



RESTAURANT REOPENING KIT

MAY 11, 2020

KIT HIGHLIGHTS

This kit is designed to help reopen our restaurants safely and efficiently in light of the recent events associated with COVID-19.

It will be very important to follow each of the steps listed in the Store Reopening Checklist to make sure that our customers and employees have a safe environment in which to eat and work. Please note that there are several procedural changes. These include:

- Gloves will be worn by all employees and changed out when contaminated, but no less than every 30 minutes.
- Every employee must wash their hands every 30 minutes.
- Sanitizer Stations must be changed out at a minimum of every 2 hours or more often if needed.
- A new, dedicated timer will be used to track the above three items.
- Face coverings will be worn by all employees at all times.
- A sanitizing towlette will be provided to each guest on their tray.
- Pinpads should be sanitized after every credit card transaction.
- One person on each shift will be designated to be in charge of the above items including all other frequent customer touchpoints.
- At close, the entire restaurant will be fully cleaned like normal, however all prep surfaces, sinks and equipment will also be cleaned using the sanitizer solution.
- Employees should maintain as much distance from the customers as possible while still being courteous.
- Maintain a minimum level of items in the grab and go section / cooler.
- All orders packed "TO GO", no trays.
- Install counter shield between customer and employee.
- Review and comply with all local government mandates.

Every returning employee must fill out the Return to Work Questionnaire upon their first shift back. Then every employee must answer the Daily Health Assessment questions every shift thereafter.

If you have any questions, please contact your Area Manager, Director of Operations or VP of Operations.

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RESTAURANT REOPENING CHECKLIST

This checklist must be completed before the restaurant can reopen. Once each item is completed, please date and initial.

When the entire checklist is completed, please contact your Area Manager, Director of Operations or VP of Operations for approval to open.

Restaurant Reopening Checklist	Completed	Initials
GM contacted / MGT team Contacted		
Contact Marketing and order Re-opening marketing kit		
Contact all team members to touch base		
Ensure all utilities are working. Gas, Electric, water, etc. If pilot light needs to be lit, contact your supervisor		
Validate that back office computer, POS and internet is working		
Store email, exchange access, mystery shops...etc activated		
Contact Pest service to complete inspection and address issues if any		
Contact CO2 company if needed		
Contact cash control to send balance of safe funds		
Opening schedule written and communicated to store team		
Ensure hoods are on		
Be very cautious when turning ovens and stove on and ensure no gas smell is present before doing so		
All equipment turned on and checked for working condition - report any issues to DO/VP		
Report any facilities issues to DO/VP		
Complete product quality check in walk-in cooler, reach in refrigerator(s) and freezer		
Communicate issues with product to DO/VP and discard. Keep list of all items discarded		
Validate - enter in opening inventory		
Communicate immediate product needs to DO/VP		
Place orders - Food, produce, paper goods, etc.		
Deep clean and sanitize the entire store with approved cleaning and sanitizing products		
All surfaces		
All equipment - including sinks		
Smallwares including utensils, cutting boards, etc.		
Sneeze guard - glass and brackets		
Designate - sanitizing stations including timers		
Practice and conduct hand washing drills - timers go off - go wash hands		
Ensure hair restraints in the store per health department requirements - order if needed		
Ensure that Health Department Certifications are all in order and not expired, especially for management team		
Re-calibrate all thermometers		
Ensure the abundance of gloves in the store - order if needed		
Ensure sufficient face coverings for employees - order if needed		
Ensure sufficient sanitizing towelettes for customers - order if needed		
Validate entire team on personal health and hygiene requirements, procedures etc. - prior to working		
Validate entire team on health, safety and sanitation requirements, procedures etc. - prior to working		
Complete prep for next day		
Activate 3rd party tablets and email DO/VP		
Open and use current Manager's Red book and Food Safety books		

