

## UC San Diego Bookstore Operations during the COVID-19 Pandemic

To help our staff, students, faculty, vendors and visitors feel safe in our facilities, we have implemented these safety protocols and business practices.

### Status

The UC San Diego Bookstore is processing online orders only. The Sunshine Market is open 8 a.m. to 5 p.m. weekdays. Audrey's Café is closed

### Employee Health and Safety Protocols

- Employees must complete mandatory Return to Work training before reporting to campus.
- In accordance with the current San Diego County Health Order, all employees who are reporting to campus for work must conduct a daily [self-screening for COVID-19 symptoms](#) using the online screening tool.
- Employees who have a fever, cough or other COVID-19 symptoms should not report to work and must contact their supervisor.
- We trained our employees on proper safety and sanitization procedures and posted required COVID-19 signage at workstations.
- All employees must wear disposable masks or cloth face coverings and gloves while working.
- We maintain soap and hand sanitizer supplies to ensure that employees can wash their hands frequently per CDC recommendations. Sanitizing wipes in break rooms and the locker room allow employees to clean common surfaces after each break and shift change.
- Staff regularly clean and disinfect high-touch objects and surfaces, such as workstations, cash registers, payment terminals, door handles, tables, chairs, countertops, faucets, refrigerators and microwaves.
- We have reduced sharing of work tools and equipment, such as phones, keyboards, cash registers and point-of-sale devices. Employees must disinfect all shared items before and after use.
- To ensure that employees maintain at least six feet of physical distance from each other whenever possible, we will:
  - Modify work processes
  - Stagger breaks and modify break room seating
  - Possibly reconfigure office spaces for onsite staff while some employees work remotely

### Customer Health and Safety Protocols

We are implementing these measures at the UC San Diego Bookstore, Sunshine Market and Audrey's Café to prevent the spread of COVID-19.

- The bookstore will continue to offer customers online sales, delivery and service window pickup.
- Required COVID-19 signage appears at entrances to inform and remind customers about our policy changes to keep them safe while shopping.
- Customers must wear face covering inside all our facilities. We will sell a selection of disposable and cloth face masks for customers to purchase.
- Portable hand-sanitizing stations will be available at entrances.
- We installed face and sneeze-guard barriers at cash registers, information desks and customer service areas.
- Greeters at bookstore and Sunshine Market entrances will monitor and limit the number of shoppers in the store at one time.
  - Maximum 93 shoppers in the bookstore
  - Maximum 34 shoppers in the Sunshine Market
- Six-foot physical distancing floor stickers or blue tape guide customer traffic to reduce contact and maintain minimum distance at all queuing areas.

- Signs at cash registers encourage cashless transactions.
- Sales registers will be spaced six feet apart when multiple registers are in use.
- Cashiers will:
  - Wear disposable face masks and gloves
  - Have disinfectant spray and wipes to clean counters and workstations
- Cashiers at the Sunshine Market and Audrey's Café will have access to a sink behind the counter to wash their hands frequently.
- Only one cashier will handle transactions in the computer store.
- Staff at the Sunshine Market and Audrey's Café will clean and sanitize registers, counters, door handles, baskets, microwaves and coffee levers every 15-30 minutes.
- Custodians and student employees will clean and sanitize bookstore restrooms, telephones, cash registers, counters, door handles, shopping baskets, rental books and workstations every 30–60 minutes.
- We may revise store hours as needed.

### Questions?

Contact Director Peter Poon, (858) 246-4964.