



To: Department of Public Health and Social Services

Fr: Natalie K. Calvo, General Manager Two Lovers Point - Puntan Dos Amantes Gift Shop

Re: PCOR2 Retail Business Reopening Plan

Date: May 28, 2020

Hafa Adai!

In accordance with DPHSS Guidance Memo 2020-07, the following Pandemic Workplace Operational Guidelines & Procedures have been implemented into the Puntan Dos Amantes Retail Shop operational handbook.

Re-opening day is scheduled for 5/30/2020 or upon acceptance of this plan submitted.

Primary Recommendations:

1. Store Operations:

Face masks or face coverings will be mandated for all employees and customers.

Retail Capacity based on 2050 s.f.

- 10 customers and 2 staff (1 dedicated cashier and 1 housekeeping) based on providing each customer with 100 s.f. for social distancing.

One way Entrance will be clearly marked and manned by an attendant controlling approved capacity. Queues clearly marked with floor stickers to keep social distance of 6 feet between customers.

One way Exit will be clearly marked.

Hand sanitizing product available for customers inside the entrance.

Employees required to sanitize hands before and after timing in and between transactions including monetary transactions.

Cashier station line clearly marked for ease in locating and social distancing.

One dedicated cashier on POS system, sneeze guard installed and updated transaction policy to minimize contact.

Signs posted at entrance, on store fixtures, and audible announcements on the public address entertainment system to remind guests to wear a mask, maintain social distance of 6 feet, avoid touching surfaces unnecessarily, wash hands frequently, keep children near at all times, and no entry allowed if feeling sick.

2. Housekeeping

All surfaces and items will be thoroughly cleaned at end of day.

Restroom cleaning every half hour at minimum.

Dedicated restroom attendant when the guest restroom count exceeds 100 pax per day.





High touch surfaces including door pushers will be sanitized hourly or more frequently as required.

3. Workplace and Policy Modifications and Training

Staggered shifts and breaks.

Timing in/out protocol to require hand sanitizer before and after using timeclock.

Manager on duty will check scheduled employee's temperature. Any employee with a temperature reading of 100.3 or higher employee will be sent home.

Employee breakroom has been re-configured breakroom to allow required physical distance.

Extra cleaning and disinfecting for all shared areas and items frequently handled by employees and customers.

Remote work from home, email and telephone communication when possible.

Staff and management will be properly trained and acknowledge the updated Pandemic Workplace Operational Guidelines and Procedures to include proper use of PPE, frequent hand washing, social distance rules, and to stay home and consult a physician if showing any symptoms related to COVID-19.

Any and all procedures are subject to change to keep in accordance with updated mandates and employees will be properly updated.

Si yu'us ma'ase,

Natalie K. Calvo

General Manager

Two Lovers Point – Puntan Dos Amantes Gift Shop