Jack in the Box Tamuning, Guam PCOR Business Plan



## **EMPLOYEES**

- 1. All employees are required to wear face masks while at the restaurant.
  - a. This includes employees on break
  - b. Masks may only be removed while actively eating or drinking
- 2. All employees must wear gloves at all times.
  - a. Hands must be washed before putting on or changing gloves
  - b. Gloves must be changed between tasks
- 3. Hourly handwashing has been increased to 30-minute handwashing
  - a. Signage reminding of proper hand washing procedures is placed by the sink
- 4. Employees must socially distance themselves between stations whenever possible.
- 5. PICs must conduct a health screening before an employee enters the BOH and begins their shift. The health screening includes:
  - a. Temperature checks- Anyone with a temperature above 99.5°F will not be allowed to work
  - b. Verifying the employee has no other symptoms related to COVID-19
  - c. Verifying the employee has not had exposure to anyone with COVID-19 within the last 14 days
  - d. Verifying the employee does not have any symptoms related to foodborne illnesses
  - e. Anyone that does not clear the health screening may not work and supervisors must be notified for further instructions
- 6. Employees travelling outside of Guam must notify the supervisor and any quarantine restrictions or other mandated requirements must be followed upon return
- 7. Employees are responsible for enforcing mask usage and social distancing with guests.
- 8. The FDA checklist must also be completed weekly to ensure all guidelines are being followed.

## **RESTAURANT**

- 1. Dine-in seating tables will be kept 6ft apart. Any tables not allowed for use are marked off with tape.
- 2. Sneeze guards have been placed at the front counter.
- 3. Social distancing markers will be placed on the lobby floor to guide guests on maintaining a 6 ft distance between themselves and employees as well as other guests waiting in the lobby.
- 4. Restrooms are closed to the public.
- 5. Increased sanitizing of high touch point areas.
- 6. All self-service items (condiments, drinks) have been removed and will only be provided by staff upon request from the guest.

## **GUESTS**

- 1. Guests must wear a face mask while at the restaurant.
- 2. Guests must follow the social distancing markers to maintain a 6ft distance between themselves and employees or other guests.
- 3. Hand sanitizing wipes and/or liquid are provided at the front counter for guest use only.
- 4. A sign reminding guests of these policies will be placed at the front door.