

## TerraCrux Games Written Procedures for In-Store Retail Operations:

A site-specific COVID-19 Supervisor shall be designated by the employer to monitor the health of employees and enforce this COVID-19 safety plan.

1. We will have contactless pay options; including our online store (TerraCruxGames.com) and curbside pickup.

2. Customer Traffic Management.

- Our max occupancy is 50 persons; this is under 30% capacity as determined by the fire code.
- We have placed distance markers outside of the facility in order to maintain six-foot physical distancing for customers waiting to enter the building or receive curb side service.
- We have added arrow markings to help eliminate choke points and reduce crowding. High traffic areas are marked with six-foot indicators to maintain physical distancing requirements.
- We have placed signage at entrances and throughout the store reminding staff and customers of the occupancy limit, to maintain six-foot physical distancing, and the policy requiring face coverings.
- We have placed distance markers in check-out lines in order to maintain six-foot physical distancing requirements for customers waiting to check out.
- When possible, we will accommodate hours of operation that permit access solely to high-risk individuals as defined by the CDC.

3. Sanitation

- We will be frequently sanitizing high-touch surfaces.
- We will ensure operating hours allow downtime between shifts for thorough cleaning.
- Hand sanitizer is available at entry for all staff and patrons (assuming supply availability).
- We have established a housekeeping schedule that includes frequent cleaning and sanitizing with a particular emphasis on commonly touched surfaces.

4. Seating Requirements

- All parties and tables must be 5 guests or less.
- Tables will be placed far enough apart when measured from occupied chair to occupied chair, to ensure event guests seated at a table are a minimum of 6 feet away from guests at adjacent table.