

Coronavirus (COVID-19) Policies and Protocols

Revised 05.26.2020

BE HEALTHY, BE CLEAN	    
CLEAN & DISINFECT	  
SOCIAL DISTANCE	  
PICK-UP & DELIVERY	  
PHYSICAL FACILITY	  

The Health and Safety of our Employees, Guests and Community is our top priority

Dear Valued Employee,

The Following coronavirus Policies, Procedures and Protocols are a compilation of Federal, State, City and County regulations, requirements, and guidelines. These regulations, requirements and guidelines must be met, at all times, to ensure the safety of all employees, guests and our community. Violation of any of the following Policies, Procedures or Protocols will result in discipline action up to and including possible termination.

We have a long road ahead of us and we must work together to win the confidence of our guests and community alike. Know that the daily decisions each of us make could have irreversible impacts on all of us. Please take the time to read and understand each of these Policies, Procedures and Protocols. If you have any questions, please contact Phillip Booghier.

Sincerely,

Phillip Booghier

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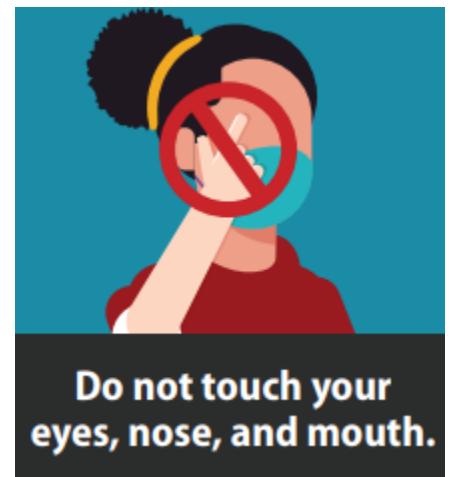
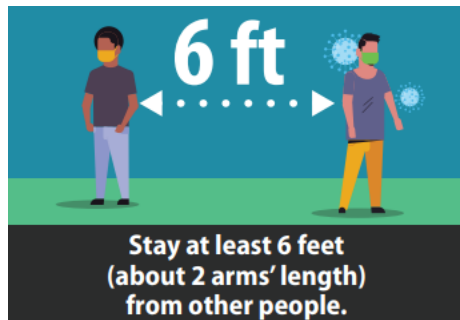
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After reviewing these Policies and Protocols, you should be comfortable with:

- Knowing COVID-19 symptoms and preventing its spread
 - Protocols for daily employee health screening
- Recognizing actions to reduce risk to employees and guests
- Guidelines for face coverings, hand washing, and food handling
 - Guidelines for cleaning, sanitizing, and disinfecting
- Physical and operational changes to maintain social distancing
 - Guidelines for preparing the operation to re-open
- Protocols for instances of exposure or possible exposure



Section 1: MANAGING OPERATIONS

Limited Services

- Limit restaurant service to walk-up/ pick up Carry-out service only- No dine-in in services. Dining room needs to be closed or Tables and chairs removed
- No seat-yourself options – Until protocols have been put in place to ensure that a table has been disinfected prior to a new patron.
- Discontinuing self-serve operations, such as salad bars, buffets, and beverage service stations that require customers to use common utensils or dispensers.

Employee Health Screening

- Health Screening - Location Team leader is to perform **SECTION 7: “COVID-19 Employee Health Screening Form for Onsite Screening”** for each employee, as well as themselves, before they start their shift. Please follow instructions on the form and upload for to corporate office as soon as completed.
- While Performing and recording employee symptoms. Location Team leader Must follow protocols outlined in **SECTION 7: “Health Screening Protocol”**

Increased Cleaning and Sanitizing

For proper Cleaning and Sanitizing procedures. Please refer to **Section 5: Standard Operating Procedures “Cleaning and Sanitizing Food Contact Surfaces”**

- Disinfect any shared objects such as check presenters and POS machines thoroughly between uses.
- Increase frequency of wash, rinse, and sanitize food contact surfaces dishware, utensils, food preparation surfaces, and beverage equipment
- Increase frequency disinfecting surfaces repeatedly touched by employees or customers such as doorknobs, equipment handles, check-out counters, and touch screens, bottled beverage cooler handles etc.
- Increase frequency of cleaning and disinfecting floors, counters, and other facility access areas.
- Prepare and use sanitizers according to label instructions
- Continue to use sanitizers and disinfectants for their designed purposes
- Verify that your ware-washing facilities are operating at the required wash and rinse temperatures and with the appropriate detergents and sanitizers.

