



Nashville

COVID-19 RESPONSE & RE-OPENING PLAN

Good To Go Green Music Note Goes Here
Upon Earning This Designation

Submitted to the Department of Health: Monday, June 1st, 2020

E3 Chophouse Nashville
1628 21st Avenue South
Nashville, TN 37215
615-301-1818



SINCERE SERVICE, SAFELY

We have prepared this Re-Opening Plan to provide you a thorough understanding of how E3 Chophouse Nashville will respond to the COVID-19 pandemic. This will allow you to know our expectations of you, and you to know what you can expect from us. We are also providing you with as much recent and accurate information as we can to help clarify a confusing time. After reading this response plan you may still have questions or concerns, for any of those we encourage you to reach out to your leader or General Manager for additional clarification. We are so happy to have you returning to E3 Chophouse in our mission of humble hospitality and to offer sincere service, safely!

We fully believe that in a team, all positions are important, and each member plays a vital role in the organization's ability to win. We know that people will patronize the businesses and restaurants where they feel comfortable and safe. Each of our team members' actions will be critical in communicating to our guests that we are doing everything possible to keep them, and their loved ones, safe during this time. These actions should be plainly visible to the guests. Following these new protocols and guidelines will show respect for your team members and our guests. Taking these extra steps and precautions will help to build confidence and trust in our guests, that they may safely dine at E3 Chophouse Nashville. All of this is done with our wholehearted desire to Humbly Serve Others.

We anticipate this will be a living document that will continually evolve and require ongoing updates. We will share the updated document with you, as necessary. All changes will be noted in red, along with reasoning to the update/change, and each new version will be noted in the bottom left-hand corner.

With all our hearts, welcome back to the E3 family!

Sincerely,

Steve Perdue
General Manager

EMPLOYEE EXPERIENCE & POLICIES

Open Door Policy

E3 is committed to providing a workplace that is conducive to a safe, healthy, productive, and positive work environment. This includes an open atmosphere for concerns, problems, complaints, and questions to be raised and addressed in a timely manner, without fear of reprisal.

If you have a fear or concern about working during any of the Re-Opening Phases (outlined in the Mayor's Roadmap to Re-Open Nashville) please let us know and we will strive to work with you the best we can.

Team members at all levels are encouraged to direct work-related concerns to the attention of his/her supervisor. If the team member's concern is about his/her supervisor, or if the supervisor does not satisfactorily resolve the matter, you may contact our General Manager, directly for assistance. (E3 Chophouse Nashville Employee Handbook, 2019)

Training

All Managers and Staff returning to work at E3 Chophouse Nashville will be required to complete the following additional trainings. The first is an online training requirement and each team member will provide a certificate of completion prior to returning to work. The remaining training will be presented on-property by an E3 Manager

1. SERVSAFE COVID-19 TRAINING

ServSafe Takeout: COVID-19 Precautions

<https://www.servsafe.com/Landing-Pages/Free-Courses>

All team members are required to complete this free and short (10-minute) training online & send your leader a copy/photo of the completion certificate you receive at the end. This training video features:

- An overview of coronavirus, symptoms of COVID-19, and details about its transmission
- Review of five-step handwashing process
- Respiratory hygiene practices to reduce the spread of the virus
- Keeping guests safe through heightened cleaning and sanitizing
- Guidelines for single-use gloves
- Packaging considerations for takeout and/or curbside pickup
- Guest contact precautions during takeout

2. WHAT IS COVID-19: WHAT EMPLOYEES NEED TO KNOW

World Health Organization Video: Novel Coronavirus (2019-nCov) (4:48)

https://www.youtube.com/watch?v=mOV1aBVYKGA&feature=emb_logo

(WHO - Training Video: Novel Coronavirus (2019 - nCov), 2020)

World Health Organization Video: How to Protect Yourself Against COVID-19 (1:30)

https://www.youtube.com/watch?time_continue=1&v=1APwq1df6Mw&feature=emb_logo

(WHO - Training Video: How to Protect Yourself Against COVID-19, 2020)

World Health Organization Video: Coronavirus - Seven Steps to Prevent the Spread of the Virus (:30)

https://www.youtube.com/watch?v=8c_UJwLq8PI&feature=emb_logo

(WHO - Training Video: Coronavirus - Seven Steps to Prevent the Spread of the Virus, 2020)

CDC Training Video: Symptoms of Coronavirus Disease 2019 (:21)

<https://www.youtube.com/watch?v=7zzfdYShvQU>

(CDC - Training Video: Symptoms of Coronavirus Disease 2019, 2020)

