



# Presentation

# Social Distancing PDCA

Team 5

# Key Points



PARTICIPANTS IN  
THE PRESENTATION



ABOUT THE  
PRESENTATION



TOPICS FROM THE  
PRESENTATION



STORES WE CHOSE



Participants in the presentation



# Team 5

- Schmidt Markus
- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX



# Key Points

## About the presentation



- Explanation of how our two shops deal with the situation
- What changes were made in the shops and were allowed to remain open and to be able to open again
- General explanation of the situation

## Topics from the presentation



- Government guidelines that had to be followed.
- Government guidelines that must be followed.
- Measures for businesses that were open.
- Measures for businesses that want to open again.
- How are companies dealing with this new situation

## Stores we chose



- Dollarama
- Polo, Ralph Lauren



LA

AF

Dollarama  
was open during  
Lockdown

# Measures taken by the company during covid 19

- Door Sign / Floor Sign
  - Wearing a Mask inside the Stores, Information
  - Keep Distance 2 meter (Floor sign)
  - disinfect hands before entering the store
- 
- You feel sick, stay at home
  - Over 37°C stay at home
  - Contacting the Canada Revenue Agency

# In the Dollarama

- Reduce the number of people inside the store at the same time.
- 2 meters away from each other in the checkout line .
- The cashiers were wearing a mask and there was plastic around the cashier.





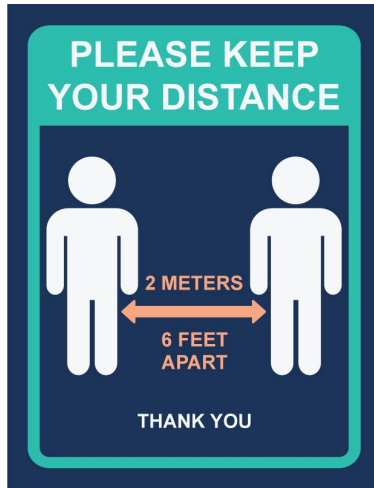
**TO HELP KEEP EVERYONE  
HEALTHY ALL CUSTOMERS  
MUST WEAR MASKS UPON  
ENTERING THE STORE**

**STANLEY**

**DO NOT  
ENTER**



# Measures taken by the company during covid 19



Polo,  
Ralph Lauren

as closed during  
Lockdown and  
will re-open



# Measures that are necessary for an re-opening after the lockdown

- For customer:
  - Door Sign / Floor Sign/Sticker
  - Wear a mask in the Store, inform the customer outside.
  - Keep Distance 2 meter (Floor sign and inform outside)
  - Maximum number of people in store
  - Fitting room closes
  - Hand sanitizer dispenser, before entering the Store
  - Disinfect Shopping Cart Handlebar
  - If possible, only electronic payments

NOVEL CORONAVIRUS  
**COVID-19**  
2019-NCOV



# Measures that are necessary for an re-opening after the lockdown

- For employees:
- Keep your distance from the customer or stand behind the plexiglass window
- Hand sanitizer dispenser for employees in the Staff area and at the checkout area
- Plexiglass at the checkout to protect employees
- Mask and Disposable gloves for employees
- Sample cleaning checklists for the store and other facilities
- Preparing the store for opening checklists Returning to work team checklist and action plan
- Employee temperature screening
- Adjust seating in break rooms, lunchrooms, and other common areas to respect social distancing practices

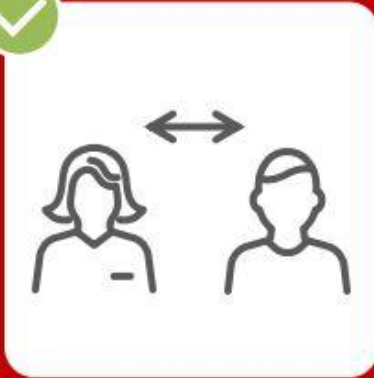
# Measures that are necessary for an re-opening after the lockdown

- Optional:
  - Optional Temperature Measurement
  - If possible, only electronic payments

RONAVIRUS (COVID-19)



