



Corporate Office #200-160 Dougall Road South., Kelowna, BC V1X 3J4 P. 250.860.4225

April 3 2020

Government Suggested Store Safety Procedures

Head office hopes everyone is doing their part in implementing the suggested protective measures at their stores in order to protect staff and customers alike.

For Businesses:

1. Install floor markings to require customers to stand behind, until it's time to complete the transaction.
2. Schedule handwashing breaks. Assign a relief person to step in for cashiers so they can wash their hands with soap for a full 20 seconds. Provide hand lotion so workers' hands don't crack.
3. Schedule cashier station sanitation breaks. Assign a relief person to rotate through the store and sanitize all frequently touched surfaces.
4. Suggest not accepting cash at this time and focus on debit and credit card options In an effort to reduce handling of physical money. Instruct Managers it is at their discretion and in certain instances concessions may need to be made to minimize hardship to customers. Use available signages to help customers understand and follow this temporary policy.
5. Explore scheduling adaptations to accommodate childcare arrangements.
6. Find out which workers are at increased risk – older workers, immune-compromised workers, people with respiratory or heart disease, people with asthma.
7. Stores can suspend refunds as those involve cash. Instead offer a 3-month extension on the standard refund policy. Signage to support policy change.
8. Post CDC guidelines so Staff and Customers are always up to date on suggested health procedures (Attached printable poster)
9. Understand the difference between cleaning, disinfecting, and sanitizing.

For Workers

1. Retail workers are among the heroes of the COVID-19 pandemic response. We need to protect the health of retail workers throughout the duration of the pandemic.
2. Many workers are feeling the pressure of trying to keep shelves stocked. They are working faster, skipping breaks, and working more hours. Stress, fatigue, and constant exposure to the public can make retail workers more vulnerable.
3. Take your breaks! Other people's urgency is real, but it cannot come at the expense of your health.
4. Take extra handwashing breaks. Hand sanitizer is helpful, but it is not a substitute for handwashing, especially if hands are dirty. Keep in mind that everything you scan at the cash

register was handled by multiple people including customer; and that you handle money, coupons, and credit cards or store cards.

5. Secure your hair, to avoid having to touch your face to adjust stray hairs.
6. If you use a cellphone, remember that you touch it with your hands and hold it against your face. Use a disinfecting wipe on it regularly and before you take it home where family members might use it.

Duct Tape Spacing

- Some stores are making use of simple duct tape to indicate areas where there should be a limited number of people within to meet social distancing protocols



Till Sneeze Guard

STM Display has come up with an inexpensive option that hangs

- 44"H, 52"W, for up to 10' High Ceiling **or** 28"H, 40"W, for up to 10' High Ceiling



- With limited employees STM Display has asked that customers order directly online at www.stmdisplays.com and enter “sneeze” in the search bar
or you can email info@stmdisplays.com.

ACRYLIC SHIELDS & FLOOR DECALS

KEEPING YOUR STAFF AND CUSTOMERS SAFE

COUNTER



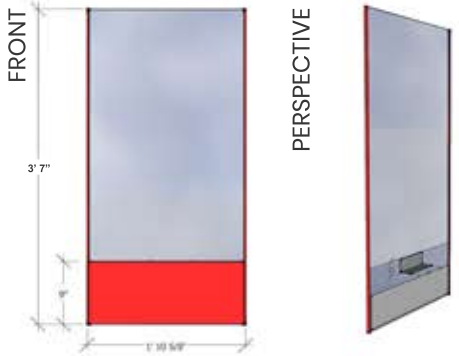
COUNTER TOP

\$ 122.50 ea.

1/4" thick acrylic framed on sides with 3/8" channel powder coated to match your brand colour, metal base with two-way tape on underside to secure to counter.

Overall Dimensions: 1'-11-5/8" W x 36"H x 6-1/4"D

CHECKOUT - SMALL



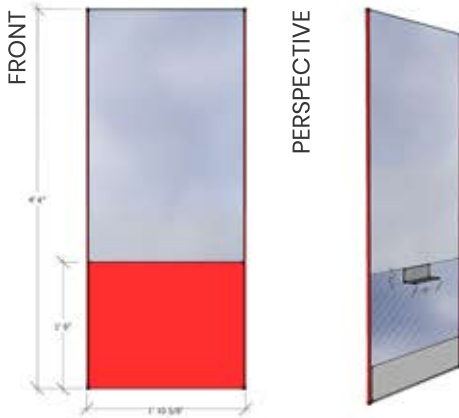
CHECKOUT SMALL

\$ 135.25 ea.

