



Chartered by United Food & Commercial Workers International Union  
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Secretary-Treasurer

April 22, 2020

Steve Burnham  
President  
King Soopers / City Market Inc.  
65 Tejon Street  
Denver, CO 80223

RE: Stay at Home Order Expiring April 27, 2020

Dear Mr. Burnham:

I am writing you on behalf of all retail workers in Colorado and Wyoming. We are very concerned that our workers are going to be put at greater risk due to the Stay at Home Order expiring on April 27, 2020. We continue to see the numbers of COVID-19 cases rise in our stores. There is great concern that customers will start to act with a false sense of security and will continue to disregard the safe distancing recommendations by the Governor's office and the CDC by flocking in greater numbers to the stores.

In order to help keep our members, your employees, and our communities safe, we are insisting the Company abide by the following recommendations during this pandemic:

1. Test all employees for COVID-19. Screen all employees, vendors, gig workers, delivery drivers, subcontractors and management at the beginning of all shifts as follows:
  - a) Ask each person about COVID-19 related symptoms and if they've had contact with a person who has COVID-19.
  - b) Ensure that each person has their temperature taken. This may require an increase in the number of management personnel to take temperatures.
  - c) Instruct screening staff to use non-contact "forehead" or temporal thermometers to measure employees' temperatures by pointing it at the temple of the person being screened, where the temporal artery is located, rather than the front of the forehead.
  - d) Ensure all workers who have a fever (>100.4°F) or one or more of the reported symptoms are sent directly home to seek medical attention.
  - e) Post the screening questions in the most commonly spoken languages at the screening point to assist with screening in addition to the existing pictograms.
  - f) Provide all entrants (e.g., workers, contractors, regulatory staff, vendors) to the facility with a face covering and instruct them how it needs to be worn.

- g) Entrants who are not workers at the store who indicate they have a fever or symptoms should not be allowed to enter the store.
2. Instruct any worker who has tested positive for COVID-19 to stay home from work. When speaking to the worker, collect a list of work-related close contacts over the past 14 days and their contact information. This list should include any co-workers who live in the same household and with whom they carpool or take breaks. Inform these workers of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).
  3. Have your Labor Relations Department partner with the appropriate County Department of Public Health and Environment and other county health departments to establish processes to both provide and receive lists of COVID-19 cases who work in the affected facility (establish contact tracking protocols).
  4. Establish an exposed worker follow up system to identify if they develop fever or symptoms, per the CDC Critical Infrastructure Worker guidance.
  5. Establish written return to work protocols:
    - a. Workers with COVID-19 who have stayed home (home isolated) should return to work in consultation with their healthcare providers, Labor Relations, and in accordance with local health department policies. However, workers should not return to work before CDC criteria to discontinue home isolation are met.
      - i. CDC recommends people with confirmed or suspected COVID-19 should continue home isolation until:
        - At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in other symptoms (e.g., cough, shortness of breath); and,
        - At least 7 days have passed since symptoms first appeared
      - ii. More information on return to
        - work guidelines is available at this webpage:  
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
  6. Modify leave, benefits, and/or pay policies to provide additional sick leave and/or disability benefits for workers staying home while recovering from COVID-19 illness (to discourage workers from coming to work while symptomatic or ill due to fear of losing employment/pay).
  7. Ensure the face covering(s) provided by management conform to CDC's guidance. The guidance indicates that cloth face coverings should fit snugly but comfortably against the side of the face, include multiple layers of fabric, and allow for breathing without restriction.

#### **During shift COVID-19 recommendations**

- Limiting the number of customers allowed to shop at the store to 30% of the allowable customer capacity at one time.
- Limit outside vendors and gig workers from working in the stores.