# How To Protect Yourself And Others – POSTER TEMPLATES



## Keep distance

Protect older people  
with sufficient distance

Keep your distance  
when standing in line

Keep away from events  
and meetings



## Wash hands thoroughly

Wash your hands for 20  
seconds

Soap and water are most  
effective

Use hand disinfectant if  
soap and water are not  
available



## Avoid shake hands and contact

Even if it seems rude or  
unusual to you



## Sneeze into the crook of your arm or into a tissue

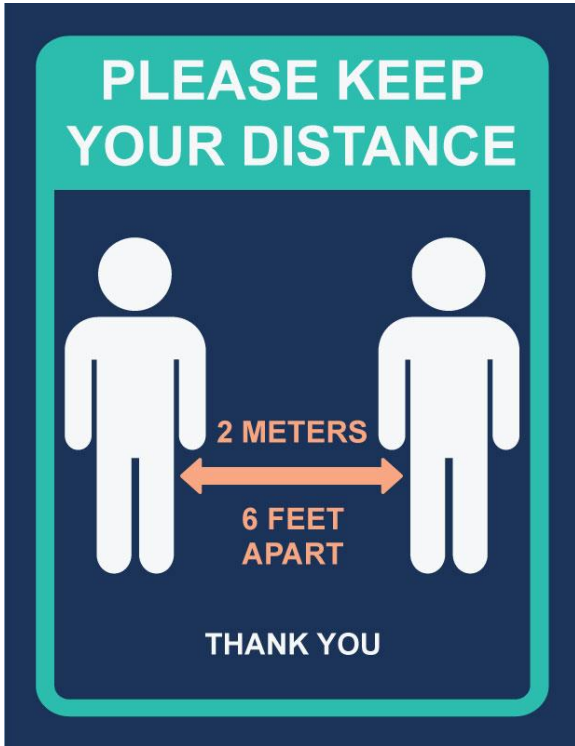
Discard paper tissues  
immediately after use  
AND wash your hands  
afterwards



## Stay at home with fever and cough

Contact your family  
doctor by telephone



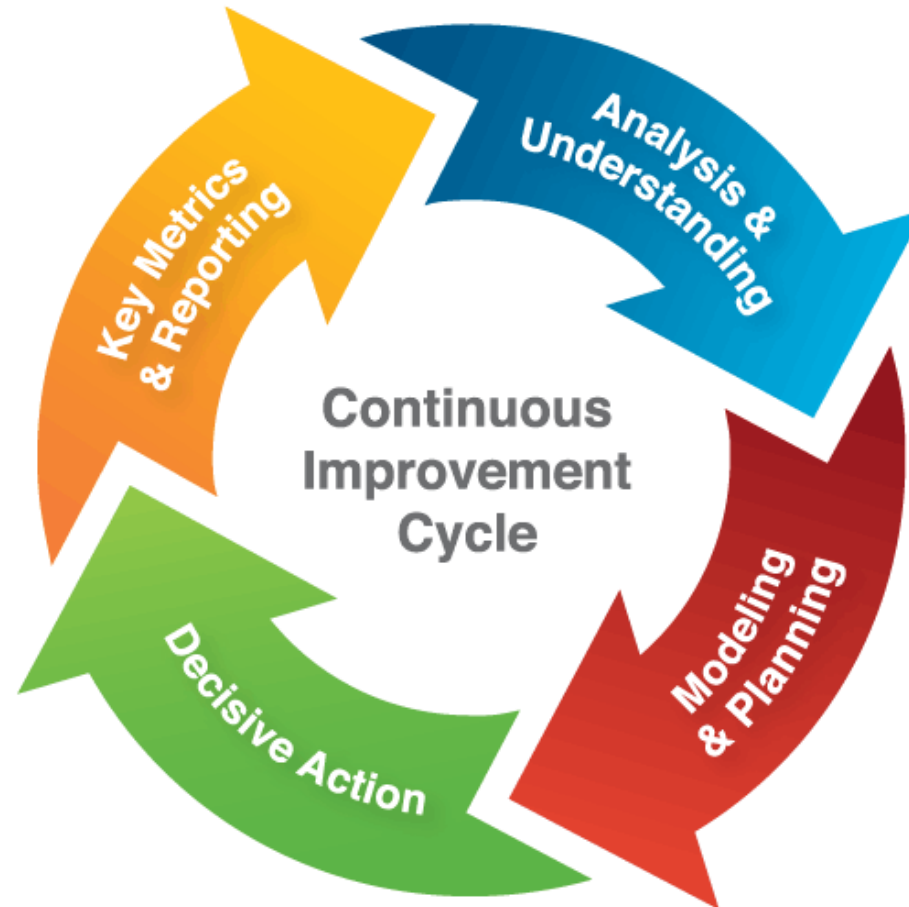


# Checklist

- Establish procedures to regularly disinfect inventory and deliveries of goods
- Establish protocols and procedures for receiving, handling and processing shipping and receipts
- Review where shipments originate from to ensure that provincial, national and international borders are still operating and identify the types of shipments that may be stopped, delayed or unauthorized due to COVID-19
- Review all security protocols for stores and other facilities
- Establish new procedures and training for store staff regarding shoplifting incidents
- Provide a list of law enforcement contacts and incident-list which warrants police intervention
- Assuming screening will occur within your store, ensure employee training and proper procedures are in place
- Carefully inspect facilities for any damage or issues caused by vacancy including mechanical, air, and water systems