Section 2: Managing Employee Health

Practice Social Distancing

- Employees must maintain 6-foot distancing between other employees to the greatest extent possible.

If an Employee has symptoms associated with COVID-19

- Employees with symptoms associated with COVID-19 are to report them to their supervisor and Corporate Office. Sick employees **must stay home** and to follow the guidelines set out in **Section 8: Resources and References “How to Isolate”**.

If an Employee is Sick

If an employee is sick at work, send them home immediately. Clean and disinfect surfaces in their workspace. Others at the facility with close contact (i.e., within 6 feet) of the employee during this time should be considered exposed and follow CDC-recommended precautions per **Section 8: Resources and References “CDC- Guidance for Suspected or Confirmed COVID-19 Exposure “**

If an Employee has Been Exposed or had Possible Exposure

- Employees who are well, but know they have been exposed to COVID-19, are to notify their supervisor and Corporate Office. Employees are to follow CDC-recommended precautions per **Section 8: Resources and References “CDC- Guidance for Suspected or Confirmed COVID-19 Exposure “**
- Inform fellow employees of their possible exposure to COVID-19 in the workplace, if an employee is confirmed to have COVID-19, while maintaining confidentiality. Inform Corporate Office and Follow CDC-recommended precautions per **Section 8: Resources and References “CDC- Guidance for Suspected or Confirmed COVID-19 Exposure “**
- For employees who may have had exposure to a person with suspected or confirmed COVID-19. Implement workplace controls as described in **Section 8: Resources and References “CDC- Guidance for Suspected or Confirmed COVID-19 Exposure “**
- For returning previously sick employees to work, please refer to **Section 8: Resources and References “How To Isolate”**.

Section 3: Personal Hygiene for Employees

Masks

- Employees are required to wear a cloth mask in accordance with **Section 8: Resources and References Cloth Face Coverings -CDC**
- Mask must be worn at all times, including entering and exiting the building.
- Cloth face masks are readily supplied by company, if needed. It is suggested you work on making your own so that you get the right feel, size etc...This will dramatically help with all day comfort. Company will reimburse reasonable amounts for employee provided masks. Directions on making cloth face masks provided in **Section 8: Resources and References Cloth Face Coverings -CDC**

Hand Washing

- Employees to increase effective hand hygiene including washing hands for at least 20 seconds, especially after going to the bathroom, before preparing or eating food, and after blowing your nose, coughing, or sneezing in accordance with **Section 5: Standard Operating Procedures- Handwashing**

Good Hygiene

- Avoid touching your eyes, nose, and mouth
- Use gloves to avoid direct bare hand contact with ready-to-eat foods
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash hands after.



Hand Washing 101

How can you be sure you're washing your hands regularly enough? You should always wash your hands BEFORE you handle food or begin any food-related task, but it's also very important that you wash your hands AFTER these activities:

- Handling raw meat, poultry and seafood.
- Sneezing, coughing or using a tissue.
- Emptying or taking out the garbage.
- Using the restroom.
- Smoking, eating, drinking or chewing gum.
- Clearing tables or washing dirty dishes.
- Touching your hair, face, body, clothes or apron.
- Using chemicals that might affect the safety of food.
- Handling money and making change.

Section 4: Managing Customer Interactions

- Denver Locations = Customers are required to wear face masks while in our facility. This is only mandated for locations inside City limits.
- Social Distance - Waiting lines for carry-out must have an environment where patrons and staff maintain social distancing (six feet away from other people) in accordance with the applicable State or local requirements
- Establish designated pick-up zones for customers to help maintain social distancing.



How to Handle Non-Compliant Customers

It is suggested that you politely let the non-compliant guest know that the law now requires that masks be worn when entering businesses. Express to them that you are concerned about getting in trouble with the law and have an obligation to keep your staff and other customers safe. Then politely ask that they adhere to social distancing guidelines while in your establishment and that they please wear a mask next time they enter your business. You do NOT need to refuse service; however, you are allowed to refuse them service if you wish (think...no shoes, no shirt, no mask, no service).

