

GENERAL LOCATION PROCEDURES

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

FRONT OF HOUSE

High Touch Areas

Description	Action	Frequency
registers, counters, doors and refrigerator handles, stanchions, coolers, merchandise racks, CC machine, napkin dispensers	wipe down and disinfect	once a day or as needed
patio tables and chairs	wipe down and disinfect	once a day or as needed
air in building	electrostatic spray	as needed

Shared Equipment

Description	Action	Frequency
house phone, register, light switches, online order tablet, POS KDS and bumper, coffee equipment and dispensers, microphone	wipe down and disinfect	once a day or as needed

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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.

BACK OF HOUSE

Contact Areas & Equipment

Description	Action	Frequency
counters and cutting boards, refrigeration handles and doors, station cooking utensils, POS printers/bumpers, timer buttons, faucet handles	sanitize and change gloves	after each use
single-use equipment, food prep utensils, pans, cutting boards, equipment power buttons	sanitize and change gloves	after each use
changing cooking stations	sanitize and change gloves	during breaks and lunches or shift changes
air in building	electrostatic spray	as needed

Safe Food Handling

Description	Action	Frequency
ready to eat foods	use single use gloves and suitable utensils when handling RTE foods	follow single glove use policy
food storage, cooking and chilling foods	cover or wrap food containers to prevent cross contamination	after/during food preparation, serving and as part of closing

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CARTS

High Touch Areas

Description	Action	Frequency
steering wheel, seat, key storage and cart key	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	once a day or as needed

EMPLOYEE COMMON AREAS/OFFICES

High Touch Areas

Description	Action	Frequency
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	once a day or as needed
computer equipment, office phone, desks, desk chairs, and cabinets	wipe down and disinfect	once a day or as needed

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Shared Equipment

Description	Action	Frequency
microwave, money safe (where applicable)	wipe down and disinfect	once a day or as needed
time clock	wipe down and disinfect, sanitizer available after use	once a day or as needed
alarm panel	wipe down and disinfect, sanitizer available after use	once a day or as needed
calculator, stapler, tape dispenser, printer	wipe down and disinfect	once a day or as needed

RESTROOMS

High Touch Areas

Description	Action	Frequency
restroom door handles, hand sink, faucet, mirror, toilet flusher, toilet seat, paper towel dispenser, light switch	wipe down and disinfect/ spray with disinfectant	once a day and as needed

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