[**COVID 19 Store Safety Protocol**](https://polarisind.sharepoint.com/:f:/r/sites/StorePictures/Shared%20Documents/COVID-19%20Protocol?csf=1&web=1&e=3g2itP)

**DAILY**

**Employee**:

1. Required to be compliant with all current [training](https://polarisind.sharepoint.com/:f:/r/sites/StorePictures/Shared%20Documents/COVID-19%20Protocol/Training?csf=1&web=1&e=m7MeQr) modules related to COVID-19. [COVID-19 Training](https://polarisind.sharepoint.com/:f:/r/sites/StorePictures/Shared%20Documents/COVID-19%20Protocol/Training?csf=1&web=1&e=Cgii4z)
2. Must be wearing [facemasks](https://polarisind.sharepoint.com/:b:/r/sites/StorePictures/Shared%20Documents/COVID-19%20Protocol/POLARIS_how_to_use_facemask_8.5x11.pdf?csf=1&web=1&e=0JQqAh) prior to entering the building or at the pre-designated area. [Face Mask Proper Use Guideline](https://polarisind.sharepoint.com/:b:/r/sites/StorePictures/Shared%20Documents/COVID-19%20Protocol/Face%20Mask%20Proper%20Use%20Guideline.pdf?csf=1&web=1&e=3z48aE), [Polaris How to Use a Face Mask](https://polarisind.sharepoint.com/:b:/r/sites/StorePictures/Shared%20Documents/COVID-19%20Protocol/POLARIS_how_to_use_facemask_8.5x11.pdf?csf=1&web=1&e=M7IhaT)

**Store Management**:

1. Check every employee’s [temperature](https://polarisind.sharepoint.com/:b:/r/sites/StorePictures/Shared%20Documents/COVID-19%20Protocol/Temperature%20Screening%20Guide.pdf?csf=1&web=1&e=Qnh5Ga) at the beginning of each shift. [Infrared Thermometer KF30 Operation Manual](https://polarisind.sharepoint.com/:b:/r/sites/StorePictures/Shared%20Documents/COVID-19%20Protocol/Infrared%20Thermometer%20KF30%20Operation%20Manual.pdf?csf=1&web=1&e=fvvx98)
2. Must complete [COVID Symptom Assessment](https://polarisind.sharepoint.com/:w:/r/sites/StorePictures/Shared%20Documents/COVID-19%20Protocol/COVID19_Symptom%20Assessment_ScreeningLoca%20(7).docx?d=w6017df1fcc22414e85b84472a7245011&csf=1&web=1&e=RhPz8Q) for each employee at the beginning of each shift.

* “In the last 24 hours have you experienced signs and symptoms associated with COVID-19”, and/or in the last 14 days have been directly exposed to someone with COVID

1. Complete the [Employee Suspected Flu Notification](https://polarisind.sharepoint.com/:x:/r/sites/StorePictures/Shared%20Documents/COVID-19%20Protocol/Revised%20Employee%20Suspected%20Flu%20Notificat%20(2)%20-%20Editable.xlsx?d=w666159e1c1d640e99b0545cdd95cb30d&csf=1&web=1&e=TZ9iDt) form. Email completed form to [hr@4wp.com](mailto:hr@4wp.com) & [ehs@polaris.com](mailto:ehs@polaris.com)

* Advise employee to contact HR and seek medical guidance.

1. Employee will be sent home and not be returned to work until results are reviewed and return to work approved through HR.
2. Compliance: TAP 🡺 COVID guidelines followed**.**

