

LOCATION:

DATE:

TIME:

This document is intended to provide general information about the coronavirus (COVID-19), updates about specific guidance, and should be read or shared with all employees.

HOW TO WASH YOUR HANDS PROPERLY (CDC, 2020)

- Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
- Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- Scrub your hands for at least 20 seconds. Need a timer?
Hum the “Happy Birthday” song from beginning to end twice.
- Rinse your hands well under clean, running water.
- Dry your hands using a clean towel or air dry them.

Did you know:

- Approximately 80% of all infections are transmitted by hands. *CDC, 2014*
- Hand washing can reduce the risk of respiratory infections by 21%. *National Institute of Health, 2008*
- 97% of people do not wash their hands adequately. *United States Department of Agriculture, 2018*

WHAT TO DO IF AN EMPLOYEE IS CONFIRMED TO HAVE COVID-19

1. Contact your local health department immediately.
2. Notify your supervisor.
3. Conduct a detailed cleaning of the location immediately with approved disinfectants.
4. Follow the local health department instructions.

NEW DAILY CLEANING AND SANITATION PROCEDURES

All stores are to complete daily cleaning and sanitation procedures at least twice per day. Please follow the disinfecting procedure as described below. For a list of all disinfecting chemicals, please refer to the EPA Approved COVID-19 Disinfectants list. Please follow the manufacturer's instructions for disinfecting with the product you are using.

All Non-Food Contact Surfaces in Common Areas *(not limited to list below)***How to Disinfect Non-Food Contact Surfaces**

Surfaces must be clean and free of debris prior to disinfecting

1. Prepare a Disinfecting Towel using an EPA approved disinfectant, apply to a clean towel.
2. Wipe surface with Disinfecting Towel.
3. Allow disinfectant to stand according to manufacturer's instructions.
4. Prepare a Rinse Towel (room temperature water), saturate and ring out.
5. Wipe surface with Rinse Towel.

SEATING AREA

- | | | |
|-------------------------------------|---|--|
| <input type="radio"/> Door Handles | <input type="radio"/> Chairs, Booths | <input type="radio"/> Soda Case Door |
| <input type="radio"/> Push Plates | <input type="radio"/> High Chairs | <input type="radio"/> Light Switches |
| <input type="radio"/> Thresholds | <input type="radio"/> Trash Receptacle | <input type="radio"/> Wrapping Area |
| <input type="radio"/> Hand Railings | <input type="radio"/> Beverage Counter | <input type="radio"/> Register Area |
| <input type="radio"/> Dining Tables | <input type="radio"/> Fountain Soda Buttons | <input type="radio"/> Customer Facing Terminal |

BATHROOMS

- | | | |
|--------------------------------------|--|--|
| <input type="radio"/> Door Handles | <input type="radio"/> Towel Dispenser Handle | <input type="radio"/> Hand Rails |
| <input type="radio"/> Sink Faucets | <input type="radio"/> Soap Dispenser Push Plates | <input type="radio"/> Trash Receptacle |
| <input type="radio"/> Toilet Handles | <input type="radio"/> Baby Changing Station | <input type="radio"/> Light Switches |

NEW DAILY CLEANING AND SANITATION PROCEDURES (CONTINUED)

KITCHEN, PREP AREAS

- Door Handles
- Walk-in & Freezer Vinyl Curtains
- Trash Receptacle
- Push Plates
- Freezer Handles
- Cleaning Tools
- Handles of all equipment doors
- 3-Compartment Sink
- Buckets
- Operational Push Pads
- Mop Sink
- Telephone Keypad & Handset
- Ice Scoops, Ice Bucket Handles
- Prep Sink
- Tablets or Laptops
- Walk-in Handles
- Soap Dispenser Push Plates at Hand Wash Sink

Food Contact Surfaces *(not limited to list below)***How to Disinfect Food Contact Surfaces**

- Use Gloves when handling any type of disinfectant.
- Read the label for any disinfectant and follow the instructions.
- Avoid using a spray bottle to apply the disinfectant when customers are present. Spray the solution into the towel, then use the towel to disinfect the surface.
- Notify customers while disinfecting. Do not let them sit at a table that is air drying or un-rinsed.

Surfaces must be clean and free of debris prior to disinfecting

1. Prepare a Disinfecting Towel using an EPA approved disinfectant, apply to a clean towel.
2. Wipe surface with Disinfecting Towel.
3. Allow disinfectant to stand according to manufacturer's instructions.
4. Wash (using warm soapy water 110°F).
5. Rinse (thoroughly with clean water).
6. Sanitize (at normal concentrations Chlorine 50-200 ppm, Iodine 12.5-25ppm, Quats 200-500ppm.)

FOOD CONTACT SURFACES

- Front Line Counter
- Stove Tops and Controls
- 2nd Line / Back Counter
- Deep Fryers
- Grill Area

ADDITIONAL GUIDELINES

- Along with regular hand washing, set a regular interval (every hour) for Team Members to wash their hands, one at a time.
- Place Hand Sanitizer (alcohol-based containing at least 60% alcohol) by the register for customers (if available).
- Put a policy in place that anyone entering a food prep area MUST wash their hands. This includes Vendors, Maintenance Staff, etc.

Have all the above instructions been explained to all in-store employees?

Yes

No

Manager's Signature:
