

The Cafeteria

Covid-19 Pandemic Operation

A. General Requirements and Restrictions

- a. Management will screen Employees and Front staffs will screen customers before entering the facility and ask if they are experiencing any possible COVID symptoms.
 - i. Anybody with COVID symptoms will not be permitted in The Cafeteria
 - ii. Employees with COVID symptoms are not permitted to work
- b. Hand sanitizer and temperature scanner will be available for employees and customers use upon entering The Cafeteria.
- c. Post signage at the entrance door for employees, customers and vendors to wear masks and to practice social distancing.
- d. Operate at no more than the percent of occupancy rate for The Cafeteria, including employees, as identified in current or future Executive Orders.
- e. Dine-in customers are required to sign-in a visitor log prior to entry
- f. The Cafeteria will keep the records for a period of 30 days from the date of service
- g. The Cafeteria continually monitors local and federal guidelines for changes in recommendations.

B. Employee Health and Hygiene

- a. All workers are required 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.
- b. All workers are not allowed to touch their face without washing their hands
- c. All workers are encouraged to avoid touching their masks
- d. Protective equipment and supplies will be provided to perform enhanced cleaning and disinfecting.
- e. The Cafeteria will follow CDC guidelines.

C. Cleaning and Disinfection

- a. When customer is done dining in, remove everything on the table except hand sanitizer.
- b. Clean and disinfect condiment bottles and paper towel holder and put them on designated place until next use
- c. Clean and disinfect table and chairs
- d. Clean and disinfect menus
- e. Clean and disinfect highly touched areas and surfaces such as entrance door, bathrooms, counters, phones, toilets, sinks and any handles, etc. every 30 min.
- f. Clean and disinfect at the beginning and end of every shift
- g. Limit tool sharing if possible and clean and disinfect shared objects between each use
- h. Increase cleaning and disinfection of the entire Cafeteria
- i. Adequate approved cleaning and disinfection supplies to perform enhanced cleaning and disinfection will be provided
- j. The Cafeteria will follow CDC's cleaning and Disinfection Decision Tools

D. Social Distancing and Other Protective Measures

- a. To the extent possible, all staff shall maintain 6 feet separation
- b. Face coverings is required to be worn by all employees and customers of The Cafeteria
- c. Employees of The Cafeteria will go on their breaks by themselves
- d. Employees of The Cafeteria will not share food and drinks

Aileem E. Cruz

I have read The Cafeteria Covid-19 Pandemic Operation Plan and I fully understand and agree with the plan. I will also follow the guidelines provided by the management according to CDC standards.

Print Your Name

Signature

Date