1/4" thick acrylic framed on sides with 3/8" channel powder coated to match your brand colour, secured to checkout with two-way tape on bracket and bottom of panel. Coloured vinyl applied to conceal two-way tape.

Overall Dimensions: 1'-10-5/8" W x 43"H x 1/2"D

CHECKOUT - LARGE



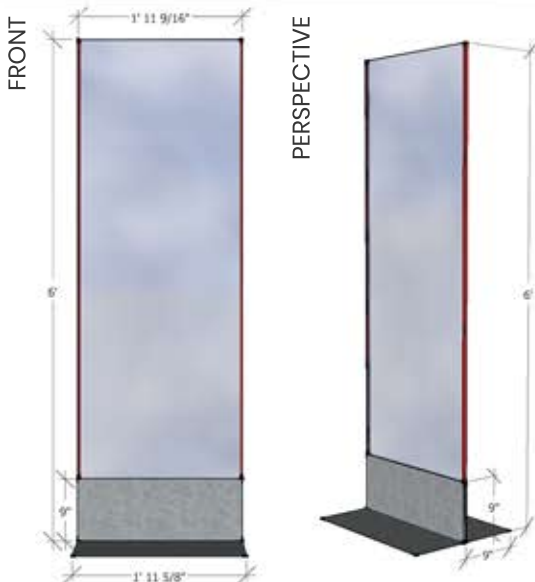
CHECKOUT LARGE

\$ 135.25 ea.

1/4" thick acrylic framed on sides with 3/8" channel powder coated to match your brand colour, secured to checkout with two-way tape on bracket and bottom of panel. Coloured vinyl applied to conceal two-way tape.

Overall Dimensions: 1'-10-5/8" W x 52"H x 1/2"D

FREESTANDING



FREESTANDING

\$ 435.77 ea.

3/8" thick acrylic framed on sides with 3/8" channel powder coated to match your brand colour on metal base.

Overall Dimensions: 1'-11-5/8" W x 72"H x 18-3/8"D

ACRYLIC SHIELDS & FLOOR DECALS

KEEPING YOUR STAFF AND
CUSTOMERS SAFE

FLOOR DECAL



FLOOR DECAL - [INSERT PRODUCT NO.]

\$ 55.35 ea.

Vinyl printed decal directing customers to maintain 2m separation.
Background colour can be changed to match your brand colour.