- Stop all unnecessary meetings inside the store.
- Stop all unnecessary construction projects.
- Only have every other checkstand open to promote safe distancing protocols.
- Maintaining one-way aisle to facilitate and allow customers to social distancing and to have designated employees to monitor such flow.
- Allow workers to hand wash and/or sanitize at their discretion/ frequency; especially on the front end of the store for checkers and courtesy clerks at a minimum of every 30 minutes.
- Constant cleaning and sanitizing areas frequently touched by customers and employees.
  - Shopping carts and baskets
  - Freezer and cooler doors
  - Door handles
  - Breakroom tables
- Maintain 6 feet distance between workers and **customers** and to stagger breaks to minimize the total number of workers that are in common areas, locker rooms, lunchrooms, and hallways at the same time.
- The effectiveness of physical barriers in preventing coronavirus exposures between physically close workers is not known. Physical barriers should not be used as a replacement for maintaining at least 6 feet between workers and **customers**; however when that is not possible, barriers can be installed as a reminder for workers to maintain physical distance between adjacent workers.
- Educate management, frontline supervisors, union shop stewards, and workers on proper use of masks and social distancing. All training should be easy to understand and provided in languages that are understood by the worker. Training may need to be verbal. Ongoing training should be provided. Options include pre-shift briefings or refresher training in settings where social distance can be maintained. Include in this training what workers should do when they feel ill before or at work, symptoms of COVID-19, sick leave policies, social distancing, safely putting on and taking off PPE and face masks, hand hygiene practices, and potential routes of transmission at work and in their community and how to minimize them.
- Include these specific messages in your training and education materials. They are based on conversations with management and on observations of workers onsite:
  - Emphasize that face coverings must cover the nose and mouth at all times and should remain in place until taken off safely. If a worker's face covering moves during work, it needs to be replaced with one that doesn't need to be frequently adjusted to reduce touching of the face.
  - Teach workers to ask for new face coverings when theirs becomes dirty, wet, and/or difficult to breathe through.
  - Reiterate and emphasize the need for cough and sneeze etiquette (coughing and sneezing into the elbow) even when wearing a face covering as long as this does not result in a safety hazard for the worker.
  - Teach workers to wash their hands if they are visibly dirty, because hand sanitizer may not work as well when hands are dirty.
  - Have workers practice proper hand hygiene at hand sanitizing stations. Enough sanitizer should be used to cover all surfaces of fingers and hands and should take about 20 seconds to

rub dry. This is comparable to the duration of effective handwashing. More information on hand sanitization and washing can be found here:

<https://www.cdc.gov/handwashing/hand-sanitizer-use.html>

- Train supervisors on how to identify and correct improper face covering use and how to identify possible COVID-19 symptoms in their workers or other site entrants.
- Instruct frontline supervisors to enforce the COVID-19 training, such as the cloth face covering and social distancing, as they would for food safety practices among their workers. Union stewards can play an important role in re-enforcing trainings and communicating with workers.
- Instruct workers to talk with their supervisor if their face covering needs to be adjusted frequently and/or if it interferes with their job-specific PPE. Supervisors should work with workers to address these issues.
- Place simple posters that encourage staying home when sick, cough and sneeze etiquette, COVID-19 symptoms, and proper hand hygiene practices at the entrance to the workplace, break areas, locker rooms, and in other workplace areas where they are likely to be seen.
  - CDC has simple posters available to download and print, some of which are translated into different languages. The Stop the Spread of Germs poster is available in several languages, including English and Spanish.
- Put handwashing stations near the outdoor (smoker) break areas to encourage handwashing before eating or returning to work. Install handwashing stations or additional sanitizer dispensers in the breakroom to encourage pre-meal hand hygiene.
- Consider closing vending machines to eliminate an area of cross-contamination for workers.
- Provide single use paper towels in touchless paper towel dispensers at all handwashing stations.
- Place signage at the entrances as well as make intercom announcements that state, “for the safety of our employees, we highly recommend customers mask up and practice social distancing of at least 6 feet.”

We appreciate your continuing efforts in working with us to ensure the safety of our members and our communities.

Sincerely,



Kim C. Cordova  
UFCW Local 7 President  
UFCW International Vice President

cc: Athar Bilgrami  
Nicole Bergin  
Officers & Directors  
Union Representatives