Opening Day and Beyond			
Treat like a new store opening - perfect time to make a great impression			
Get the store setup and open for business			
Set up the restaurant with cookies, chips, dipping cups			
Maintain a minimum level of items in the grab and go section / cooler			
Everyone including pizza makers must wear gloves			
Everyone must wear a face covering at all times			
Practice high level of hygiene - wash hands often, change gloves when touching surfaces...etc			
Keep uniforms clean throughout the shift			
Every guest to receive a sanitizing towelette, placed on the tray or in the to-go bag for each order			
No clutter or overflowing trash anywhere in customer view areas - check frequently			
Validate sanitizing and hand sink stations are set up and stocked - timers in use			
Post - newly produced sanitation information as directed			
Identify employee in charge of enhanced safety procedures on each shift			
Use to-go packaging when required by the mall / landlord / venue			
Welcome each and every guest back			
Store # _____	Sbarro Rep _____	Date _____	



EMPLOYEE HEALTH ASSESSMENTS

Return to Work Questionnaire

This one-time form must be printed out for each returning employee and completed before they begin working on their first shift back. If the returning employee marks “Yes” to any of the questions, please contact your Area Manager, Director of Operations or your VP of Operations immediately and then contact donna.lubas@gmail.com before the employee is allowed to work.

Daily Health Screening Questionnaire

The questions on this form must be asked to all the employees at clock-in by the Manager on Duty. The answers do not need to be logged, however should an employee answer “Yes” to any of the questions, the employee may not work. Please contact your Area Manager, Director of Operations or your VP of Operations immediately and then contact donna.lubas@gmail.com for further instructions.

Ongoing Monitoring

Please remember that once an employee begins working, even though it is their responsibility to notify their Manager on Duty (MOD) if they are not feeling well, it is the MOD’s responsibility to monitor their staff. If the MOD sees an individual exhibiting any of the COVID-19 symptoms, the employee may need to be sent home. Please contact donna.lubas@gmail.com if you have any questions.

Temperature Check

Details regarding temperature checks will be provided by Operations Leadership at a later date.

RETURN TO WORK QUESTIONNAIRE
PUBLIC HEALTH EMERGENCY / COVID 19 PANDEMIC

During this Public Health Emergency, the health, safety and well-being of all of our employees and customers is our number one priority. We want to keep all members of our extended family healthy and safe as we re-open our stores and return our employees to work.

As long as the Public Health Emergency relating to COVID 19 Pandemic remains in effect, we are requesting all employees who have been off work to complete the following questionnaire before they return to work on-site. We will keep your responses and the form itself confidential and will only report the information you disclose to authorized persons.

Please answer the following:

1. Within the past 14 days, have you experienced symptoms associated with COVID-19 (fever, chills, cough, shortness of breath, sore throat)?

Yes _____ No _____

2. Within the past 14 days, have you tested positive for COVID-19 or have you been told by a healthcare provider that you have COVID-19?

Yes _____ No _____

3. Within the past 14 days, have you been in close contact with anyone who is experiencing symptoms associated with COVID-19 (fever, chills, cough, shortness of breath, sore throat)?

Yes _____ No _____

4. Within the past 14 days, have you been in close contact with anyone who recently tested positive for COVID-19 or who was recently told by a healthcare provider that they have COVID-19?

Yes _____ No _____

5. Within the past 14 days, have you received any notice from any government or public health official, ordering you to quarantine or self- isolate related to COVID-19?

Yes _____ No _____

6. Within the past 14 days, has anyone in your household or with whom you have had close physical contact, received any notice from any government or public health official, ordering them to quarantine or self-isolate related to COVID-19?

Yes _____ No _____

If you have answered "Yes" to any of the questions above, we may ask you for additional information to determine whether you can safely return to work. In addition, the Company may delay your return to work and/or may require you to provide medical clearance before you can return to work.

I have answered the questions above truthfully and to the best of my knowledge:

EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE



DAILY HEALTH SCREENING QUESTIONNAIRE

The Manager on Duty must ask every employee the following questions at the time of their clock-in. This must take place every day, every shift.

