TO: Retail Channel

From: Store Operations

Re Policy: **COVID-19 Store Safety Protocol**

**Scope:** All 4WP Retail locations will follow daily, weekly and monthly COVID-19 processes to ensure a safe and healthy environment for all employees and customers. This procedure will minimize exposure and maximize the safety of each 4WP location. Weekly and monthly audits will be performed by Store Management to document all steps taken while identifying opportunities and actions taken to address them.

**Responsibilities:**

Retail Employee

Retail Management

Regional Management

Zone Management

**DAILY**

1. **Employee**

* Required to be current with all COVID related training
* Wear facemask prior to entering the building

**1.1 Store Management**

* Every employee’s temperature must be checked at start of shift
* 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) on each employee at start of each shift
* If employee’s temperature reads 100 degrees (Fahrenheit) or above (after 2 screenings)
* Ask employee “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”
* [**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=gFuHO5)form will be filled out
* Form will be emailed to hr@4wp.com and ehs@polaris.com
* Employee will be sent home
* TAP 🡺 COVID [guidelines](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) followed
* Ordinance Jurisdiction 🡺 Local/State guidelines followed
  1. **Regional Management**
* Contact assigned store grouping confirming daily protocol by 8:50AM local time.
* Action plans 🡺 Store specific needs/compliance concerns
* Confirm completion via text or email to Zone Manager.
  1. **Zone Management**
* Confirm completion via text or email to Store Operations.

**WEEKLY**

**2.0 Store Management**

* Completes the **Weekly COVID Audit**
* Audit is assigned every Friday (except for the final Friday of each month in which the **Monthly COVID Audit** will be completed)

**Regional Management**

* Create Action Plans to address deficiencies and commentary
* Complete the weekly [Regional Store Ownership-COVID](https://polarisind.sharepoint.com/:x:/s/TAP_RetailStoreOps/EYGtdEQz1-1OrD8BrjL-qskBn6bIqIDoyQgvzjc-laba1A?e=kdOPLL) tracker
* Communicate Action Plans to Zone Management as required

**Zone Management**

* Confirm Completion Via Email to Store Operations

**MONTHLY**

1. **Store Management**

* Completes the **Monthly COVID Audit**
* Monthly audit is assigned the final Friday of each month

**Regional Management**

* Create Action Plans to address deficiencies and commentary
* Communicate Action Plans to Zone Management as required

**Zone Management**

* Confirm Completion Via Email to Store Operations

**Responsibilities:** Failure to follow any/or all guidelines listed above will result in further disciplinary actions up to and including termination. Discipline will be applied to all who participated in the unapproved activity (salesperson, technician, service manager and/or retail manager)