Overall Dimensions: 36" W x 72"L

sales@canadasbeststorefixtures.com

LET US GET YOUR ORDER READY
AND LET US INSTALL IT FOR YOU

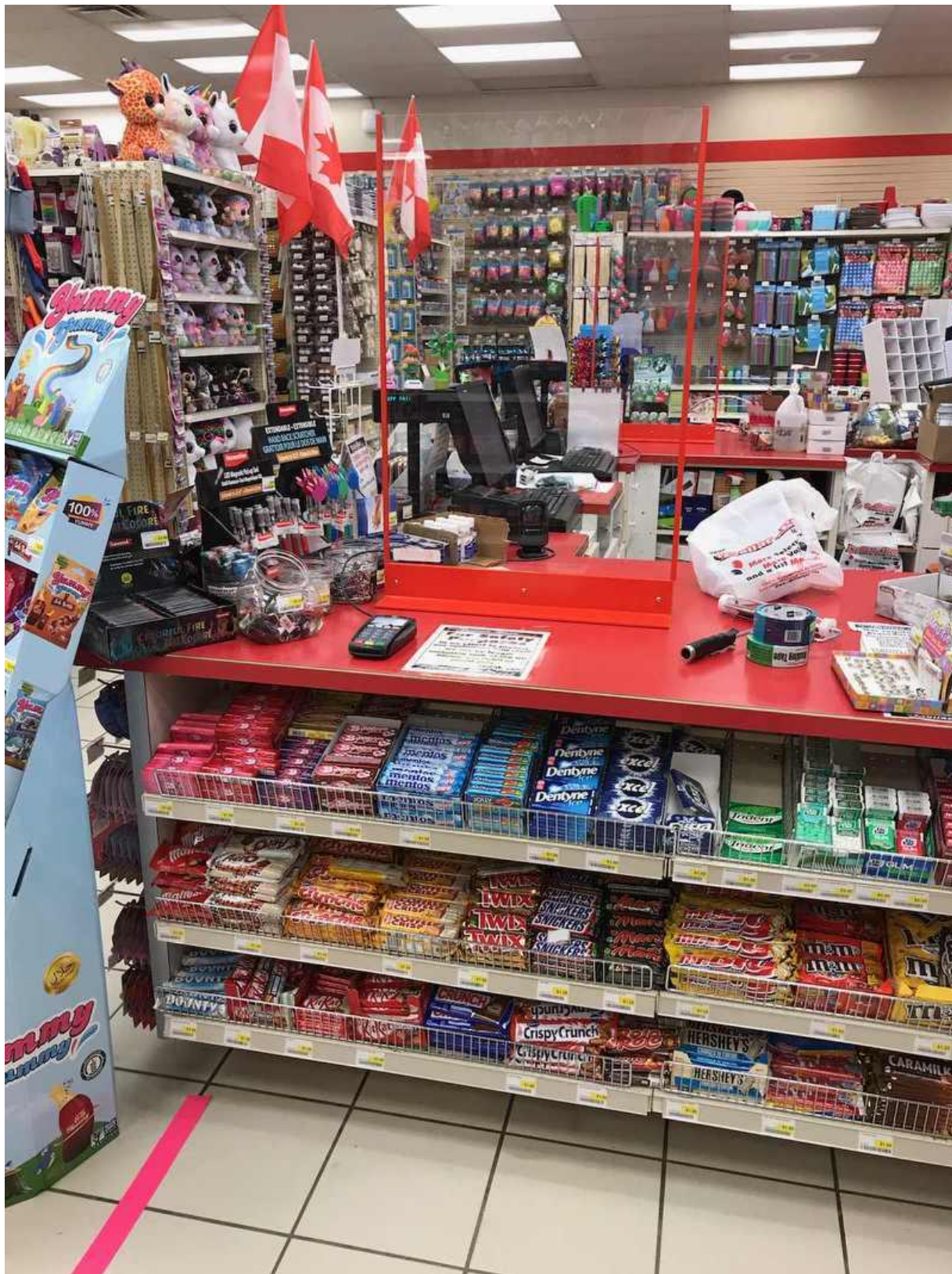
ORDER SHEET

PRODUCT NAME	DESCRIPTION	UNIT PRICE	QUANTITY
COUNTER TOP	ACRYLIC SHIELD 1'-11-5/8"W x 36"H x 6-1/4"D	\$ 122.50 ea.	
CHECKOUT SMALL	ACRYLIC SHIELD 1'-10-5/8"W x 43"H x 1/2"D	\$ 135.35 ea.	
CHECKOUT LARGE	ACRYLIC SHIELD 1'-10-5/8" W x 52"H x 1/2"D	\$ 135.25 ea.	
FREESTANDING	ACRYLIC SHIELD 1'-11-5/8"W x 72"H x 18-3/8"D	\$ 435.77 ea.	
FLOOR DECAL	VINYL FLOOR DECAL 36"W X 72"L	\$ 55.35 ea.	
INSTALLATION	INSTALL PER STORE	contact us	

All pricing is price per unit, does not include shipping and installation.
sales@actionretailoutfitters.ca

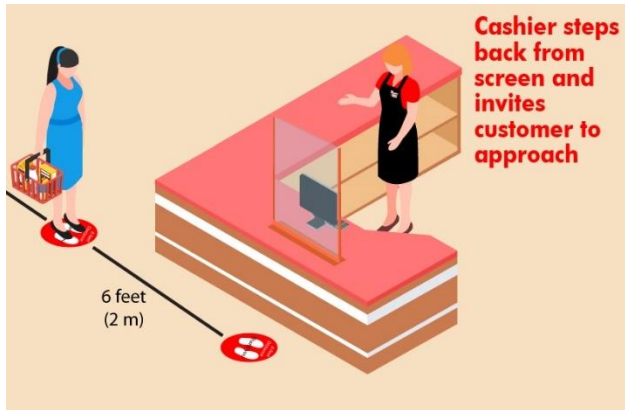
Plexiglass shield (we used Action Retail Outfitters -Counter top version- for the corporate stores but there may be other companies offering similar product)

We measured 15" from front of counter (customer side) to middle of plexiglass for placement.

