

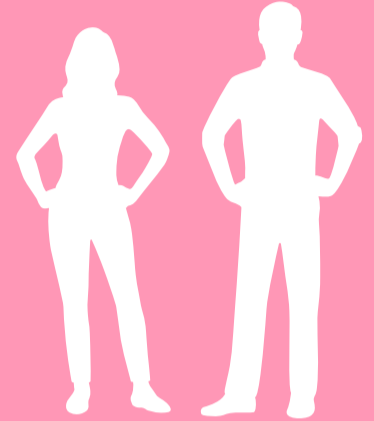
COMMISSARY

6 POINT SAFETY ACTION PLAN

PERSONAL HEALTH AND WELLNESS:

EMPLOYEES ARE ENCOURAGED TO STAY HOME IF THEY ARE EXPERIENCING ANY SYMPTOMS OF THE COVID-19 VIRUS.

EMPLOYEES WHO ARE EXPERIENCING COVID-19 SYMPTOMS MAY RETURN TO WORK AFTER THEY HAVE TESTED NEGATIVELY FOR THE COVID-19 VIRUS. ANY EMPLOYEE WHO HAS COME IN CONTACT WITH A COVID-19 POSITIVE INDIVIDUAL WILL NOT BE PERMITTED TO COME BACK TO WORK FOR TWO WEEKS WITHOUT A NEGATIVE COVID-19 TEST.



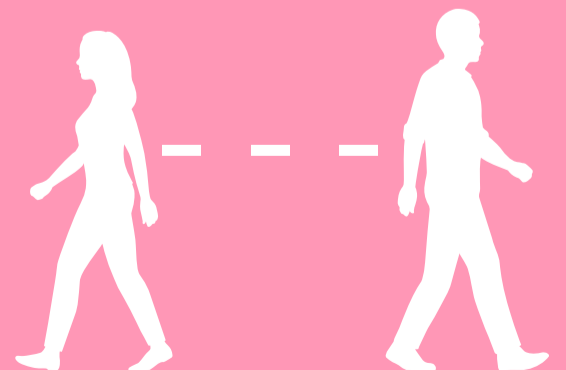
MANDATORY FACE MASK OR COVERING:

FACE MASKS ARE REQUIRED TO ENTER COFFEE COMMISSARY. CUSTOMERS NOT WEARING A FACE MASK WILL NOT BE SERVED. EMPLOYEES ARE REQUIRED TO WEAR A FACE MASK OR FACE COVERING OF THEIR CHOICE DURING ALL OPERATING HOURS WHILE INSIDE COFFEE COMMISSARY. FACE MASKS ARE PROVIDED BY COFFEE COMMISSARY FOR EMPLOYEE USE. EMPLOYEES ARE ENCOURAGED TO CHOOSE THE FACE COVERING THAT MAKES THEM MOST COMFORTABLE. MASKS SHOULD BE WORN OVER MOUTH AND NOSE AT ALL TIMES ACCEPT FOR EATING OR DRINKING ON A 30 MINUTE SOCIALLY DISTANT BREAK.



MAINTAIN SOCIAL DISTANCING:

EMPLOYEES AND CUSTOMERS ARE ENCOURAGED TO MAINTAIN A SAFE DISTANCE OF 6 FEET OR MORE WHILE INTERACTING INSIDE COFFEE COMMISSARY. WE HAVE PROVIDED VISUAL CUES ON WHERE TO STAND IN LINE AND WHILE YOU WAIT IN THE CAFE. WE HAVE REDUCED THE DAILY NUMBER OF STAFF MEMBERS ON SHIFT TO HELP PROMOTE DISTANCE. EMPLOYEES SHOULD REMAIN SAFELY BEHIND THE BAR COUNTER WHILE CUSTOMERS ARE ON THE CAFE FLOOR. EMPLOYEES ARE PROHIBITED FROM SHARING DRINKS OR FOOD WITH CO-WORKERS AS WELL AS HIGH FIVES, HANDSHAKES OR HUGS.



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SANITATION AND CLEANLINESS ROUTINE:

COFFEE COMMISSARY HAS INCREASED THE AMOUNT OF SANITATION STATIONS IN THE CAFE. ALL SURFACES INSIDE OF COFFEE COMMISSARY ARE SANITIZED AND DISINFECTED ON A 15M-30M ROTATION. THIS INCLUDES, DOOR HANDLES, BATHROOMS, SINKS AND RETAIL AREAS. BATHROOMS ARE AVAILABLE FOR CUSTOMERS TO WASH HANDS



HANDWASHING AND EMPLOYEE HYGIENE:

INDUSTRIAL NITRILE GLOVES ARE PROVIDED FOR ALL EMPLOYEES PROTECTION. EMPLOYEES ARE REQUIRED TO WASH HANDS AFTER HANDLING CASH, IN BETWEEN ALL TASKS AND EVERY TEN MINUTES. HAND SANITIZER IS AVAILABLE FOR CUSTOMERS AND EMPLOYEES AT ALL TIMES. BATHROOMS ARE AVAILABLE FOR CUSTOMERS TO WASH HANDS.

MENTAL WELLNESS AND RESOURCES:

COFFEE COMMISSARY UNDERSTANDS THAT THIS UNPRECEDENTED TIME OF UNCERTAINTY AND SOCIAL DISTANCING HAS LEFT MEMBERS OF OUR STAFF FEELING ISOLATED, CONFUSED, ANGRY AND UNSURE OF HOW TO PROCESS ALL THIS. OUR EMPLOYEES MENTAL AND PHYSICAL WELLNESS ARE OUR TOP PRIORITY. FIRSTLY, WE HAVE PROVIDED EMPLOYEES WITH RESOURCES TO UNDERSTAND AND NAVIGATE THE FINANCIAL HARDSHIP OF COVID-19. EMPLOYEES KNOW OUR DOORS ARE ALWAYS OPEN FOR CONVERSATION AND COUNSEL. WE HAVE PROVIDED EMPLOYEES WITH THE CITY RESOURCES FOR MENTAL HEALTH AND HAVE INCREASED FLEXIBILITY WITH SCHEDULING BASED ON MENTAL HEALTH NEEDS.