Section 5: Standard Operating Procedures

Handwashing

Policy: All food production and service personnel will follow proper handwashing practices to ensure the safety of food served to customers.

Procedure: All employees in the restaurant should wash hands using the following steps:




1. Wash hands (including under the fingernails) and forearms vigorously and thoroughly with soap from a soap dispenser and potable warm water (a water temperature of at least 100°F is recommended) for a total of 20 seconds.
2. Use a sanitary nailbrush to remove dirt from under fingernails.
3. Lather soap between fingers and on hands thoroughly for 10-15 seconds
4. Use only hand sinks designated for that purpose. Do not wash hands in sinks in the production area.
5. Dry hands with single use towels, a mechanical hot dryer, or a high velocity blade of non-heated pressurized air. (Retractable cloth towel dispenser systems are not recommended.) Turn off faucets using a paper towel prevent recontamination of clean hands if foot pedals are not available.

It is very important that you wash your hands AFTER these activities:

- *Handling raw meat*
- *Using the restroom*
- *Touching your hair, face, body, clothes or apron*
- *Sneezing, coughing or using a tissue*
- *Smoking, eating, drinking or chewing gum*
- *Using chemicals that might affect the safety of food*
- *Emptying or taking out the garbage*
- *Clearing tables or washing dirty dishes*
- *Handling money and making change*

The restaurant manager will:

1. Monitor all employees to ensure that they are following proper procedures.
2. Ensure adequate supplies are available for proper handwashing.
3. Follow up, as necessary.

CLEAN & DISINFECT	
	Clean and disinfect high-touch surfaces and common use areas more frequently, such as door knobs and handles, display cases, check-out counter, order kiosks, grocery cart handles, restrooms, and waiting areas. Clean and sanitize equipment like ice machines and ice bins.
	Prepare and use sanitizers and disinfectants according to label instructions.
	Avoid high-touch containers and items like ketchup bottles, utensils, salt/pepper shakers, and reusable menus by using single service items, when possible.

Cleaning and Sanitizing Food Contact Surfaces

Policy: All food production and service personnel will follow proper handwashing practices to ensure the safety of food served to customers.

Prevent foodborne illness by ensuring by ensuring that all food contact surfaces are properly cleaned and sanitized.

Procedure:


1. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment:
 - Before each use.
 - Between uses when preparing different types of raw animal foods, such as eggs, fish, meat, and poultry.
 - Between uses when preparing or handling known allergens such as tree nuts, peanuts, gluten products, dairy, and soy ingredients.
 - Any time contamination occurs or is suspected.
2. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, Utensils, thermometers, carts, and equipment using the following procedure:
 - Wash surface with detergent solution.
 - Rinse surface with clean water.
 - Sanitize surface using a sanitizing solution mixed at a concentration specified on the manufacturer's label. Use premixed solution, and test with approved test strips at the start of each shift.
 - Place wet items in a manner to allow air-drying.
3. When using the 3-compartment sink, setup and use the sink in the following manner:
 - In the first compartment, wash with a clean detergent solution at or above 110 degrees F.
 - In the second compartment, rinse with clean water.
 - In the third compartment, sanitize with a sanitizing solution mixed at a concentration specified on the manufacturer's label for 30 seconds. Test the chemical sanitizer solution concentration by using approved test strips.
4. When using the dish machine:
 - Refer to the information on the data plate for determining wash, rinse, and sanitization rinse temperatures; sanitizing solution concentrations; and water pressure if applicable.
 - Follow manufacturer's instructions for use.
 - Ensure that food contact surfaces reach a surface temperature of 160 degrees F or above.

The restaurant manager will:

1. During all hours of operation, visually, and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
2. In a 3-compartment sink, on a daily basis:
 - Visually monitor that the water in each compartment is clean.
 - Take the water temperature in the first compartment of the sink by using a calibrated thermometer. Refer to Using and Calibrating Thermometers SOP.
 - Test the sanitizer concentration by using the approved test strips.
3. In the dish machine, on a daily basis:
 - Visually monitor that the water and the interior parts of the machine are clean and free of debris.
 - Continually monitor the temperature and pressure gauges to ensure that the machine is operating according to the data plate.

