**Club Foxy- Pandemic Workplace Operational Plan**1. Mandate the Wearing of Face Masks
ALL EMPLOYEES SHALL WEAR APPROVED MASKS COVERING NOSE AND MOUTH AT ALL TIMES WHILE ON-PREMISES, UNLESS TEMPORARILY NOT PRACTICAL OR FEASIBLE
DANCERS SHALL BE EXEMPT FROM THIS REQUIREMENT WHILE ON STAGE, PROVIDED THAT THEY MAINTAIN A DISTANCE OF NOT LESS THAN SIX FEET FROM THE EDGE OF THE STAGE WHEN THEY ARE NOT WEARING A MASK
ALL CUSTOMERS SHALL BE REQUIRED TO BE WEARING APPROVED MASKS COVERING NOSE AND MOUTH BEFORE ENTRY TO THE ESTABLISHMENT AND DURING THEIR TIME ON-PREMISES, EXCEPT WHEN THEY ARE SEATED
2. Develop and Communicate Social Distancing Policies:
a. Employers shall develop and communicate social distancing policies or refine and update currently existing polices to include social distancing requirements. These policies should help protect employees (as well as reassure those who fear returning to work) and customers. Social distancing plans must be industry- and employer-specific and must address the unique needs and circumstances of each business (including different kinds of worksites/operations). Some key factors for consideration in developing social distancing policies include the following:
i. Physical workspace modifications such as:
1. separating desks and workstations;
NOT APPLICABLE
2. modifying open floor plans by, for example, adding partitions;
NOT APPLICABLE
3. making only certain workstations available (i.e., every other or every third workstation, or every other cubicle area);
NOT APPLICABLE
4. closing or modifying common/conference rooms and break rooms & cafeterias;
OCCUPANCY OF THE BACK ROOM SHALL BE LIMITED TO NO MORE THAN FOUR EMPLOYEES SIMULTANEOUSLY AND MASKS SHALL BE REQUIRED
5. modifying high-touch surfaces, such as replacing latch-based doorknobs or handles with doors that can be easily pushed open or closed;
THE ENTRY DOOR IS EASILY PUSHED TO OPEN AND CLOSES AUTOMATICALLY, AND THE BATHROOM DOORS ARE PUSH-TO-OPEN. PULL HANDLES ON THE INSIDE OF BATHROOM DOORS SHALL BE SANITIZED ON A REGULAR BASIS
and/or
ii. Displaying markings or signs reminding customers and employees:
SOCIAL DISTANCING SIGNAGE WILL BE POSTED AT THE ENTRY AND WITHIN THE ESTABLISHMENT
1. to maintain social distancing of at least 6 feet;
SOCIAL DISTANCING SHALL BE MAINTAINED THROUGHOUT THE ESTABLISHMENT EXCEPT FOR CUSTOMERS WHEN THEY ARE SEATED IN BOOTHS, AT THE BAR (WHERE BAR STOOLS SHALL BE SET A MINIMUM OF SIX FEET APART) OR SURROUNDING THE STAGE (WHERE THE BENCH WILL BE MARKED WITH SEATING GUIDELINES AT SIX-FOOT DISTANCES)

DANCERS ON THE STAGE SHALL NOT BE ALLOWED WITHIN SIX FEET OF THE BENCH SURROUNDING THE STAGE
2. to avoid touching surfaces unnecessarily;
ADVISORY WILL BE POSTED
3. to wash your hands properly and regularly;
ADVISORY WILL BE POSTED FOR CUSTOMERS, AND EMPLOYEES SHALL BE REQUIRED TO WASH THEIR HANDS PROPERLY AND REGULARLY
4. use gel hand-sanitizer when hand-washing facility is not readily available or accessible;
ADVISORY WILL BE POSTED FOR CUSTOMERS AND EMPLOYEES AND HAND SANITIZER SHALL BE AVAILABLE
5. to wear a mask.
ALL EMPLOYEES SHALL WEAR APPROVED MASKS COVERING NOSE AND MOUTH AT ALL TIMES WHILE ON-PREMISES, UNLESS OTHERWISE NECESSARY; DANCERS SHALL BE EXEMPT FROM THIS REQUIREMENT WHILE ON STAGE, PROVIDED THAT THEY MAINTAIN A DISTANCE OF NO LESS THAN SIX FEET FROM THE EDGE OF THE STAGE WHEN THEY ARE NOT WEARING A MASK.
