

Health and Safety Guidelines



- Each employee will go through the entrance protocol before entering the facility, including a daily health check, that consists of:
 - Temperature screening
 - COVID-19 screening questionnaire
 - Properly wash hands with soap and water, then use hand sanitizer
 - Wear disposable mask only for one shift.

All employees must go through the entrance protocol. Anyone who has not properly completed the 4 steps must not be allowed entrance to the facility.

One person will be designated by management to carry out the entrance protocol, making sure to minimize the number of people in this role.

- Employees who feel sick or are experiencing symptoms related to COVID-19 must not go to work, or separate from other people immediately if at work, and notify their manager by phone, and contact Health and Safety Director for evaluation.
- Face masks must be used at all times when inside the facility. They should only be removed when eating, making sure to keep at least 6 feet distance from other people.
- Employees must wash their hands often with soap and water for at least 20 seconds, followed by hand sanitizer, especially between tasks, after blowing their nose, coughing, or sneezing, before and after putting on a mask, before touching their face, after using the restroom, and before and after eating.
- Employees should maintain social distance (at least 6 feet) when entering and exiting the facility, and while inside the facility, as work permits. All employees should minimize contact, interaction with others should be kept as short as possible, and always making sure to maintain the proper distance.
- Suppliers, contractors and service providers must sign in when entering the facility and go through the entrance protocol as well. A disposable mask will be provided when needed.
- Clean and disinfect each dining area after every use and high contact surfaces every 30 minutes, including doorknobs, light switches, tables and countertops, bathroom surfaces, electronics, among others. Keep record of cleaning and disinfecting routine per area.
- Regularly and frequently clean restrooms, keeping record of the cleanings.
- Do not leave condiments, silverware, flatware, glassware, or other traditional tabletop items on an unoccupied table.
- Provide condiments only upon request, and in single use (non-reusable) portions.