Cleaning VS. Sanitizing

There's a big difference between cleaning and sanitizing. Cleaning removes food and other types of soil from a surface such as a countertop or plate. Sanitizing reduces the number of pathogens on the clean surface to safe levels. To be effective, cleaning and sanitizing must be a 5-step process.



- 1 SCRAPE OR REMOVE FOOD FROM THE SURFACE
- 2 WASH THE SURFACE
- 3 RINSE THE SURFACE
- 4 SANITIZE THE SURFACE
- 5 ALLOW THE SURFACE TO AIR DRY

WHEN TO CLEAN & SANITIZE

Everything in your operation must be kept clean, but any surface that comes into contact with food must be cleaned AND sanitized. These surfaces must be washed, rinsed, and sanitized:

- Each time you use them.
- When you are interrupted during a task.
- After handling different raw TCS fruits and vegetables.
- When you begin working with a different type of food.
- As often as possible, but at least every four hours if items are in constant use.

For more information and resources on food safety, visit:

foodsafetyfocus.com

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Section 6: Temporary Paid Sick Leave Policy -Federal Act

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 10 weeks more of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---|---|

▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd



WH1422 REV 03/20

Section 7: Employee Health Screening

How to Conduct Employee Health Screening – Health Screening Protocol

Equipment

- Contactless temple thermometers.
- Alcohol swabs (to clean thermometer heads).
- Disinfecting wipes (to clean thermometer bodies) and work surfaces.
- Hand sanitizer.
- Disposable medical gloves.
- Employee Health Screening Form per **Section 7: Employee Health Screening “Employee Health Screening Form for Onsite Screening “**
- Area near the entrance to conduct screening.
- Masks

Temperature Screening Personnel

- Location Team Leader to conduct the screening. Ensure that medical gloves and masks are used for all participants.
- Using a temple thermometer, take the person’s temperature.
- Record temperature on Employee Health Screening Form per **Section 7: Employee Health Screening “How to Conduct Employee Health Screening – Health Screening Protocol”**
- ***A fever is defined as a temperature of 100.4 or above.*** Ask people who have a fever to return home and notify their supervisor.
- If no fever is present, proceed to data entry.

If the person answers yes to any of the following data entry Questions, ask the person to return home and notify the corporate office immediately.

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle aches
- Sore throat
- New loss of taste or smell

Important:

- Clean thermometers after each use.
- Maintain a clean work space.
- Clean and disinfect all surface areas at the end of the day.
- Clean your hands frequently.

Employee Health Screening Form for Onsite Screening

COVID-19 Employee Health Screening Form for Onsite Screening

Employer Name _____

Person Completing Form _____

Date _____

Screen each employee for symptoms before they start their shift. Circle an answer (y=yes, n=no) for each symptom for each employee. If an employee reports any of the symptoms:

1. Send employee home immediately.
2. Increase cleaning in your facility and ensure staff are least 6 feet apart from one another.
3. Exclude employee until they are fever-free (without medication) for 72 hours and 10 days have passed since their first symptom unless they have a clear alternative diagnosis from a medical provider...
4. If multiple employees have symptoms, contact your local health department.

Employer, retain these forms in a secure place for three months, and provide the forms upon request from public health agencies.

EMPLOYEE NAME	CHECK SYMPTOMS DAILY, BEFORE STARTING SHIFT						
	Fever 100.4°F or above	Cough	Shortness of breath or difficulty breathing	Chills	Muscle aches	Sore throat	New loss of taste or smell
	Y N	Y N	Y N	Y N	Y N	Y N	Y N
	Y N	Y N	Y N	Y N	Y N	Y N	Y N
	Y N	Y N	Y N	Y N	Y N	Y N	Y N
	Y N	Y N	Y N	Y N	Y N	Y N	Y N
	Y N	Y N	Y N	Y N	Y N	Y N	Y N
	Y N	Y N	Y N	Y N	Y N	Y N	Y N
	Y N	Y N	Y N	Y N	Y N	Y N	Y N
	Y N	Y N	Y N	Y N	Y N	Y N	Y N

Section 8: Resources and References

How to Isolate page 1 of 2



Coronavirus Disease 2019 COVID-19

HOW TO ISOLATE

If you have tested positive for COVID-19, OR if you develop symptoms, follow these instructions. These instructions are for people who have been told to isolate or who are voluntarily isolating due to symptoms.

