



SOCIAL DISTANCING AND SANITATION PROTOCOL

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Measures to be Completed by the Business

SANITATION PROCEDURES

1. Payment System Sanitization

Provide for contactless payment systems or, if not feasible, sanitize payment systems regularly (e.g. after every use). Describe your payment system sanitizing plan below: All services can be pre-purchased through website or mobile device. IPad and corresponding stylus pen will be wrapped in disposable plastic. IPad and pen will be sanitized and plastic covering replaced after every use.

2. Common Area Sanitization

Break rooms, bathrooms, and other common areas, and frequently touched objects shall be sanitized frequently. Describe your common area sanitation schedule below:

- Break rooms (e.g. after breaks): Kitchenette will be sanitized every 30 minutes
Bathrooms (e.g. every 20 minutes): Bathrooms sanitized every 30 minutes and/or after each use
Other: Desks, glass surfaces, stair railings, door knobs/handles sanitized every 30 minutes

3. Supply Availability

Disinfectant and related supplies shall be made available to all employees. Describe the location for these supplies below: Disinfectant, PPE, and related cleaning and sanitization supplies will be available: Underneath stairs (storage closet), in storage closet for each of the (2) gender neutral restrooms. Hand sanitizer effective against COVID-19 (minimum 60% alcohol content) shall be made available to all employees. Describe the location for hand sanitizer below: Hand sanitizer will be located at front lobby area, each of the (2) restrooms, in each of the (3) rehearsal studios and shared office area. (2) mobile hand sanitizer stations on stands: at front door and upstairs mezzanine entrances. Soap and water shall be made available to all employees. Describe the location for soap and water below: At each of the (2) restrooms and the kitchenette sink

Describe other sanitation measures (optional): All dance mirrors, dance floors, sound equipment, and ballet barres will be sanitized in between each class transition.

PREVENTING CROWDS

4. Limit Number of Customers

Limit the number of customers in the store at any one time to: 20

Note: Business shall post an employee at the door to ensure that the maximum number of customers in the facility set forth is not exceeded.

Describe other crowd prevention measures (optional): Employee with face covering, gloves will be at the door at all times to check in, pre-screen temp. check, point out hand sanitizer, and monitor number of customers in and out of the facility.

Submitted via SeamlessDocs.com
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Signature

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Date



## SOCIAL DISTANCING AND SANITATION PROTOCOL

### THIS SOCIAL DISTANCING AND SANITATION PROTOCOL MUST BE DISTRIBUTED TO ALL EMPLOYEES AND POSTED AT ALL ENTRANCES TO THE BUSINESS

*This business agrees to comply with the following in conducting business operations:*

#### Required Signage

- Post signage at each public entrance of the business to inform all employees and customers that they must:
  - not enter the business if they have a cough or fever;
  - maintain a minimum six-foot distance from one another;
  - sneeze and cough into a cloth or tissue or, if not available, into one's elbow;
  - not shake hands or engage in any unnecessary physical contact; and
  - wear a face covering/mask at all times, this applies to ALL employees, and all customers.
- Post this "Social Distancing Protocol" at each public entrance to the facility.
- Place signs (A-frame) outside the store reminding people to be at least six feet apart, including when in line.
- Place tape or other markings at least six feet apart in customer queuing areas inside the store and at public entrances with signs directing customers to use the markings to maintain distance.

#### Required Distancing and Sanitation Protocols

- Direct all employees who are able to carry out their work duties from home to do so.
- Instruct all employees not to come to work if sick.
- Check symptoms of all employees before allowing them to enter the workspace.
- Distribute this Protocol to all employees.
- Separate all desks or individual workstations by a distance of at least six feet.
- Instruct all employees to maintain at least six feet distance from customers and from each other, except that employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- Do not permit customers to bring their own bags, mugs, or other reusable items from home.
- Make disinfecting wipes that are effective against COVID-19 available near shopping carts and shopping baskets.
- Assign employee(s) to disinfect carts and baskets regularly.
- Ensure that hand sanitizer, soap and water, or effective disinfectant, is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the store or immediately outside where people have direct interactions.
- Disinfect all payment portals, pens, and styluses after each use, and all high-contact surfaces frequently.
- Separate order areas from delivery areas, to prevent customers from gathering.
- Provide lids for cups and food/bar-type items by staff to customers, rather than by self-service.
- Eliminate bulk-item food bins for customer self-service use.
- Make every reasonable effort to keep patrons a minimum distance of six feet away from each other through the use of strategies such as one-way aisles and through ensuring a maximum number of customers are allowed in the establishment at a time.
- Refuse service to any customers refusing to uphold social distancing protocols or refusing to wear a face covering in the interest of protecting the health of employees and customers.