



## Coronavirus Protocol

- We are taking extra precautions to protect our customers and our employees from the coronavirus. Not only are we taking extra measures to constantly clean and disinfect counters, handles, chairs etc., we have made some changes to our delivery policies as well. We have extended our delivery radius to beyond the normal city limits to help limit our customer risks. Limitations apply.
- We are asking all of our employees to follow proper coughing/sneezing etiquette, wash their hands often, and avoid touching their eyes, noses, and mouths with unwashed hands. We have supplied plenty of alcohol-based hand sanitizer in all of our common spaces and break rooms, and we are actively encouraging people to use it.
- We are actively encouraging our sick employees to stay at home until they are free of fever and all other symptoms for at least 24 hours without the use of medication, over-the-counter or otherwise. We are also encouraging our leaders to actively monitor their work areas for employees who do not appear to be feeling well, especially if they are coughing or showing signs of respiratory illness, and send them home immediately.
- We are being especially flexible about our sick leave and work-from-home policies while this situation develops so that sick employees do not feel pressured to return to work early. We are also directing our leaders to be flexible with employees requesting to take time off to care for sick family members, especially if they have young children.