- A person's residence is the preferred setting for isolation.

Isolation or self-isolation includes people who:

- Have a positive COVID-19 test.
- Have symptoms of COVID-19 (coughing, shortness of breath and/or fever).
- Are getting ill and think they might have COVID-19. Symptoms, especially early on, may be mild and feel like a common cold. Early symptoms could include a combination of cough, body aches, fatigue, and chest tightness. Some people may not develop fever or fever may not appear until several days into the illness.

Isolation

- Separates sick people with a contagious disease from people who are not sick.
- Is for people who are already sick.
- Can be voluntary, but public health agencies have legal authority to issue isolation orders to sick people.

How long does it last?

- You should be in isolation (stay away from others) until:
 - You have had no fever for at least 72 hours (that is three full days of no fever without using medicine that reduces fevers)
 - AND**
 - other symptoms have improved (for example, when your cough or shortness of breath have improved)
 - AND**
 - At least 10 days have passed since your symptoms first appeared
 - CDC: What to do if you are sick: [cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)
- Health care workers may have to isolate for longer and should do what they are told by the health care facility they work for.

What else should I do?

Stay home, except to get medical care.

- If you have a medical appointment, call ahead and let them know you have been diagnosed with COVID-19 or have COVID-19 symptoms, so the office can tell you what to do.
 - Do not go to work, school, or public areas.
 - Avoid using public transportation, rideshares, or taxis.

Monitor your symptoms

How to Isolate page 2 of 2

- People with mild illness may be able to isolate and recover at home without seeing a medical provider. If your symptoms worsen (e.g., difficulty breathing) or if you are in a higher risk group because you are older than 60 or have a chronic illness, call a health care provider or nurse line to find out what to do. Some telehealth and nurseline options are available here: covid19.colorado.gov/telehealth-and-nurselines

Separate yourself from other people and animals in your home.

- As much as possible, stay in a specific room and away from others in your home.
- Use a separate bathroom if available.
- Have another member of your household care for your pets. If you must care for your pet, wash your hands before and after contact with them.

If possible, wear a facemask when you are around other people or pets, and before you enter a health care provider's office.

- If you are not able to wear a facemask, then people who live with you should not be in the same room with you, or they should wear a facemask if they enter your room.

Practice actions that protect others

- Clean your hands often
 - Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol. When using hand sanitizer, cover all surfaces of your hands and rub them together until they feel dry. Soap and water is preferred if hands are visibly dirty.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your coughs and sneezes
 - Cover your mouth and nose with a tissue when you cough or sneeze, then throw the tissue away. If a tissue is not available, use your inner elbow or sleeve.
 - Immediately clean your hands (see above).
- Avoid sharing personal household items
 - Don't share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home.
 - After using these items, they should be washed thoroughly with soap and water.
- Clean surfaces every day
 - Clean "high touch" surfaces like counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables.
 - Clean any surfaces that may have blood, stool, or body fluids on them.
 - Use a regular household cleaning spray or wipe. Follow the label directions for correct and safe use of the cleaning product.

If you have a medical emergency and need to call 911, notify the dispatcher you are isolating for COVID-19. If possible, put on a facemask before emergency medical services arrive.

Cloth Face Coverings -CDC

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

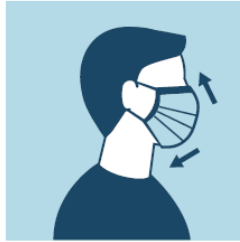
Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



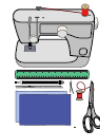
[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

How to Sew Cloth Face Coverings -CDC

Sewn Cloth Face Covering

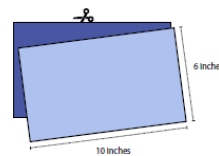
Materials

- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

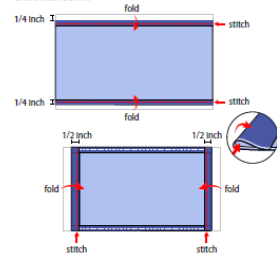


Tutorial

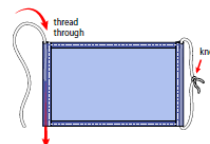
1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the cloth face covering as if it was a single piece of fabric.



