

COVID-19 SAFETY CHECKLIST/ACKNOWLEDGEMENT

We have created a company policy and procedures, following the CDC(The Centers for Disease Control and Prevention) guidelines, to provide to all our employees. We are providing proper training regarding safety policies and procedures prior to employees return to work. Management will ensure that these policies are being followed at all times in the workplace & follow up with disciplinary action if needed. All employees are to sign an acknowledgement upon reading the policy and finishing the training.

Some Safety Policies

- **Floor Plan**

- New table layout established to ensure guests of the restaurant are social distancing. Dining tables will be spread 10 feet apart. Barstools/Counter seats 6 feet apart.
- The host stand and the bar will have an acrylic sneeze guard.
- Floor stickers are set to help guide where to stand to social distance.

- **Menu Maintenance**

We will be using non-laminated menus. They will be thrown away after being collected from the table. Employees will wash hands or use hand sanitizer after touching used menus.

- **Personal Protective Equipment**

All employees are provided with sanitizer, disposable gloves and face masks to use during their shift.

- **Hand washing procedure/ Face mask and hand glove wearing procedure.**

- **Flatware SOP**

- **"Shared"** condiments will not be allowed, such as hot sauce on the table, ketchup etc... we must provide individual size condiments when needed.
- Disposable silverware/chopsticks ready upon guest's request.
- No presets on tables, but put on tables when guests are seated by hostess. Napkins and glassware will be done by servers.
- When guests are seated we will give them 1 sanitizing wipe per guest. We are sanitizing and cleaning everything but we are providing the wipes as an additional measure to help guests feel comfortable dining in.

- **Individual Cleaning/Maintenance Schedule for Front of the House, Back of the House and the Bar.**

Cleaning checklist for pre-shift, during shift and after shift for each section. We will maintain a safe and sanitized work area by setting up the work station with below items.

- Disposal Sanitizer Wipes/ Paper Towels (also available for guest)
- Spray Dispenser
- Hand Sanitizer (also available for guests)
- Sanitizer Towel/ Sanitizer Bucket (Towels must remain in sanitizer buckets when not in use)
- Trash Cans (available for guests)
- Disposable Gloves

We will sanitize Everything every 30 minutes or as needed.

- POS monitor
- Countertop/ Sneeze Guards/ Hard Surfaces
- Pens/Clipboards
- Sanitizer Dispenser
- Empty Trash (as needed)
- All common areas
- All cloth covered furniture (w/ a disinfectant spray)

- **Delivery Acceptance**

Delivery drivers are mandated to wear face masks and gloves to enter the building. We have limited our delivery dates to three days a week and will not be accepted during hours of service.

