



PRICE ENTERPRISES
INC

SOP 14-20CW April 30, 2020
Revised September 20, 2021

COVID-19 Employee & Customer Safety Protocol

Price Enterprises, Inc. is providing this document to outline the safety measures and workplace rules it has in place to promote a safe workplace during the COVID-19 pandemic. This COVID-19 Workplace Safety Measures Policy must be followed by all employees to ensure the health and safety of both the employees and customers.

General Guidelines for all Employees to Practice:

- Frequently wash your hands with soap and water for at least 20 seconds. Hand sanitizer could also be used to disinfect your hands.
- Practice good respiratory etiquette, including covering coughs and sneezes.
- Avoid touching your eyes, nose, or mouth as much as possible.

Temperature Screenings: All employees will be required to submit to a temperature check using a thermometer provided by Price Enterprises, Inc. once they arrive to work. If you have a temperature of 100.4 °F or higher, you will be sent home immediately and not allowed to return to work until you have been fever-free for at least 72 hours without use of fever-reducing medicine. You will be asked to acknowledge that you have not experienced any COVID-19 symptoms in the past 72 hours before being allowed to work.

COVID-19 Symptoms Include:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills or repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Any other possible symptom

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Employees with COVID-19 symptoms:

- Employee should notify their Supervisor, Manager, Operations Manager, and/ or Human Resources immediately.
- If any employee is showing any symptoms or is sick, they will be sent to Kalihi Kai Urgent Care located at 2070 N King St #A1, Honolulu, HI 96819 to do a Rapid Covid-19 test, which will give results within 20 minutes. The test given at Kalihi Kai Urgent Care will be at no cost to the employee and will be provided by the company.
- If someone in your household is experiencing symptoms or has been diagnosed with COVID-19 please advise your Supervisor, Manager, Operations Manager, and/ or Human Resources immediately.
- Additionally, should an employee test positive for COVID-19, the employee will be quarantined until they are cleared to return to work by a health care provider, and we will notify any potentially exposed employees (without disclosing that employee's name) and conduct a thorough cleaning and disinfecting of the workplace.

Personal Protective Equipment: All employees will be issued all necessary PPE and are required to wear them at all times at the Car Wash or Convenience Store facility. Price Enterprises, Inc. will provide all employees with disposable face masks and bio-face shields for employees to use while at work, however, employees may bring their own face masks if they prefer to wear their own. If distancing is not maintained all employees in the Admin office are required to wear face masks and/ or shields.

1. Bio-Shield Face Shield/Facial Mask
2. Caps/ Visors
3. Ear Plugs
4. Nitrile Gloves
5. Safety Glasses

Distancing of Employees & Customers: There will be only one person stationed at each of the five positions (2 Greeters, 1 Loader, 1 Flight Deck Monitor, and 1 Vacuum Cleaner/ Parking Lot Attendant) that will be manned during this modified operational period. Employees should avoid close physical contact such as hugs and shaking hands with co-workers and maintain at least 6 feet of distance between themselves and others as much as possible, including during your breaks.

1. **Entrance Monitor (Greeter)** will be stationed under the outdoor canopy to direct traffic flow through the Washify KIOSK lanes. The customer will use the Automated Teller to make cash or credit payment, or enter wash code, or scan wash card. If for any reason the Greeter must assist due to technical issue, the window of the vehicle will be closed (rolled up) or the vehicle will be moved away from the Automated Teller. There will be **NO** contact between the Greeter and the customer.

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The Greeter will not remove the antenna from any vehicle. If the customer insists the antenna be removed, it will be removed by the customer once the vehicle passes through the Washify KIOSK gate, into the “neck” area before entering the tunnel.

A pickup unable to be washed due to items in the bed will depart, remove the items and return. Customers will not be allowed to exit their vehicle in the canopy area.

Touch points on the Washify KIOSKS will be wiped clean with disinfectant regularly (15 minutes) throughout the day. Greeter will also maintain cleanliness of the area as during normal operations.

2. **The Tunnel Entrance Monitor (Loader)** will direct the vehicle into the bay for the safety of the customer, vehicle and equipment. Of course, all windows on the vehicle will be closed (rolled up) when approaching the tunnel entrance and there will be NO contact between the Loader and the customer.
3. **The Flight Deck Monitor** is stationed inside the glassed enclosed Flight Deck area to monitor the entire operation of the carwash tunnel, and monitor cameras covering the entire property. The Flight Deck Monitor can remotely control if needed all aspects of the car wash equipment, i.e. conveyor belt, brushes, cloth mitters, chemical and rinse arches, and blowers as each vehicle transits the tunnel safely with maximum efficiency and effectiveness.

Direct communications via wireless headsets will be maintained at all times among all employees on the property.

Only the Flight Deck Monitor will occupy the flight deck area. In the event another employee requires access to the flight deck area (i.e. shift change) a minimum of 6' distancing will be maintained, and PPE will be worn at all times.

Restroom: Restroom will be cleaned regularly throughout the day and wiped down with disinfectant after each use. **Disinfectant wipes will not be flushed down the toilet.** Price Enterprises, Inc. will have disinfecting spray, paper towels, and antibacterial hand soap available in Car Wash, Convenience Store, and Administrative Office restrooms.

Visitors: No visitors will be allowed on the Car Wash or Convenience Store property with the exception of customers & vendors making deliveries or providing equipment maintenance, landscapers, and mail & package deliveries. All visitors must be wearing a face mask when on the Car Wash & Convenience Store property.

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Vacuums: Complimentary vacuum stations will be opened while practicing social distancing guidelines provided by CDC or other authority. No more than two adults, one using each vacuum hose will be outside the vehicle when using the complimentary vacuum service. Masks must be worn at all times while using the vacuum stalls until other authority permits.

Report safety violations: If you see any fellow employees violating Price Enterprises, Inc.'s safety measures or refusing to wear PPE, please advise your supervisor immediately.

Ricky e Price
Ricky E. Price
Owner/Chairman

By my signature below, on the employee signature line, I certify that: **I have read and understand this policy. I agree to report and stay home if I experience any COVID-19 symptoms or test positive for COVID-19 and to follow the safety measures outlined above.**

Employee Signature

Date

Employee Name

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