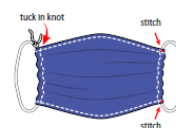
2. Fold over the long sides 1/4 inch and hem. Then fold the double layer of fabric over 1/2 inch along the short sides and stitch down.



3. Run a 6-inch length of 1/8-inch wide elastic through the wider hem on each side of the cloth face covering. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight. Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the cloth face covering behind your head.



4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the cloth face covering on the elastic and adjust so the mask fits your face. Then securely stitch the elastic in place to keep it from slipping.



Interim Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19

To ensure continuity of operations of essential functions, CDC advises that critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.

A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19. The timeframe for having contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

Critical Infrastructure workers who have had an exposure but remain asymptomatic should adhere to the following practices prior to and during their work shift:

- ▶ **Pre-Screen:** Employers should measure the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility.
- ▶ **Regular Monitoring:** As long as the employee doesn't have a temperature or symptoms, they should self-monitor under the supervision of their employer's occupational health program.
- ▶ **Wear a Mask:** The employee should wear a face mask at all times while in the workplace for 14 days after last exposure. Employers can issue facemasks or can approve employees' supplied cloth face coverings in the event of shortages.
- ▶ **Social Distance:** The employee should maintain 6 feet and practice social distancing as work duties permit in the workplace.
- ▶ **Disinfect and Clean work spaces:** Clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment routinely.

If the employee becomes sick during the day, they should be sent home immediately. Surfaces in their workspace should be cleaned and disinfected. Information on persons who had contact with the ill employee during the time the employee had symptoms and 2 days prior to symptoms should be compiled. Others at the facility with close contact within 6 feet of the employee during this time would be considered exposed.

Employers should implement the recommendations in the Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 to help prevent and slow the spread of COVID-19 in the workplace. Additional information about identifying critical infrastructure during COVID-19 can be found on the DHS CISA website or the CDC's specific First Responder Guidance page.

INTERIM GUIDANCE

This interim guidance pertains to critical infrastructure workers, including personnel in 16 different sectors of work including:

- ▶ Federal, state, & local law enforcement
- ▶ 911 call center employees
- ▶ Fusion Center employees
- ▶ Hazardous material responders from government and the private sector
- ▶ Janitorial staff and other custodial staff
- ▶ Workers – including contracted vendors – in food and agriculture, critical manufacturing, informational technology, transportation, energy and government facilities

ADDITIONAL CONSIDERATIONS

- ▶ Employees should not share headsets or other objects that are near mouth or nose.
- ▶ Employers should increase the frequency of cleaning commonly touched surfaces.
- ▶ Employees and employers should consider pilot testing the use of face masks to ensure they do not interfere with work assignments.
- ▶ Employers should work with facility maintenance staff to increase air exchanges in room.
- ▶ Employees should physically distance when they take breaks together. Stagger breaks and don't congregate in the break room, and don't share food or utensils.



Section 9: Extra Signs Required for Denver Locations

Denver Required -Handwashing – post at hand sinks



**JOIN THE CITY & COUNTY OF DENVER
IN SPREADING FACTS, NOT FICTION**

The best way to protect yourself from illness and prevent the spread of germs.



**Including the novel coronavirus (COVID-19),
is to wash your hands regularly with soap & water,
especially before eating.**

If you have a respiratory illness, please visit us when you are not experiencing symptoms.

**UNETE A LA CIUDAD Y AL CONDADO DE DENVER
EN DIFERENTES HECHOS, NO FICCIÓN**

La mejor manera de protegerse de las enfermedades y prevenir la propagación de gérmenes.



**Incluyendo el nuevo coronavirus (COVID-19),
es lavarse las manos regularmente con agua y jabón,
especialmente antes de comer.**

Si tiene una enfermedad respiratoria, visítanos cuando no tenga síntomas.

For more tips and information, visit denvergov.org
Para más consejos e información, visite denvergov.org en donde podrá ver información en su idioma. La página tiene una función para cambiar la idioma.

