

Diamond Auto Parts - Mangilao Location

Name of Business Establishment/Organization

COVID-19 MITIGATION PLAN

The following guidelines and requirements are designed to keep our employees and our customers safe and COVID-19 free through the implementation of the following mitigation measures to reduce the risk of transmitting the virus that causes COVID-19 from person-to-person spread and touching contact surfaces.

1. MESSAGING AND INFORMATION

- a. Our business has signs posted at highly visible locations (e.g., at entrances, in restrooms) that promote everyday protective measures for employees, and customers. These signs include properly wearing a face mask, practicing social distancing, and proper hand wash hygiene.
- b. Our business requires customers to sign-in a visitor log prior to entry, which shall include the following information:
 - i. Date and time of the visit;
 - ii. Name of individuals(s);
 - iii. Total number of people in the party;
 - iv. Phone number and/or email address.
- c. Our business will retain the written records for a period of 30 days from the date of service.

2. MASK

- a. Our business requires all employees, vendors, and customers to wear a face mask.
- b. Our business encourages employees to avoid touching their masks, and washing their hands with soap and water for at least 20 seconds or using hand sanitizer that contains 60% alcohol, after touching masks on their faces.
- c. Our business actively monitors and informs customers of the requirement to wear a face mask.

3. PHYSICAL DISTANCING

- a. Our business limits the number of customers in our establishment based on the current authorized occupancy rate.
- b. Our business provides physical guides, such as tape on floors or sidewalks and signage, to ensure that individuals remain at least six feet apart.
- c. Our business actively monitors and informs customers of the six feet social distancing requirements.

4. EMPLOYEE HEALTH AND HYGIENE

- a. Our business provides hand sanitizers or stations at the entrance and throughout the establishment.
- b. Our business requires every employee to properly wash hands before, during, and after work; before and after removing gloves; after touching garbage; using the bathroom; taking breaks; or after coughing or sneezing.
- c. Our business ensures that employees wash their hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol, especially after handling payments.
- d. Our business ensures the availability of adequate cleaning and disinfecting supplies (e.g., paper towels, tissues, disinfectant wipes, masks).

5. CLEANING AND DISINFECTING

- a. Our business cleans and disinfects high touched surfaces (e.g., door handles, cash registers, bathroom stalls) between each use.
- b. Our business has developed a schedule for routine cleaning and disinfection.

- c. Our business cleans and disinfects shared objects (e.g., payment terminals, tables, receipt trays, and pens) between each use.
- d. Our business uses cleaning and disinfection products that meet EPA disinfection criteria and that are appropriate for the surface.

6. VENTILATION

- a. Our business regularly services and maintains the HVAC system and filters.
- b. Our business minimizes air from fans blowing from one person directly to another individual.
- c. Our business promotes the use of outdoor space.

7. COMMUNAL SPACES

- a. Our business staggers employee use of shared spaces (e.g., break rooms) and requires mask use at all times, except for actively eating, drinking, or smoking in designated areas.
- b. Our business limits the number of people in shared spaces at one time and ensures necessary social distancing is practiced.

8. HEALTH AND SAFETY OF EMPLOYEES AND GUESTS

- a. Our business conducts employee and customer temperature screening upon entering.
- b. Our business has trained all employees in COVID-19 safety actions (e.g., social distancing, use of face masks, hand washing, cleaning and disinfecting).
- c. Our business has educated employees regarding symptoms, protocols for reporting to work, and procedures should they come into close contact with a person under investigation with COVID-19.
- d. Our business continually monitors local and federal guidelines for changes in recommendations.

This COVID-19 mitigation plan is effective on April 19, 2021.

Date

Liway Brown

Print Name/Signature of Owner or Operator