.
- While making deliveries and pickups from various locations, employees will maintain 6ft physical distancing when possible. Delivery schedules will be adjusted to times when less people are on campus and less employees are present.

Cleaning and Disinfecting Protocols

- 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.
- 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.

- While working in the Warehouse or other spaces, all Warehouse employees will be responsible for sanitizing surfaces they have touched including shared equipment such as but not limited to telephones, computer screens, shared restroom key, keyboards, pallet jacks, fork lift, electric lift, hand trucks, and door handles after each use.
- Hand sanitizer will be available at the entrance and in high traffic areas. Hand sanitation stations will be located at the entrance to the Warehouse and Purchasing office areas.
- Each Warehouse employee will be assigned a delivery vehicle for their work shift. During and at the end of each shift, employee is responsible for cleaning and disinfecting their assigned work vehicle including wiping down the steering wheel, inside and outside door handles, mirrors and all vehicle controls.
- Work gloves and freezer coats are assigned and will not be shared.
- Fogging will be completed if the need is determined by Aztec Shops with input from the University.