



## COVID-19 OPERATING PROTOCOL EFFECTIVE 06/12/2020

### 1. PROTECT EMPLOYEE HEALTH:

We use the following methods to ensure protection of our Employee Health in the workplace. All measures in this section are mandatory:

- All employees are not to come to work if ill.
- Employees with Covid-19 like symptoms are not allowed to work and encouraged to contact their medical provider.
- Face coverings are worn by all staff at all times.
- All employees have read and understand the COVID-19 Fact Sheet (available in multiple languages).
- Employees shall not share food, beverages, and food-ware.
- Employees will not shake hands or do similar greetings that break physical distance.
- Employees must frequently wash their hands with soap and warm water.
- A copy of this protocol was shared with each employee to ensure they understand and will implement the procedures.

### 2. SOCIAL DISTANCING

Enforce Social Distancing rule with employees to keep a safe space between each others, vendors and customers.

### 3. MEASURES TO INCREASE SANITIZATION AND DISINFECTION:

IMPLEMENT MEASURES TO PROTECT THE PUBLIC THROUGH THE AVOIDANCE AND FREQUENT DISINFECTION OF COMMON HAND

TOUCH POINTS AND SANITIZATION OF FOOD CONTACT SURFACES.

We use the following methods to increase sanitization and disinfection. All measures in this section are mandatory:

- Utensils and food-ware are properly washed, rinsed and sanitized for an adequate contact time (time required for utensils to be submerged in the sanitizer) by a sanitizer effective

against Coronavirus OR only single-service utensils and food-ware are used.

- A team member per shift is designated to oversee/enforce additional sanitization and disinfection procedures, as needed.
- A drop-off location to receive deliveries away from high traffic areas has been designated and a social distance of at least six feet is maintained with delivery drivers.
- Takeout food items have a staging area that eliminates a person-to-person pick-up, labeled with the order number or customer name.

### 4. ADDITIONAL SAFETY MEASURES:

IMPLEMENT ADDITIONAL SAFETY MEASURES TO PROTECT OUR EMPLOYEES AND CUSTOMERS.

We use the following additional safety measures to protect our employees and customers:

- Disinfection wipes or hand sanitizer (at least 60% alcohol) are provided to customers upon request.
- A payment system that does not require person-to-person contact is available at checkout.
- Disposable gloves are being used to supplement hand washing when: conducting employee health screenings, handling items contaminated by body fluids, touching items used by customers (dirty cups, plates, napkins, etc.), or handling trash bags.