Questions to Ask Verbally

1. Do you have a fever (100.4 Degrees or higher), or a sense of having a fever? Yes or No?
2. Do you have a new cough that you cannot attribute to another health condition? Yes or No?
3. Do you have new shortness of breath that you cannot attribute to another health condition? Yes or No?
4. In the last 14 days, have you come into close contact (within 6 feet) with someone who has a laboratory confirmed COVID-19 diagnosis? Yes or No?

If an employee answers “YES” to any of the questions below, the employee may not work.

Contact your Area Manager, DO or VP immediately and contact donna.lubas@gmail.com for further instruction.

If an employee answered “NO” to ALL the above screening questions, the employee may work.

Please remind each employee to:

1. Wash their hands properly, per the Sbarro guidelines.
2. Use the Sbarro provided gloves and face coverings at all times.
3. Not shake hands or make direct contact with any other employees or customers.
4. Continue to practice social distancing.

The above questions are specific to the COVID-19 outbreak and should be used in addition to Sbarro’s normal food safety and personal health and hygiene standards. Managers on duty have a responsibility to monitor the health of their employees and take appropriate action as needed.

Contact donna.lubas@gmail.com at any time for assistance.

BOH REOPENING POSTER

Please make sure the BOH Reopening Poster is visible to all of your employees and review its contents before they begin working and regularly throughout the shift. These reminders are very important to ensuring that our workplace is safe for our employees and guests.

The poster will be given to you by your Area Manager or Director of Operations or it may be shipped to your restaurant directly. The next page will show you what the poster will look like so you can familiarize yourself with its contents in advance of receiving it.

Our #1 concern IS KEEPING YOU SAFE AND HEALTHY!

IN ORDER TO ACCOMPLISH THAT, ALL CREW MEMBERS HAVE BEEN REVALIDATED ON OUR HEALTH, SAFETY AND SANITATION PROCESSES - AS WELL AS PERSONAL HEALTH AND HYGIENE GUIDELINES.

*You can help keep yourself and your teammates healthy by following these ***NEW*** and existing protocols:*

COME TO WORK HEALTHY AND SYMPTOM FREE.

- All crew will be required to sign a health questionnaire upon returning to work
- Anyone appearing ill on their shift will be sent home

HANDWASHING REQUIREMENTS:

Use CDC handwashing procedures which includes washing hands for at least 20 seconds with anti-microbial hand soap and water to help to remove the COVID-19 virus, as well as kill bacteria that cause foodborne illnesses

***Every 30 minutes (timer will alert)**

- Start of shift/after breaks
- Before putting on gloves/glove changes
- After touching any part of body or uniform
- After handling equipment, dishes or utensils
- After telephone or restroom use
- After eating, sneezing, coughing or smoking
- Returning to position for any reason

GLOVE POLICY:

To help prevent cross contamination from gloves on surfaces with viruses and bacteria:

***Must be worn by all who come in contact with food and all front line personnel**

***Change gloves every 30 minutes (timer will alert)**

- Change when changing tasks that could contaminate gloves
- Replace when contaminated, soiled or torn

SANITIZING STATION CHANGES

Sanitizing surfaces frequently with Sbarro approved sanitizer will help remove the COVID-19 virus from surfaces and kill bacteria that cause foodborne illness.

***Replace sanitation stations every 2 hours (timer will alert)**

- Stations set up at pizza topping station, expo station, bus/dish station and cook/prep station

- Use only approved quaternary ammonia chloride sanitizing solution at a strength of 200 - 400 ppm not to exceed 75°F (and test each time they are filled) Test strips are included in each case of SuperSan quaternary sanitizer
- Wash, rinse and sanitize all surfaces before/after contact with food to prevent bacteria growth
- Use only approved blue towels, and store moist towels in a bucket of water and sanitizer between use to prevent bacteria growth

KEEP IT CLEAN AS A TEAM! WE APPRECIATE YOUR EFFORTS IN KEEPING YOURSELF AND YOUR TEAMMATES HEALTHY!