ALL CUSTOMERS SHALL BE REQUIRED TO BE WEARING APPROVED MASKS COVERING NOSE AND MOUTH BEFORE ENTRY AND DURING THEIR TIME ON-PREMISES, EXCEPT WHEN THEY ARE SEATED.
b. Employers should consider creating a safety communication policy for returning employees and customers that explain safety protocols (what measures the company is taking and what precautions employees/customers should take), and where to report any issues;
RETURNING EMPLOYEES WILL BE ADVISED OF THESE POLICIES AND APPLICABLE SAFETY PROTOCOLS, AND SIGNAGE WILL BE IN PLACE AS A CONSISTENT REMINDER
APPROPRIATE SIGNAGE WILL BE IN PLACE TO ADVISE CUSTOMERS OF THESE POLICIES AND APPLICABLE SAFETY PROTOCOLS
CUSTOMERS AND EMPLOYEES WILL BE ADVISED TO REPORT ANY ISSUES TO MANAGEMENT
c. Employers should consider ways of reducing the number of employees present at the workplace. Possible options include staggered shifts, alternating teams, and/or continued telework
THE NUMBER OF EMPLOYEES IN THE ESTABLISHMENT AT ANY GIVEN TIME WILL BE DETERMINED BASED UPON ANTICIPATED CUSTOMER PRESENCE
WHENEVER PRACTICAL AND FEASIBLE, EMPLOYEES SHALL BE SCHEDULED ON THE BASIS OF ALTERNATE WORK DAYS
TELEWORK PROVISIONS ARE NOT APPLICABLE
d. Employers should limit occupancy based on most recent requirements pursuant to Executive Order or Guam law;
THE OCCUPANCY PERMIT FOR CLUB FOXY INDICATES A MAXIMUM OCCUPANCY OF 109 PERSONS. DURING THE COVID-19 PANDEMIC OR UNTIL ADVISED OTHERWISE BY THE GUAM DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES, AUTHORIZED OCCUPANCY IS LIMITED TO 50% OF THAT MAXIMUM, OR 54 PERSONS. THAT NUMBER INCLUDES THE NUMBER OF EMPLOYEES AND DANCERS ON-PREMISES AT ANY GIVEN

TIME
e. Employers should consider dedicated, in-store hours for vulnerable or at risk-individuals;
NOT APPLICABLE
and/or
f. Employers should consider separate entrance and exit doors/openings, if possible.
NOT PRACTICAL OR FEASIBLE
3. Limit In-Person Interactions and Physical Contact:
a. Holding fewer in-person meetings and using increased conference calls or video conferences;
NOT APPLICABLE
b. Instructing employees not to use other employees’ workspaces / equipment or share items;
NOT PRACTICAL OR FEASIBLE
c. Setting staggered or spaced lunch/break schedules;
NOT APPLICABLE
d. Ensuring seating in all waiting areas meets social distancing requirements (or transition into virtual waiting rooms or waiting inside vehicles, etc.);
SEATING IN THE WAITING AREA SHALL NOT BE PERMITTED (EXCEPT FOR EMPLOYEES)
and
e. Determining ingress/egress to and from restrooms and other common areas (i.e. photocopying room, break room, etc.) to establish paths that mitigate proximity for employees and customers and limit number of people allowed.
CONTROLLING INGRESS TO AND EGRESS FROM RESTROOMS IS NOT PRACTICAL
ONLY MANAGEMENT SHALL HAVE ACCESS TO THE PHOTOCOPIER
ESTABLISHING PATHS THAT MITIGATE PROXIMITY FOR EMPLOYEES IS NEITHER PRACTICAL NOR FEASIBLE
THE NUMBER OF PERSONS PERMITTED ON-PREMISES AT ANY GIVEN TIME IS LIMITED TO 54, INCLUDING EMPLOYEES, UNTIL ADVISED OTHERWISE BY THE GUAM DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES
4. Train Employees on Social Distancing Policies and Protocols:
a. Managers/supervisors may need additional training to understand their responsibilities for enforcing policies;
THIS WILL BE COMPLETED PRIOR TO REOPENING CLUB FOXY AND FOR EACH NEW MANAGER THEREAFTER
b. Individuals should be designated as responsible contacts for overseeing and ensuring implementation;
MANAGERS ARE DESIGNATED TO OVERSEE EMPLOYEE SOCIAL DISTANCING
and
c. Employers should consider how to track compliance and consistently discipline employees for failure to follow protocols.
MANAGERS SHALL BE RESPONSIBLE FOR ENSURING THAT SOCIAL DISTANCING POLICIES AND PROTOCOLS ARE FOLLOWED BY ALL EMPLOYEES AND FOR DISCIPLINING EMPLOYEES WHO ARE FOUND TO NOT BE IN COMPLIANCE
5. Implement Regular Screening Protocols for Employees, Customers/Clients, or Other

Workplace Visitors:
a. Employers should consider training personnel on how to appropriately conduct screening to include temperature screens or other symptom checks and how to maintain medical/private information collected through screening;
THIS SHALL BE COMPLETED PRIOR TO REOPENING CLUB FOXY
A TEMPERATURE SENSOR, HAND SANITIZER AND A SCREENING CHECKLIST SHALL BE PROVIDED TO THE EMPLOYEE SCREENING AND CONTROLLING ENTRY TO THE ESTABLISHMENT
b. Employers should consider whether they will require personal protective equipment (PPE). Key considerations include the following:
i. Whether gloves are necessary for any areas/duties (i.e., taking/giving money to customers)
GLOVES SHALL BE WORN BY BARTENDERS AND WAIT STAFF WHILE ON DUTY
ii. Whether additional PPE, if any, is required for employees in higher-risk exposure positions.
ADDITIONAL PPE WILL NOT BE REQUIRED OF EMPLOYEES, BUT EMPLOYEES MAY WEAR ADDITIONAL PPE AT THEIR DISCRETION
c. Employers should send any employees who are exhibiting flu-like symptoms home.
MANAGEMENT SHALL ENSURE THAT THIS PROTOCOL IS FOLLOWED
6. Assess Sanitary Workplace Conditions and Policies
a. Employers should consider additional cleaning and disinfecting policies such as:
i. Extra cleaning and disinfecting, including attention to employee common use areas, and items handled by customers;
ALL CONTACT SURFACES SHALL BE CLEANED AND DISINFECTED AFTER USE BY EACH EMPLOYEE AND CUSTOMER
THE BACK ROOM WILL BE CLEANED AND DISINFECTED DAILY
ALL BARWARE AND OTHER SUPPLIES SHALL BE OF A DISPOSABLE (AND PREFERABLY RECYCLABLE) NATURE WHENEVER PRACTICAL AND FEASIBLE
ii. Disinfecting seats and other contact surfaces between use by customers;
MANAGEMENT SHALL ENSURE THAT THIS PROTOCOL IS FOLLOWED
iii. Making cleaning supplies/hand sanitizer available to employees (and customers/visitors);
APPROVED CLEANING SUPPLIES SHALL BE AVAILABLE TO ALL EMPLOYEES
HAND SANITIZER SHALL BE AVAILABLE TO ALL EMPLOYEES AND CUSTOMERS WHILE ON-PREMISES
and/or
iv. Providing and requiring hand washing and/or gel hand-sanitizers to employees and guests prior to entering workplace;
THE USE OF HAND SANITIZER SHALL BE REQUIRED OF ALL EMPLOYEES AND CUSTOMERS PRIOR TO ENTERING THE PREMISES, OR ENTRY WILL BE DENIED
b. Employers should analyze their infrastructure (i.e. air conditioning maintenance cleaning schedule, airflow system, etc.) for maximum sanitary conditions.
AIR CONDITIONING UNITS ARE CLEANED AND SANITIZED NO LESS FREQUENTLY THAN ONCE MONTHLY
c. Employers should disinfect and clean bathrooms on a periodic basis throughout the day
SUCH CLEANING SHALL BE PERFORMED NO LESS FREQUENTLY THAN EVERY 30

MINUTES DURING OPERATING HOURS
DISINFECTANTS SHALL BE APPLIED AFTER EACH CLEANING