

## Appendix A: Social Distancing Protocol

Business name: Shipt, Inc.

Facility Address: 201 3rd St., Suite 800, San Francisco, CA 94103

Approximate gross square footage of space open to the public: [N/A - Not open to the public]

**Businesses must implement all applicable measures listed below, and be prepared to explain why any measure that is not implemented is inapplicable to the business.**

---

**Signage:** [To be posted when the office re-opens to employees]

Signage at each public entrance of the facility to inform all employees and customers that they should: avoid entering the facility 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; and not shake hands or engage in any unnecessary physical contact.

Signage posting a copy of the Social Distancing Protocol at each public entrance to the facility.

---

**Measures To Protect Employee Health (check all that apply to the facility):**

Everyone who can carry out their work duties from home has been directed to do so.

All employees have been told not to come to work if sick.

Symptom checks are being conducted before employees may enter the work space. [N/A at this time, as the office is closed.]

All desks or individual work stations are separated by at least six feet.

Break rooms, bathrooms, and other common areas are being disinfected frequently, on the following schedule:

- Break rooms: [The office is currently closed. Shipt will utilize frequent disinfecting once the office re-opens, and detail here.]
- Bathrooms:
- Other ( ):

Disinfectant and related supplies are available to all employees at the following location(s):

[The office is currently closed. Such supplies will be available upon request from Office Manager when the office re-opens.]

Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

[The office is currently closed. Such supplies will be available at various TBD designated locations throughout the office when the office re-opens.]

Soap and water are available to all employees at the following location(s): Kitchen sink; bathrooms

Copies of this Protocol have been distributed to all employees. [Copies will be available via Slack to employees.]

Optional—Describe other measures:

---

**Measures To Prevent Crowds From Gathering (check all that apply to the facility):**

Limit the number of customers in the store at any one time to (insert number) \_\_\_\_\_, which allows for customers and employees to easily maintain at least six-foot distance from one another at all practicable times. [Not Applicable]

Post an employee at the door to ensure that the maximum number of customers in the facility set forth above is not exceeded. [Not Applicable]

Placing per-person limits on goods that are selling out quickly to reduce crowds and lines. Explain:

[Not Applicable]

## **Appendix A: Social Distancing Protocol**

Optional—Describe other measures:

---

### **Measures To Keep People At Least Six Feet Apart (check all that apply to the facility)**

Placing signs outside the store reminding people to be at least six feet apart, including when in line.

[Not Applicable]

Placing tape or other markings at least six feet apart in customer line areas inside the store and on sidewalks at public entrances with signs directing customers to use the markings to maintain distance.

[Not Applicable]

Separate order areas from delivery areas to prevent customers from gathering.

[Not Applicable]

All employees have been instructed to maintain at least six feet distance from customers and from each other, except employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary. [Not Applicable]

Optional—Describe other measures: The office is not open to the public or customers. Shipt will post signage throughout the office reminding employees of the need to practice proper social distancing.

---

### **Measures To Prevent Unnecessary Contact (check all that apply to the facility):**

Preventing people from self-serving any items that are food-related. [The office is closed. Effective upon re-opening.]

Lids for cups and food-bar type items are provided by staff; not to customers to grab.

Bulk-item food bins are not available for customer self-service use.

Not permitting customers to bring their own bags, mugs, or other reusable items from home.

[Not Applicable]

Providing for contactless payment systems or, if not feasible, sanitizing payment systems regularly.

Describe: [Not Applicable]

Optional—Describe other measures (e.g. providing senior-only hours):

---

### **Measures To Increase Sanitization (check all that apply to the facility):**

Disinfecting wipes that are effective against COVID-19 are available near shopping carts and shopping baskets.

[Not Applicable]

Employee(s) assigned to disinfect carts and baskets regularly. [Not Applicable]

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.

[Not Applicable]

Disinfecting all payment portals, pens, and styluses after each use. [Not Applicable]

Disinfecting all high-contact surfaces frequently. [When the office re-opens to employees.]

Optional—Describe other measures:

\* Any additional measures not included here should be listed on separate pages, which the business should attach to this document.

**You may contact the following person with any questions or comments about this protocol:**

**Name:** safetyresponse@shipt.com

**Phone number:** (205) 502-2500