FACE COVERING POLICY:

To help prevent transmission of the COVID-19 virus.

***Must be worn by all employees at all times**

***Face coverings will be provided by the company**

***For disposable coverings, discard at the end of your shift**

***Personal coverings must be approved by the Manager before wearing**

TEMPERATURE CHECK:

To help prevent transmission of the COVID-19 virus.

***More details will be provided by Operations Leadership**

CUSTOMER FACING MESSAGES

The marketing team has put together a stanchion sign (where allowed) or a restaurant cling explaining to our customers why they should feel safe to dine at Sbarro again.

These materials will be given to you by your Area Manager or Director of Operations or they may be shipped to your restaurant directly. The next page will show you what these will look like, both the stanchion sign and the restaurant cling.

STANCHION SIGN

WE TAKE YOUR HEALTH & SAFETY SERIOUSLY.

THIS STORE HAS BEEN THOROUGHLY CLEANED AND SANITIZED PRIOR TO RE-OPENING



**NEWLY
SANITIZED
SURFACES**



**HAND
WASHING &
SANITATION**



**DAILY FREQUENT
SURFACE
SANITATION**



**CREW
HEALTH
SCREENS**



**RECERTIFICATION
AND TRAINING**



**GLOVES
AND FACIAL
COVERINGS**



CLING

THINK SAFE. THINK SBARRO.

THIS STORE HAS BEEN THOROUGHLY CLEANED
AND SANITIZED PRIOR TO RE-OPENING



NEWLY
SANITIZED
SURFACES



HAND
WASHING &
SANITATION



DAILY
SURFACE
SANITATION



CREW HEALTH
SCREENS



RECERTIFICATION
AND TRAINING



GLOVES
AND FACIAL
COVERINGS

UPDATED TRAINING CERTIFICATION GUIDES

On the next few pages you'll see two updated Training Certification Guides.

- Health and Safety
- Personal Health and Hygiene

Both are dated Q2 and should replace any earlier versions.

All employees will need to complete both TCG's within their first week back in the restaurant.

Health & Safety

Test Questions

Training Certification Guide (TCG)

Trainee Name: _____

	Non Peak	Peak
Demonstrates proper handwashing procedures	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates and Maintains Sanitizer Solution throughout shifts	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates ability to use stem thermometer	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate ability to set up and maintain 3-compartment sink	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates proper Day Label procedures & properly dating bulk items when delivery truck arrives	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates FIFO with products	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates properly lifting procedures	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates floor mopping procedures using wet floor cones	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates taking product temperatures in Food Safety Book	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates Corrective Action taken for products once identified	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates knowledge of location of First Aid Kit & understands Crisis Mgmt. Poster	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates proper Cut-Resistant Glove procedures	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates ability to calibrate stem thermometer	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates ice scoop and ice bucket procedures	<input type="checkbox"/>	<input type="checkbox"/>
Manager: Has local health certification	<input type="checkbox"/>	<input type="checkbox"/>

Trainee Signature: _____

Manager Signature: _____



- How long should you wash your hands?
- True or False: The cut-resistant glove is worn on the hand holding the knife.
- Describe the procedure to calibrate a stem thermometer?
- What date is placed on bulk items when delivered, delivery date or discard date?
- What is the range for sanitizer solution (ppm) to be at?
- List the procedures for the 3-compartment sink?
- True or False: Ice scoop can be left in the ice machine.
- What information is required on the Day Labels?
- What does F.I.F.O. stand for?
- How often should the stem thermometer be calibrated?
- What is the temperature danger zone?

Critical Success Factors

- Wash hands for a minimum of 20 seconds - each time! When you arrive to work, several times throughout your shift, changing tasks, handling cash, or when gloves become soiled or when needed.
- Maintain a clean and sanitary work environment at all times.
- Always use proper lifting techniques
- Know the Temperature Danger Zone. All food must be kept below 40°F and above 140°F.
- Always practice First In First Out and place Day Labels or Day Dots on prepared products.
- Wear a Cut-resistant Glove when using Can Opener, and any Knife.