PDCA

# Plan-Do-Check-Act







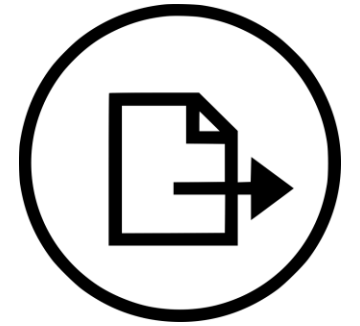
# Plan



- Check the RCC regulations and legal bases
- Check the facility in the shop
- Check what is needed for our shop
- Organize the purchase of the items you need
- Organize the replacement of items, such as hand sanitizers for customers and employees, etc
- Organize the placement and assembly of the items
- Assemble the instructions and regulations at the front door
- Create checklists for employees as the process during which Covid 19 measures are
- Create training plans for employees so that the process is more organized and everyone knows how to deal with the situation
- Creation of an additional task plan for the employees what each employee has to control
- Buy the right hand sanitizer, which is also helpful against viruses



## Do



- Set appointments for training courses from our employees
- Order all the necessary items
- Instruct the company to attach the plexiglass panes
- Place the hand sanitizers in Front of the shop and in the staff areas
- Distribute the checklists to employees and supervisors
- Cover the floors with the stickers
- Create instructions for the cleaning staff, who must clean more frequently and intensively



# Check

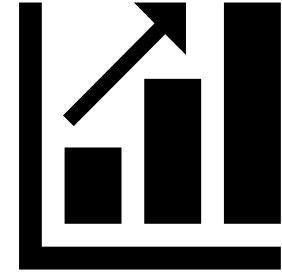


- Check the implementation of the tasks to the employees
- Check compliance with the guidelines and guidelines
- Check the purchase of urgently needed items and the timely delivery of the goods
- Check the regular cleaning of frequently used surfaces and sanitary rooms





# Act



- Complete integration of tasks during the Covid 19 situation
- Improve the overall process to save time and money on new tasks
- Improve points that are not well organized
- Change specifications that are not easy to integrate
- After the first evaluation, add new tasks that have not been taken into account



# COVID-19

Novel Coronavirus

## HOW IT'S SPREAD

Person-to-person by respiratory droplets.



## SYMPTOMS



Cough



Fever



Shortness of breath

## PREVENTION



Wash your hands with soap for 20 seconds



Use an alcohol-based hand sanitizer



Cover your cough or sneeze with a tissue



Avoid touching your eyes, nose and mouth

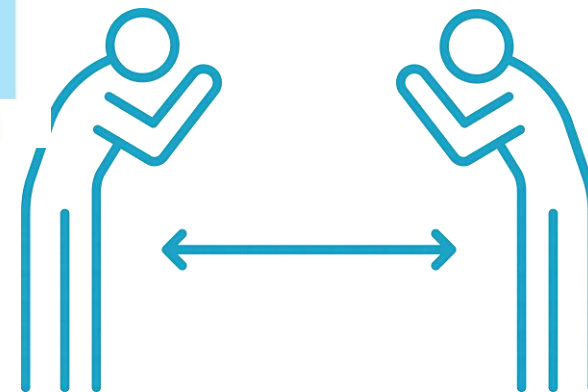


Avoid contact with sick people

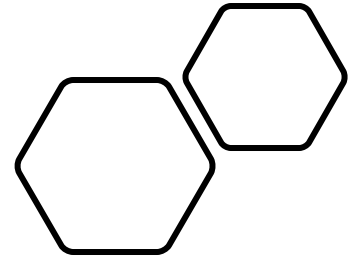


Disinfect frequently touched objects

Union County Division of Public Health











Questions so far?



Thank you  
for your  
attention!

Markus:

- Opening
- Intro
- PDCA

Steven:

- Polo

AJ:

- Dollarama
- summarize
- conclusion
- Q&A