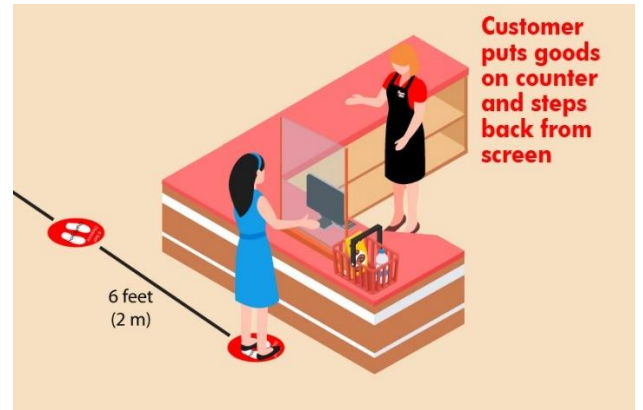


Working Steps (can be used with or without screen)

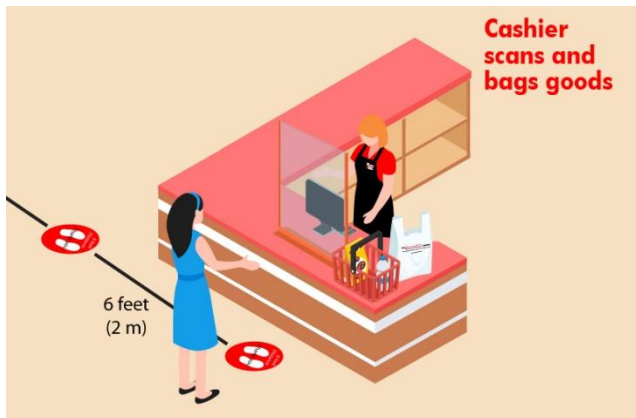
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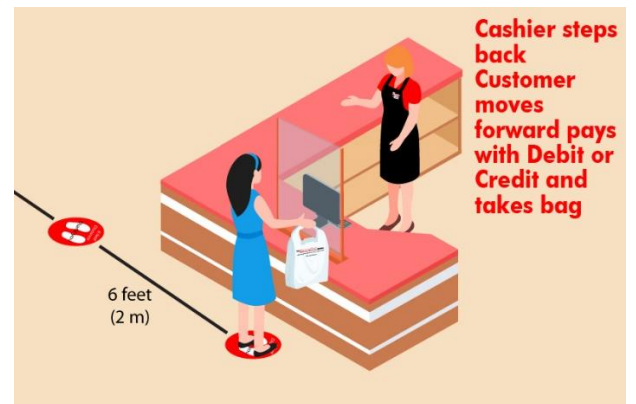
2



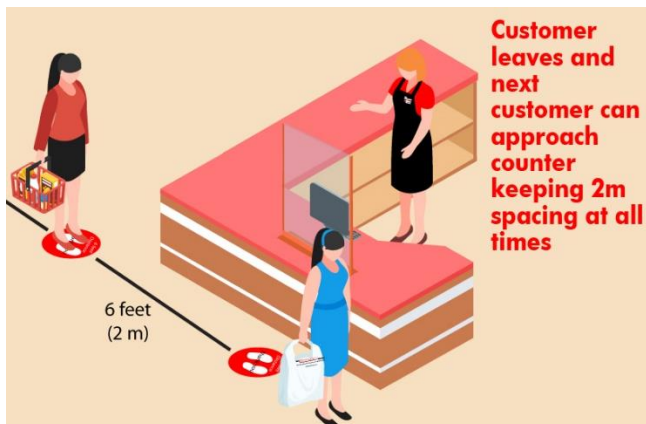
3



4



5



Sign Social Distancing Floor Sticker

- These are some floor stickers we will be trying out in our corporate stores (10 inch diameter)
Cost \$89 for 10, \$126 for 20, \$239 for 50 (JUKEBOXPRINT.COM ships next day)



If you are interested, see the "How To" order pages. I can also offer up any art files to have made locally if you wish just get in touch

Business Cards, Flyers, Hang Tag

+

Step 1. Go to website

jukeboxprint.com

Step 2. click logon

Jukebox

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Silk Business Card Sale!