Tools & Products

Hand washing sinks
 Sanitizer Test Strips
 Stem Thermometers
 Sanitizer Buckets w/towel
 Paper Towels
 First Aid Kit
 Mop Bucket & Mop
 Crisis Management Poster
 Cut-resistant Glove
 Day Labels
 Temperature Log
 Hand Soap
 Chemicals
 Wet Floor Signs
 Vinyl Disposable Gloves

Fast Facts

- Wash hands at the start of every shift and throughout the shift. Some examples of when to wash hands:
 - Prior to handling food
 - Before putting on gloves
 - After using restrooms
 - After handling raw product
 - After touching money
 - After using the restrooms
 - Minimum every 30 minutes – timer in use
- When washing hands you must scrub for at least 20 seconds. Hint: Sing “Happy Birthday” 3X’s which equals 30 seconds.
- Painted or acrylic nails are not permitted.
- Wearing disposable vinyl gloves are required during product preparation, preparing customers’ orders on line and cash register.
- Disposable vinyl gloves are to be changed at a minimum every 30 minutes – timer in use
- Food Safety Book is filled out during all shifts.
- It is mandatory that any food that is in the temperature danger zone (40°F to 140°F) for four hours or more be discarded. Record the corrective action taken.
- Any food product that exceeds its expiration date or hold time must be discarded. Record the corrective action taken.
- Ice scoops are never stored in the ice machine but placed in the holder. Ice buckets are stored inverted.
- Sanitizer buckets are prepared daily at open and placed in all stations including front line. Sanitizer is tested though out shift with test strips to ensure proper sanitizer strength.
 - Sanitizer water temperature - no greater than 75°F.

- Take a test strip and swish in sanitizer water for 10 seconds.
 - The solution should be between 200-400 ppm.
 - If sanitizer water tests below 200ppm or above 400ppm, discard and replace.
 - Sanitizer is changed minimum every 2 hours – more often as necessary. Timer in use
- Wash, rinse and sanitize all utensils, cutting boards and work surfaces – before each use, between products and after each use.
 - Prior to washing dishes the 3-compartment sink must be clean and properly set-up. When 3-compartment sink needs to be changed, wash, rinse and sanitize all 3 compartments prior to refilling.
 - Procedures for dishwashing using the 3-compartment sink
 - Scrape food from utensils and pots
 - Wash dishes thoroughly with detergent and hot water that is 110°F or higher. The detergent solution in the sink should be changed often.
 - Rinse the dishes in clean, hot water to remove the soap. Mixing detergent with sanitizer can prevent the sanitizer to work effectively. Change rinse water often.
 - Sanitize the dishes. The sanitizing solution is 200-400 ppm and no greater than 75°F. Use test kit each time it is filled and periodically during use. The sanitize sink will be changed when concentration falls below 200 ppm.
 - Air dry all dishes, pans, lids, etc. prior to storage.
 - Storage. Place the dishes, pans, lids etc. on the designated shelves
 - F.I.F.O. stands for First In First Out. Always rotate product using the “oldest” non-expired product first.
 - All stored unopened food items are dated with delivery date.
 - All opened food from packages or cans is stored in a food storage container with lid and Day Labels are placed on the container.
 - The following information is needed when preparing a Day Label; Product, date prepared,
- time prepared, use by date, use by time and team member who prepared product. Use the “DAY” the product expires.
- To calibrate a stem thermometer fill a cup with ½ ice and ½ water, place the thermometer in the cup for 1 minute, thermometer should be 32°F (± 2°), if not adjust. Calibrate the stem thermometer daily or when dropped.
 - When using a knife always wear a cut-resistant glove on the hand not holding the knife with a vinyl glove over the cut-resistant glove.
 - Dough Mixer has all of the correct “safety” stickers placed appropriately for all team members’ awareness.
 - When lifting always use your knees and keep your back straight. Team lift as needed.
 - The dough is always removed from the dough mixer into a minimum of 3 equal pieces. Lift each piece out one at a time.
 - Never lift the bowl off when filled with dough.
 - All chemicals, detergents, sanitizers, and cleaners must be stored away from food, utensils, and food preparation areas. Chemicals are not stored above food or paper products. Preferably stored on a bottom shelf. Any chemicals that are not in its original container must be clearly labeled according to its contents.
 - Every chemical used must have an MSDS sheet in the book.
 - A First Aid Kit is located in all restaurants. It should be kept stocked at all times. Offer assistance, if needed call 911.
 - Clean up spills immediately. Use “Wet Floor” signs when mopping the area. Slip resistant shoes must be worn at all times.
 - Read and understand the crisis management poster located in the BOH.



