



Party Supplies. Balloons. Favors & More!

May 9, 2020

To: Department of Public Health and Social Services

Re: PCOR2 Retail Business Re-Opening Plan

Hafa adai,

As set forth in DPHSS Guidance Memo 2020-07, to prepare for business re-opening in Phase PCOR2 (Pandemic Condition of Readiness Level 2), we have implemented the following *Pandemic Workplace Operational Guidelines & Procedures* effective immediately. Re-opening day is scheduled for Monday, May 11, 2020.

Pandemic Workplace Operational Guidelines & Procedures

- I. Personal Protective Equipment (PPE)
 - A. Face Masks are mandated for customers and employees at all times.
 - B. Employees may wear additional PPE (face shield and gloves).

- II. Social Distancing Policies
 - A. Display of signs and markings for customers and employees to:
 1. Wear a mask
 2. Maintain social distancing of 6 feet or more
 3. Avoid touching surfaces unnecessarily
 4. Use gel hand sanitizer
 5. Stay home if feeling sick

 - B. Workplace Modifications
 1. Restrict use of common spaces and equipment (POS, register, credit card machine, phone, counter, helium station, break area) to one employee at a time to avoid cross-contamination. All surfaces must be properly cleaned and sanitized after use.
 2. Personal items, supplies, tools & equipment shall not be shared.
 3. Limit of 2 employees per shift to reduce workflow traffic and keep maximum store occupancy to a minimum.

 - C. Maximum Store Occupancy
 1. Under standard operating conditions, maximum occupancy is 16 pax
 2. Based on social distancing guidelines of 50% occupancy, PCOR2 maximum is 8 pax. To further facilitate proper social distancing, maximum store occupancy shall be set to no more than 5 customers and 2 employees at a time.

D. Store Hours

1. Temporary reduced store hours have been introduced to allow for extra cleaning time after morning shift and after the store has closed.
2. Appointments will be accepted to accommodate for private shopping time for vulnerable or high-risk individuals.

III. Sanitary Workplace

- A. Hand sanitization in the form of hand sanitizer gel or alcohol spray bottle is available for all customers and employees upon entry.
- B. Employee must use hand sanitizer after each customer transaction.
- C. Cleaning supplies and gloves are available for all employees.
- D. Extra cleaning and disinfecting required on all common use areas, surfaces, and items frequently handled by customers and employees
- E. Employee bathroom must be cleaned and disinfected after each use.
- F. When handling new shipments, employee must remove merchandise from cardboard box and place on sanitized work surface, complete inventory count and place items directly on shelves for display. Cardboard boxes must be placed in designated area for disposal. ALL Party Central merchandise is shipped from Vendor to Freight Forwarder in LA, then from Freight Forwarder to GU via Matson. Total transit time, including sail duration of 14 days, is usually between 4 to 5 weeks for ALL merchandise. Based on pandemic information available, bacteria and viruses should not thrive on paper or plastic surfaces for this long duration.

IV. Limitation of In-Person Interactions and Physical Contact

- A. In-person work meetings shall be conducted only if necessary.
- B. Communication via phone, text messaging or email correspondence to avoid physical contact.

V. Training and Screening

- A. Employees are required to stay home and consult their doctor if they are exhibiting cold or flu symptoms such as coughing, sneezing, sore throat, fever, loss of taste and smell, extreme fatigue, difficulty breathing.
- B. Staff and management have been educated on the new store guidelines, protocols and procedures and acknowledge that it has been established to conform to the pandemic awareness initiative and to insure the health and safety of themselves and our customers.

Should you have any questions or concerns, please feel free to contact me at 671-688-0369.

Si Yu'os Ma'ase



Emiline S. Taijeron
Owner

267 Chalan San Antonio, DNA Plaza Ste. IIO, Tamuning, GU 96913

 **989-7789 (PRTY)**  **Party Central Guam**  **partycentralguam@gmail.com**