100 Qty. \$25

Buy Now

Our Online Services are Available as Usual! • Save 20% Site Wide with code: **SAVE20**

Make an Impression with Letterpress Business Cards

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Jukebox

Sign into your account

Don't have an account? [Sign Up](#)

Email

joe@ydsnetwork.com

Password

☐ Remember me

Log in

[Forgot your password?](#)

Step 3. email:
joe@dollarstore.com
password:
Withmore1
then click "Log in"

FREE shipping on orders over \$49* Code: FREESHIP | Save 20% Site Wide! Code: Save20



Business Cards Labels & Stickers Products Blog Inspiration Resources



Hello, Joe



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Welcome to your personal dashboard!

Manage everything from one place and get updates for your orders.

Notification Center

No New Notifications

Social distancing Floor sticker

Product Type: Vinyl Stickers

Quantity: 10	Quantity: 20	Quantity: 50
Price: \$69	Price: \$105	Price: \$205
Buy	Buy	Buy

[View All My Shop Products](#)

Step 4. choose quantity then click "Buy"



FREE shipping on orders over \$49* Code: FREESHIP | Save 20% Site Wide! Code: Save20

Enter your job name:Item 3

Social distancing Floor sticker

Product Type

Custom Vinyl Stickers

Shape:Circle

Stock:Super Matte (Sticker)

Size:10" x 10"

Output:Classic Cut

Sheet:Individual Stickers

Quantity:20

Estimated Production Time:1 Business Day

Proofing Method:Run As Is

Run As Is orders will be sent directly to production. Please ensure that your files are 100% ready for print.

Shipping:Canada Post Expedited

Estimated Completion Date*

Friday
March
27

Estimated Delivery Date*

Thursday
April
02

Canada Post Expedited
Continue to Shipping for more options.

*If your file(s) are approved within: 19 hours and 7 minutes

Price Total

\$101.00 + shipping and taxes

Attach Files

Edit

Delete

Order Details:

Item 1: Social distancing FL...	\$101.00
Item 1 Shipping:	\$32.28
Subtotal:	\$133.28
GST (5%):	\$6.66
Total:	\$139.94 CAD

Continue to Shipping

Empty Cart

Promo Code

Step 5.
click "Continue to Shipping"

We're here to help! Order Placement & Customer Support. Call Us 888-667-0067 (7am-5pm PST)

FREE shipping on orders over \$49* Code: FREESHIP | Save 20% Site Wide! Code: Save20

Jukebox

Business Cards Labels & Stickers Products Blog Inspiration Resources



Shipping Address

Store #308 c/o #3-7 Centennial Drive North PO Box 1567, Martensville S...

Q |

Store #307 c/o Unit 4&5, 1715-8th Avenue PO Box 1530 -Geschaft Centre, Humboldt SK, S0K2A0

Store #308 c/o #3-7 Centennial Drive North PO Box 1567, Martensville SK, S0K2T0

We noticed you are shipping to a P.O. box. We recommend shipping to a street address as this will usually give you access to more cost effective options.

Step 6.
Find your
store
address

Order Details:

Item 1: Social distancing FL...	\$101.00
Item 1 Shipping:	\$32.28
Subtotal:	\$133.28
GST (5%):	\$6.66
Total:	\$139.94 CAD

[View Delivery Details](#)

Continue to Payment

Empty Cart

Step 7.
click
"Continue
to
Payment"

Or Pickup from one of our locations:

Due to COVID-19 we have decided to suspend all pick up services until further notice. Current orders in our system with a Pick Up Option will be eligible for free shipping to a local address.

Delivery Details:

Social distancing FL... - 20 Vinyl Stickers

Estimated Completion Date*	Estimated Delivery Date*
FRIDAY MARCH 27	THURSDAY APRIL 02

*If your file(s) are approved within: 19 hours and 6 minutes

FREE shipping on orders over \$49* Code: FREESHIP | Save 20% Site Wide! Code: Save20

Jukebox

Business Cards

Labels & Stickers

Products

Blog

Inspiration

Resources



Select a Payment Method

☒ Credit Card

Card Number

Cardholder Name MM / YY CW

☐ Store card for future purchases?

☐ PayPal

Order Details:

Item 1: Social distancing FL...	\$101.00
Item 1 Shipping:	\$32.28
Subtotal:	\$133.28
GST (5%):	\$6.66
Total:	\$139.94 CAD

Promo Code +

Confirmation

☐ I have read and accept the [Terms and Conditions](#)

Complete Order



Step 8.
Complete
your
payment
option

Step 9.
Click
"Complete
Order"



We're here to help! Order Placement & Customer Support. Call Us 888-667-0067 (7am-5pm PST)

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Government support programs

Government support, programs and subsidies are being added and updated daily. We are doing our best to stay up-to-date with all the changes so we are prepared to help with your specific business needs.