Health & Safety

Trainee Name: _____

	Non Peak	Peak
Demonstrates proper handwashing procedures	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates use of timers for hand washing	<input type="checkbox"/>	<input type="checkbox"/>
Understands and Demonstrates the need to not come to work sick	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates the ability to work with approved uniform	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates the understanding of the 2020 health and safety commitment information Sbarro has in place	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates the ability to articulate the 2020 health and safety commitment information to others	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates the correct use of vinyl gloves	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates the correct use of face covering	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates knowledge of location of First Aid Kit & understands Crisis Mgmt. Poster	<input type="checkbox"/>	<input type="checkbox"/>

Trainee Signature: _____

Manager Signature: _____

Test Questions



Personal Health & Hygiene



1. How long should you wash your hands?
2. What is the longest time you can go without washing your hands when working?
3. When is it approved to have painted nails?
4. When is it required to wear vinyl gloves?
5. True or False: Cashiers are not required to wear gloves.
6. When is it required to wear a face covering?

Critical Success Factors

1. Wash hands for a minimum of 20 seconds - each time! When you arrive to work, several times throughout your shift, changing tasks, handling cash, or when gloves become soiled or when needed. Minimum every 30 minutes.
2. Maintain a clean and sanitary work environment at all times.
3. Always wear clean clothes and approved uniform.
4. If you do not feel well – say something.
5. Wear a Cut-resistant Glove when using Can Opener, and any Knife.

Tools & Products

Hand washing sinks
Sanitizer Test Strips
Stem Thermometers
Sanitizer Buckets
w/towels
Paper Towels
First Aid Kit
Cut-resistant Glove
Day Labels
Food Safety Book
Hand Soap
Chemicals
Wet Floor Signs
Vinyl Disposable Gloves
Crisis Management Poster
Timers

Fast Facts

1. No employees affected by a communicable disease or while a carrier of such disease, or when affected with boils, sore or infected wounds shall work in any capacity where there is a possibility of food becoming contaminated or infecting other people.
2. If you are not feeling well – you must tell the manager on duty.
3. On first day - Fill out Health Questionnaire
4. All employees must wear clean clothing and approved uniforms.
5. Wash hands at the start of every shift and throughout the shift. Some examples of when to wash hands:
 - Prior to handling food
 - Before putting on gloves
 - After using restrooms
 - After handling raw product
 - After touching money
 - After using the restrooms
 - Every 30 minutes – Timer required to be set
6. When washing hands, you must scrub for at least 20 seconds. Hint: Sing “Happy Birthday” 3x’s which equals 30 seconds.
7. Painted or acrylic nails are not permitted.
8. Wearing disposable vinyl gloves are required during product preparation, preparing customers’ orders online and cash register.
9. Vinyl gloves are to be changed throughout the shift and before going from one food product to the next.

10. Vinyl gloves are to be changed at a minimum of every 30 minutes.
11. Any cuts need to be properly bandaged as well as vinyl glove worn.
12. Use an approved facial covering at all times. If you want to wear your own personal covering, please discuss with your Manager. All coverings must be professional looking and consistent with Sbarro’s Dress and Appearance policy.

