



SAFETY & SANITATION STANDARDS

As our handbook states, we believe that we, as team members, must care about and for each other and our guests. It is in this spirit and with this intention that we have implemented the following standards to ensure that our restaurant runs as safely as possible.

PRIOR TO ARRIVING AT WORK

The Parlor employees should conduct a self-assessment of whether they are experiencing any symptoms associated with COVID-19, as defined by the CDC. This includes, if possible, taking their temperature at home. Employees should also thoroughly wash their hands using the procedures outlined below, immediately before leaving home for work. Employees are encouraged to sanitize their hands after exiting their vehicle and before entering the restaurant.

ATTIRE STANDARDS

All clothing items, including chef coats, hats, aprons, and face masks, must be clean, which means they are freshly washed on a daily basis.

MASKS

The CDC recommends wearing face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community-based transmission, in order to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. At The Parlor, in an effort to take extra precautions to protect the safety of our team members and guests, **all employees are required to wear a face mask that covers the nose and mouth at all times during their shift.**

DAILY WELLNESS CHECKS

It is also mandatory that every employee has a Wellness Check completed by management at the beginning of any shift, prior to performing any work. Management and non-management employees share in the responsibility to ensure that Wellness Checks are completed. Failure to comply with this Company expectation may result in immediate disciplinary action, up to and including, termination of employment.

HANDWASHING

All employees must wash their hands before performing any work at the beginning of a shift, and thereafter at a **minimum of every 30 minutes**, in addition to washing after performing the sanitation duties mentioned below, using the restroom, before putting on new gloves, after handling dirty dishes, and immediately upon returning from break.

Handwashing can be one of the most effective ways food handlers can help minimize the spread of illness, including COVID-19. To make sure washing is effective, please follow this procedure:

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1. Use hot water that is at least 100°F.
2. Apply 1 to 2 squirts of soap.
3. Scrub for at least 20 seconds, making sure to wash in between fingers and under nails.
4. Rinse thoroughly under running hot water.
5. Pat hands dry with paper towels. Use the paper towel to turn off the water. Dispose of the paper towel.
6. Once hands are dry, use 1 to 2 squirts of hand sanitizer. Please remember that using hand sanitizer should be *IN ADDITION* (not in replacement) to washing hands.

It is important that you avoid touching your face, eyes, nose, or mouth while working, especially after washing your hands.

SOCIAL DISTANCING

Maintaining adequate space between you and others whenever possible is another important tool we have to avoid being exposed and potentially exposing others to COVID-19 and slowing its spread. When possible, employees must take every precaution to stay at least 6 feet apart.

While performing certain job duties or roles, it may be very difficult to stay 6 feet apart. For example, greeters (when two or more are scheduled at the same time) or bartenders (when two or more are scheduled at the same time). While performing these job duties or roles, it is even more critical that employees correctly wear mandatory face masks, wash hands more frequently, and sanitize all high touch areas throughout the shift(s).

In addition to these job duties and roles, it may also be difficult to maintain a 6-foot distance from other employees during pre-shift line ups, other team meetings, and management meetings. To help reduce the risk of exposure during these gatherings, we will maintain as much space in between employees as possible, avoid shared food tastings, and prohibit shared team treats (only individually-wrapped items are acceptable). Meetings will be conducted as expeditiously as possible to reduce the time in which employees are in closer proximity.

Guest Party Size

We are currently limiting guest party size to 10 guests or fewer. Parties must be sat at least 6 feet apart from other parties at all times, and should be encouraged to maintain a 6-foot distance from other parties while waiting to be seated in the restaurant or while in the bar area.

SANITIZER

It is important to follow the following procedures for sanitizer buckets and towels that clean the tabletops, bar, and other surfaces:

- Fill red sanitizer buckets 50% of the way to the top with sanitizer water.
- Run a fresh clean white towel under the sanitizer dispenser to get it wet, then place it in the bucket of solution (make sure a fresh towel is used every time you change the bucket). Only 1 towel per sanitizer bucket is allowed.
- Place a test strip in the solution for 10 seconds to make sure the concentration level is correct.
- Place a label on the bucket and write - "Sanitizer," the date, time, and your initials.

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- Sanitizer buckets are to be changed at a minimum of every 2 hours. Change them more frequently if you see they are getting dirty.

GLOVES

Kitchen staff and team members who are running curbside take-out are required to wear gloves whenever handling ready-to-eat foods. When wearing gloves, please make sure they fit properly. Gloves should be changed at a minimum of every 30 minutes, and also in the following instances:

- Before beginning a new task
- After handling raw meat or seafood
- Whenever they are dirty or damaged

Please note that employees must not touch their face (including eyes, nose, mouth, even over a mask) while wearing their gloves. Employees must wash their hands after removing gloves and before putting on a new pair.

ADDITIONAL SAFETY & SANITATION STEPS

We will maintain hand sanitizer next to the POS's, all hand sinks, and in the restrooms.

It is extremely important that we are sanitizing other high-touch surfaces that our team members and guests contact regularly. This includes door handles, sink faucets/handles, telephones, POS terminals, iPads, ticket printers, highchairs and boosters. Specifically, the following guidelines must be followed:

- **Pens** - Please keep two separate cups for pens – one for clean pens and one for used/dirty pens. We will sanitize the dirty pens with a sanitizer wipe after each use.
- **Beverages**
 - Discontinue all drink garnishes (unless upon guest request, use tongs).
 - Use wrapped straws only for drinks, offered to guests.
- **Table Tops**
 - Tables should be empty (free of any menus, condiments, etc.) until guests are seated, except in the evening when a single candle will sit on each table.
 - When guests are seated, servers are to provide guests with single-use, paper menus and a caddy holding an alcohol-based sanitizer wipe for each guest in the party.
 - Guests will be provided with condiments, salt and pepper shakers, sugar packets, bar menus or other items only upon request. Each of these items must be collected after the party leaves and sanitized before they are placed back into circulation for use.

FEEDBACK

These and other guidelines we provide for the sanitation of our restaurant and safety of team members and guests are based on the current standards recommended by the CDC, Arizona Department of Health, and other governmental guidelines. We recognize that such standards and recommendations may change from time-to-time, and The Parlor will amend these and other guidelines, as necessary, based on those changing standards and guidelines.