311 | FOODLETGOV.COM | DENVERGOV.ORG | DENVER 875



Under authority of Denver Revised Municipal Code 24.16, this sign shall remain posted in a conspicuous location until such time as a replacement is provided with corresponding COVID-19 handwashing sign per posted in all public restrooms. Contact COVID-19 sign becomes damaged beyond use. Failure to comply with local orders issued by CDOTC may result in enforcement actions under 24.16(2)(B)(C). Contact CDOTC with questions at denvergov@denvergov.org or 720.333.3333.

Este le avisamos que Denver Revised Municipal Code 24.16, este signo permanecerá en un lugar visible hasta que se le reemplazara con un signo de lavado de manos con agua y jabón correspondiente al COVID-19. Si el signo de lavado de manos se dañó o se dañó, no debe ser reemplazado por CDOTC, por favor contactar al más tarde hasta 720.333.3333. Contactar con CDOTC con preguntas en denvergov@denvergov.org o 720.333.3333.

Denver Required - Masks required – Post at Entrance



All visitors and employees are
**REQUIRED TO WEAR A
FACE COVERING**
at this site at all times, except when
working alone in a private room.



Visit denvergov.org/covid19 or call 311 for more
information

Per City Charter, in Section 24-16 D.R.M.C.



311 | FOODLETGOV.COM | DENVERGOV.ORG | DENVER 875

Section 10: Required Signs at all Locations

Attention Guests – Help Keep Covid-19 Out – Post at Entrance

ATTENTION GUESTS! HELP KEEP COVID-19 OUT OF OUR FACILITY!

We take our role in protecting the health and safety of our community, guests, and employees very seriously, and we are taking extra measures to keep our restaurant clean.

DO NOT ENTER IF YOU ARE SICK.

If you have a cold, cough, runny nose, sore throat, muscle aches or fever, please do not come into our restaurant - visit us another time.



PLEASE CONFIRM:

You have not been in close proximity with someone who is currently sick with COVID-19 or any other respiratory illness within the last 14 days.

WHILE YOU ARE HERE, PLEASE:

Wash your hands or use provided sanitizer often.

Reach out to a staff member if you have any questions or concerns.



THANK YOU
for being part of our community!
WE HOPE TO SERVE YOU AGAIN SOON.



Employee Rights-Post back of House

EMPLOYEE RIGHTS PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:
Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$2,100 total;
- 66 2/3% for qualifying reasons #4 and #5 below, up to \$200 daily and \$2,000 total; and
- Up to 10 weeks more of paid sick leave and expanded family and medical leave paid at 66 2/3% for qualifying reason #6 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #6 below.

QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
2. has been advised by a health care provider to self-quarantine related to COVID-19;
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or initiates a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information or to file a complaint:
1-866-487-9243
TTY: 1-877-888-5627
dola.gov/enforcement/whd

Stop the Spread of Germs _ Post Front of House

Stop the Spread of Germs

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

cdc.gov/coronavirus

Symptoms of Coronavirus - Post at front of House

Symptoms of Coronavirus (COVID-19)

Your symptoms can include the following:

- Fever**
If you have COVID-19, you may have a fever (one or more readings of 100.4 or higher). Symptoms can appear 2-14 days after you are exposed to the virus that causes COVID-19.
- Cough**
• Sudden onset of coughing
• Persistent pain or irritation in the throat
• Persistent cough or sore throat
- Shortness of breath**
• Difficulty breathing
• Persistent pain or irritation in the chest
• Persistent cough or sore throat

Wash your Hands- Post at all hand sinks

Stop Germs! Wash Your Hands.

When?

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage

How?

Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.

LIFE IS BETTER WITH
CLEAN HANDS

www.cdc.gov/handwashing

This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, CDC, and Unilever. UNICEF does not endorse commercial products, services, or companies. ©2020-14

Section 11: Acknowledgment of Receipt and Understanding

Acknowledgement of Receipt

Acknowledgement of Understanding

Coronavirus (COVID-19) Policies and Protocols

I hereby acknowledge receipt of a copy of the Coronavirus (COVID-19) Policies and Protocols on the date written below.

I further understand that I have read and understand the policies and procedures included in the Coronavirus (COVID-19) Policies and Protocols

By the way of acknowledgment, I acknowledge that I have been informed that the Company may add to, revoke and / or modify the policies and procedures from time to time.

Date_____

Employee Signature_____

Employee Printed Name_____

Rev 05.26.2020