

**RDR Corporation**

**Dbas: Bread Box Bake Shoppe & Food Mart**

MBM Bldg. Unit 2, Army Drive, Harmon

Tel. No 671-633-8899

## **COVID-19 PANDEMIC OPERATION**

### **A. General Requirements and Restrictions**

- Screen employees and customers before entering the facility and ask if they are experiencing any possible COVID symptoms
  - Anybody with COVID symptoms will not be permitted in the facility.
  - Employees with COVID symptoms are not permitted to work.
- Hand sanitizer will be available for employees and customers use upon entering the establishment.
- Post signage at the entrance door for employees and vendors to wear mask and to practice social distancing.
- Operate at no more than the percent of occupancy rate for the facility, including employees, as identified in current or future Executive Orders.

### **B. Employee Health and Hygiene**

- Encourage employees to frequently wash their hands with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer containing at least 60% alcohol.
- Provide and maintain protective equipment and supplies for employees to perform enhance cleaning/ disinfection.
- Conduct training for employees on enhanced disinfection and proper PPE use based on CDC guidelines.

### **C. Cleaning and Disinfection**

- Clean and disinfect highly touch areas (door handles, tables, counters, card machine pin pad)
- Clean and disinfect frequently touch surfaces such as tools, machines, vehicles and other equipment, handrails, ladder, doorknobs cash register)
- Clean and disinfect frequently touched surfaces periodically throughout the shift but also:
  - At the beginning and end of every shift.
  - After anyone uses your vehicle, tools, or workstation
- Limit tool sharing if possible
- Increase cleaning and disinfection of the entire establishment
- Ensure that toilet facilities and handwashing sinks are thoroughly and regular cleaned and disinfected.
- Have adequate approved cleaning and disinfection supplies to perform enhanced cleaning and disinfection.

- Follow CDC's Cleaning and Disinfecting Decision Tools.

**D. Social Distancing and Other Protective Measures**

- To the extent possible, all staff shall maintain 6 feet separation
- Face coverings is required to be worn by all food employees and customers
- Stagger shifts, breaks and meals so that employees are not in the same areas at the same time.