Currently there are 3 main programs:

- **For Employers**
 - Canada Emergency Wage Subsidy - 75% wage subsidy
 - [Full description can be found here.](#)
 - Temporary Wage Subsidy - 10% plan
 - [Full details can be found here.](#)
- **For Employees & Self Employed Individuals**
 - Canada Emergency Response Benefit
 - [Full details can be found here.](#)

More programs have been [announced](#), and details from the government will follow soon.

Our Recommendations:

- Signup for online access with CRA, for your business and personal accounts, as soon as possible. It appears that this is going to be the best way to apply for the subsidies.
- go to the websites included in this email for additional information
- Watch for future emails with more detailed updates.

Printable Posters

- **Stop The Spread Of Germs**
- **Temporary store closure form**

Thank you for your ongoing commitment, stay safe.



YDSWM TEMPORARY Store Closure Form (Print Clearly)

Date:		Store #:		City/Town:	
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Actual Closure Date:	(mm/dd/yyyy)
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Reason for Closing? Please Check boxes for those that apply

- | | |
|---|--|
| <input type="checkbox"/> Government legislation | <input type="checkbox"/> Landlord mandate (closing mall) |
| <input type="checkbox"/> Lack of staff | <input type="checkbox"/> Safety of staff and customers |
| <input type="checkbox"/> Low sales | |

Additional comments

Please email the following signed form back to Joe at head office so we can track closures. (A scan or picture of the signed document can be sent)

Email to:

Joe@dollarstore.ca

Franchisee Signature

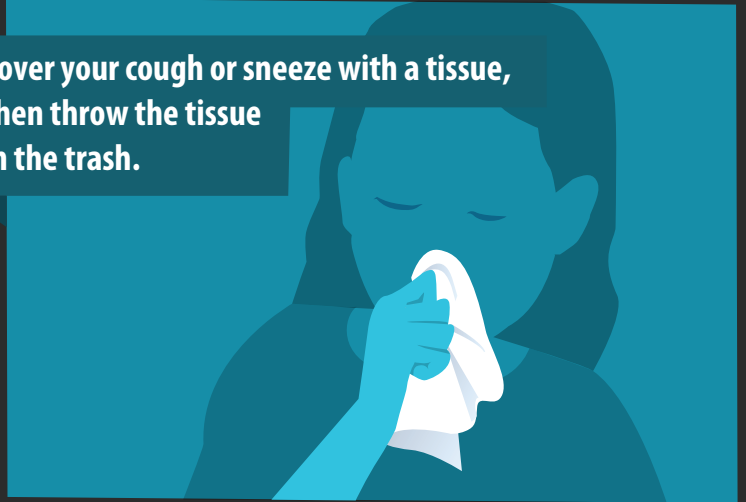
STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

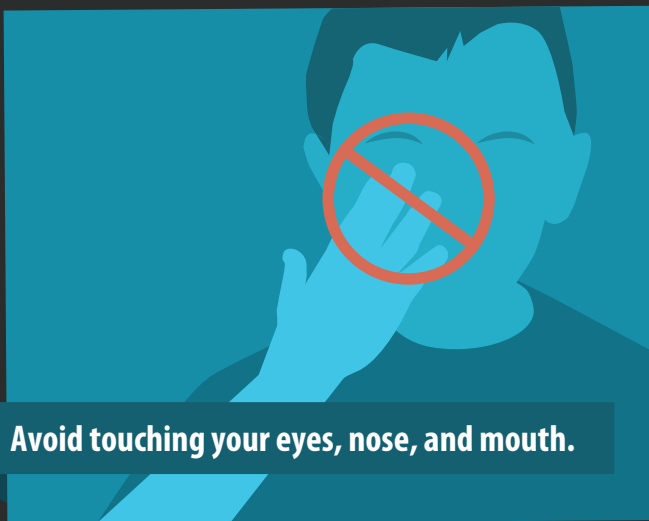
Avoid close contact with people who are sick.



Cover your cough or sneeze with a tissue, then throw the tissue in the trash.



Avoid touching your eyes, nose, and mouth.



Clean and disinfect frequently touched objects and surfaces.



Stay home when you are sick, except to get medical care.



Wash your hands often with soap and water for at least 20 seconds.



cdc.gov/COVID19