13. Cover your mouth and nose when you cough and sneeze. Use a tissue or sneeze/cough into your elbow – wash your hands after you sneeze or cough and obtain a new facial covering if needed.
14. Avoid touching your hair and face.
15. A First Aid Kit is located in all restaurants. It should be kept stocked at all times. Offer assistance, if needed call 911.
16. Read and understand the crisis management poster located in the BOH.
17. 2020 Health & Safety – Commitment and Implementation:

- Health Questionnaire – All employees upon hiring and reopening. Uploaded into UltiPro
- Review and completion of health & safety and personal hygiene TCGs
- Implemented the enhanced cleaning procedures.
- Posters – Customer and Employee facing to show our commitment to Customer and Employee health and safety.
- Use required hair restraints
- Updated policies on handwashing, glove usage, facial coverings, and sanitation stations.
 - Timers in Use
 - Hand washing – minimum every 30 minutes

- Glove changing – minimum every 30 minutes
- Sanitizer buckets changed – minimum every 2 hours
- Gloves required at all positions including cashier

SUPPLY CHAIN ADDITIONS

Dedicated Timer

The dedicated timer to monitor glove changing, handwashing and sanitizer changing can be ordered from Wasserstrom for \$8.54 + shipping.

- Wasserstrom #6019261: Taylor 5849 Plan & Prep Four Event Timer with Whiteboard



Facial Coverings

Disposable facial sanitary coverings can be ordered through 3Point for \$35.00 plus shipping for a box of 50. Initial orders will be shipped to Company stores directly from 3Point. Reordering should be coordinated through your DO / VP. The updated order guide is on the Exchange.

- 3Point 50 count Disposable Sanitary Mask



Sanitizing Towlettes

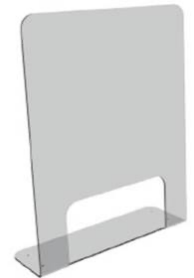
Individually packaged sanitizing towlettes can be ordered through PFG. The cost is approximately \$36.25 for a box of 1000 wipes. Initial shipments will be added to the first PFG delivery before reopening or shipped via FedEx. Reorders can be placed with PFG as needed.

- PFG #624495: 1000 ct per case Fresh Nap Sanitizer Wipes



Tabletop Shields

Each Company restaurant will be receiving a tabletop shield to place in front of the register. These will come from Vectra and will cost just over \$50 + shipping. Siri Groeber will coordinate the shipping of these to the restaurants.



Forehead Thermometer

Each Company restaurant may be receiving a non-contact forehead thermometer prior to reopening. These will come from Wasserstrom and go for \$82.09 + shipping.

- Wasserstrom #6084146



ADDITIONAL INSTRUCTIONS

Store Banks

Daily deposits should be decreased until the store bank has been restored to the pre-closing amount. The VPO's will have a listing of the store bank amounts if needed. You can also contact Cash Control for assistance. Please send an email to Cash Control to inform them of the specific dates and amounts of the deposits you will be applying to your store bank. The appropriate adjustments will be made to your store banks. If you have any additional questions, please contact Cash Control at main office.

Petty Cash

Petty cash reimbursements for requests previously sent to Accounts Payable for processing will be mailed on Friday during the week the store reopens. This will ensure the store and/or mall is open and the mail will be delivered. Any outstanding petty cash receipts should be sent to Accounts Payable for processing.

Mall Manager

It will be important for the GM to reconnect with the mall manager including the mall marketing manager if there is one. In these conversations, we can explain what we're doing to ensure the safety of our customers and we can ask for their assistance with any marketing opportunities.

People Status

The GM will need to communicate to their supervisor which employees are returning and when, as well as which have declined to return and why. Payroll will process returns from LOA. The GM must process any terminations; however, those must be discussed first with their supervisor and HR before processing.

BOH Computer

The passwords are the same as they were before the restaurants closed. If you are unable to log in, please contact your supervisor.