

GET READY TO REOPEN

Workspace Safety Guidelines for Reopening Business Amid COVID-19



Daily Temperature Checks

Managers will conduct a daily check-in with each team member upon arriving to work. We will maintain a dedicated log tracking employee temperatures.



Dedicated Sanitizing Stations

At each outpost location and pantry we will supply sanitizer stations with proper wipes and sanitizer solution that meet the CDC recommended guidelines.



Daily Health Check-ins

Managers will ask employees to confirm they have not experienced COVID-19 CDC-defined symptoms and to monitor their own symptoms including cough, shortness of breath, or any two of the following symptoms:

- Fever
- Chills
- Repeated shaking with chills
- Muscle Pain
- Headache
- Sore Throat
- New loss of taste or smell

Employees should stay home if sick.



Loading Dock Receiving

Our team will receive deliveries at the loading dock to ensure there are no unnecessary visitors in our client's space.



Mask and Gloves

Masks and gloves will be required and worn by every Dartcor associate at all times. We will have dedicated workstations for each employee to create physical and social distancing.



Dedicated Cleaning Times

Every hour we will stop production to perform a cleaning and sanitizing "break" of all café workspaces.



Program Administrator

We will appoint a Program Administrator who is accountable for implementing these rules. This person will be our Certified Food Protection Manager.



New Training

Before the location reopens we will conduct training with all associates to review the rules and protocols to ensure everyone understands the new procedures. This will include new routine cleaning and weekly cleaning, as well as daily temperature and Covid-19 checks.



Cleaning Plan and Checklists

We will have new checklists to keep track of who is responsible for which areas and list person responsible and time of each task.



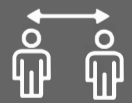
Thorough Pre Open Deep Clean and Disinfecting

Complete a thorough cleaning of facility prior to reopening.



Employee Log

We will have a section on the daily temperature log to indicate who worked which days and what hours to keep track of and support any contact tracing needs.



Signage

We will work with client to ensure all signage is in place for the following:

- Social distancing protocols
- Personal protection (face masks, gloves)
- Employees should stay home if sick/experiencing symptoms
- Customers should not enter if they are experiencing symptoms



Buffet and Self Service

These options will no longer be available and all guests will be served by our designated staff.



Kitchen Workstations

We will re-arrange kitchen staff workstations to accommodate social distancing and remove face-to-face contact with each other by staggering work stations down the line and in the kitchen.



Use of Technology

Our new online ordering system will reduce contact between guests and associates, create cost efficiencies, and enable our guests to be safe and more productive.