* Facility maintenance/Personal hygiene
* [Preparing our Stores for Social Distancing](https://polarisind.sharepoint.com/:w:/r/sites/StorePictures/Shared%20Documents/COVID-19%20Protocol/Preparing%20Our%20Stores%20for%20Social%20Distancing.docx?d=wad48bd71a0ad4abd87a99cf9cc887db3&csf=1&web=1&e=W3xHVP)
* [Supplement to Social Distancing](https://polarisind.sharepoint.com/:w:/r/sites/StorePictures/Shared%20Documents/COVID-19%20Protocol/Supplement%20to%20Social%20Distancing%20PP.docx?d=w193e0addb2e34ce3a7dc401f8aa54780&csf=1&web=1&e=bQFaYf)
  + [Social Distancing Signage](https://polarisind.sharepoint.com/:b:/r/sites/StorePictures/Shared%20Documents/COVID-19%20Protocol/Social%20Distancing%20Signage.pdf?csf=1&web=1&e=fW4whH)
  + [Temporary Visitor Guidelines](https://polarisind.sharepoint.com/:b:/r/sites/StorePictures/Shared%20Documents/COVID-19%20Protocol/Temporary%20Visitor%20Guidelines.pdf?csf=1&web=1&e=fcdQXS)

1. Compliance: Ordinance Jurisdiction 🡺Local/State; example:

* [Store Occupancy Limits](https://polarisind.sharepoint.com/:x:/r/sites/StorePictures/Shared%20Documents/COVID-19%20Protocol/Store%20Ocupancy%20Limits.%2011-2020.xlsx?d=wa0170fed9f68473da02a2659b20a30df&csf=1&web=1&e=Z6DJPB)
  + [4WP – Store Occupancy Sign](https://polarisind.sharepoint.com/:w:/r/sites/StorePictures/Shared%20Documents/COVID-19%20Protocol/4WP%20-%20Store%20Occupancy%20Sign.docx?d=w940ddaa000964494b856808c9380efc6&csf=1&web=1&e=mPWTl3)

*Note: direct questions to HR* [*hr@4wp.com*](mailto:hr@4wp.com) *or EH&S* [*ehs@polaris.com*](mailto:ehs@polaris.com)

**Regional Management**:

1. Contact assigned store grouping confirming daily protocol by 8:50AM local time.

* Action plans 🡺 Store specific needs/compliance concerns

1. Confirm completion via text or email to Zone Manager.

**Zone Management:**

1. Confirm completion via text or email to Store Operations.

**WEEKLY**

**Store Management:**

1. Complete Friday morning weekly COVID audit by 9:30AM.

* Access via the 🡺
* [4WPToolbox](https://polarisind-my.sharepoint.com/:x:/g/personal/mallen_tapww_com1/EVm4vtuU9V1FjDV7gXmEz5ABXFcUm802FaZCbyNZtotgKQ?e=TRd8EY)
* [SharePoint Link](https://polarisind-my.sharepoint.com/:x:/g/personal/mallen_tapww_com1/EVm4vtuU9V1FjDV7gXmEz5ABXFcUm802FaZCbyNZtotgKQ?e=pKf4d6)

**Regional Management:**

1. Review results from weekly COVID-19 Audit – create action plans to address deficiencies or commentary.
2. Complete weekly [Regional Store Ownership-COVID](https://polarisind.sharepoint.com/:x:/s/TAP_RetailStoreOps/EYGtdEQz1-1OrD8BrjL-qskBn6bIqIDoyQgvzjc-laba1A?e=kdOPLL) tracker.
3. Weekly communication action plans as required to Zone Management.

**Zone Management:**

1. Confirm completion via email to Store Operations.

**MONTHLY**

**Store Management:**

1. Complete Friday morning monthly COVID audit on the last Friday of each month by 9:30AM.

* Access via the 🡺
* [4WPToolbox](https://polarisind-my.sharepoint.com/:x:/g/personal/mallen_tapww_com1/EVm4vtuU9V1FjDV7gXmEz5ABXFcUm802FaZCbyNZtotgKQ?e=TRd8EY)
* [SharePoint Link](https://polarisind-my.sharepoint.com/:x:/g/personal/mallen_tapww_com1/EVm4vtuU9V1FjDV7gXmEz5ABXFcUm802FaZCbyNZtotgKQ?e=pKf4d6)

**Regional Management:**

1. Review results from monthly COVID-19 Audit – create action plans to address deficiencies or commentary.
2. Monthly communication action plans as required to Zone Management.

**Zone Management:**

1. Confirm completion via email to Store Operations.