

Employee Screening

Description	Action	Frequency
COVID Symptom Check	reporting to work is an attestation that employee is not exhibiting symptoms	COVID-19 survey to be completed only if employee is exhibiting symptoms

High Touch Areas

Description	Action	Frequency
air in building	electrostatic spray	as needed
break room dining tables and chairs, cash room supplies and counters, office doors, light switches	wipe down and disinfect	once a day or as needed
lockers	disinfect	as needed
loading dock lock and gate	wipe down and disinfect	as needed
counters, doors, turn-style, tables, computer equipment, office phone, desks, desk chairs, and cabinets	wipe down and disinfect	once a day or as needed

Shared Equipment

Description	Action	Frequency
key- boards, desks, desk chairs, cabinets	wipe down and disinfect	once a day or as needed

RECEIVING

High Touch Areas

Description	Action	Frequency
entry door, walk-in cooler door	wipe down and disinfect	as needed

Staff will be provided with the above information and given instruction to help fulfill regular cleaning and health and safety initiatives. Staff will be trained in the best practices for disposable glove usage and be expected to follow food safety protocols related to cleaning, separating, cooking temperatures and chilling when handling food. Cooking stations will be assigned on a weekly basis or as needed for each cook and each cook is to follow their assigned station and expected to work that station for the duration of their shift. If changing cooking station is necessary, the cook taking over the new station must change gloves and sanitize station. A cleaning checklist will be posted to be signed when regular frequency cleanings are completed.