



There has been a lot of information in the news lately regarding the COVID-19 virus; both correct and incorrect. We are taking this seriously and have implemented the items below in our stores and office. We want our guests to know that everyone is taking the necessary steps to keep ourselves and our Guests safe while working and dining in our stores. We highly suggest that you stop all handshaking in the store, this will help prevent the spread of any possible viruses, not just the COVID-19 virus. Clear and open communication is going to be the key to keeping everyone safe during this time.

What we are doing to prevent COVID-19

Hand Washing is the first line of defense in keeping yourself and others in your store safe:

- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available (lunch delivery), use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- Change gloves often, especially in between tasks and when moving from a clean area to a dirty area (phones, Gusto, prep, etc.)

Everyday preventive actions to help prevent the spread of respiratory diseases, including:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using current cleaning supplies approved for in store usage.

Actively encouraging sick employees to stay home:

- Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants). Employees should notify their supervisor and stay home if they are sick.
- Making sure our sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.

Perform routine environmental cleaning:

- Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, doorknobs, walk-in cooler handles, sales counters, guest table tops, and other areas within the store.
- Use the cleaning agents that are usually used in these areas and follow the directions on the label.

Additional Actions

- If we have someone on our staff that has tested positive for the COVID-19 virus, we will first and foremost contact the local health department to report the exposure. Then contact a member of the Corporate Team regarding the situation.
- If your community is impacted with business closer requirements, please also contact the Corporate Team immediately.
- If any additional questions arise, regarding the COVID-19 virus we suggest that you contact your Local Health Department and/or use reliable resources such as [CDC.gov](https://www.cdc.gov) or [WHO.org](https://www.who.org).

*We have compiled this information from expert websites such as The World Health Organization and The Centers for Disease Control. Please note that this information is current as of Tuesday March 10th; because information regarding this virus is changing as more is learned, please be sure to reference the above suggested sites to stay updated. We will continue to provide business critical updates