CDC Training Video: When to Seek Care for COVID-19 (1:02)

<https://www.youtube.com/watch?v=JWtsm3kYytM&list=PLvrp9iOILTQaJa78zFQ0QgvShQ2HEwHxP&index=31&t=0s>

(CDC - Training Video: When To Seek Care for COVID-19, 2020)

CDC Training Video: Social Distancing (:35)

<https://www.youtube.com/watch?v=GDDDz89EhSU&list=PLvrp9iOILTQaJa78zFQ0QgvShQ2HEwHxP&index=23&t=0s>

(CDC - Training Video: Social Distancing, 2020)

CDC Training Video: COVID-19: Managing Anxiety and Stress (2:15)

<https://www.youtube.com/watch?v=BTx1vELv7zU>

(CDC - Training Video: COVID-19 Managing Anxiety and Stress, 2020)

3. PPE, HYGIENE, SANITATION

Workers required to use PPE must be trained. This training includes when to use PPE; what PPE is necessary; how to properly don (put on), use, and doff (take off) PPE; how to properly dispose of or disinfect, inspect for damage, and maintain PPE; and the limitations of PPE.

(OSHA - Website: COVID-19 Control & Prevention, 2020)

CDC Training Video: PPE - On (4:15)

<https://www.youtube.com/watch?v=of73FN086E8&list=PLvrp9iOILTQaJa78zFQ0QgvShQ2HEwHxP&index=5&t=0s>

(CDC - Training Video: Demonstration of Donning (Putting On) Personal Protective Equipment (PPE), 2020)

CDC Training Video: PPE - Off (3:26)

<https://www.youtube.com/watch?v=PQxOc13DxvQ>

(CDC - Training Video: Demonstration of Doffing (Taking Off) Personal Protective Equipment (PPE), 2020)

CDC Training Video: Handwashing (2:00)

<https://www.youtube.com/watch?v=d914EnpU4Fo>

(CDC - Training Video: What You Need To Know About Handwashing, 2019)

CDC Training Video: COVID-19 Remaining on Surfaces (1:31)

<https://www.youtube.com/watch?v=lQvhoFMdXJo&list=PLvrp9iOILTQaJa78zFQ0QgvShQ2HEwHxP&index=36&t=0s>

(CDC - Training Video: Can COVID-19 last on surfaces and in the air?, 2020)

4. E3 COVID-19 RESPONSE & RE-OPENING PLAN

A full review of this document will take place with all staff allowing time for adequate discussion and any questions the team members might have.

Employee Personal Information & Privacy

In collecting, maintaining, and disclosing personal information, E3 makes every effort to protect your privacy rights and interests and prevent inappropriate or unnecessary disclosures of information from any team member's file or record. While complying with its governmental reporting and recordkeeping requirements, E3 strives to ensure that it handles all personal and job-related information about team members in a secure, confidential, and appropriate fashion.

At no time are you allowed to give personal information regarding another team member (past or present) to any outside source. Should such a request be made, the General Manager should be contacted.

E3 works closely with law enforcement and governmental agencies. Information pertaining to team members will be released when: 1) required by subpoena, court order or similar legal process; or 2) upon reasonable request by law enforcement or governmental agencies.

- *We will report all COVID-19 positive test results to the local Department of Health and recommend you follow their guidelines for isolation/quarantine.*
- *We will also inform fellow team members if they have been exposed to a COVID-19 positive individual, without disclosing the identity of the individual as required by the Americans with Disabilities Act (ADA).*
- *We will work with the Department of Health to assist in all Contact Tracing efforts.*

(Mayor John Cooper's Office - Website: YouTube, Restaurant Ed., 2020)

Protected health information (PHI) does not include employment records - including medical certifications - used for compliance with the Family and Medical Leave Act, Families First Coronavirus Response Act, Americans with Disabilities Act, or worker's compensation laws.

(E3 Chophouse Nashville Employee Handbook, 2019)

Accommodations

Should you have an underlying health condition, or a family member in your household with an underlying health condition, or lack of childcare availability, and would like to request an accommodation (not returning to work immediately, reduced work hours, or otherwise) during this time, please let your leader know as soon as possible.

(Mayor John Cooper's Office - Website: YouTube, Restaurant Ed., 2020)

The company will reasonably accommodate qualified individuals, who have made the Company aware of his/her need, so that they can perform the essential functions of a job, unless doing so causes a direct threat to these individuals or others in the workplace, and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to E3 Chophouse.

(E3 Chophouse Nashville Employee Handbook, 2019)

Unemployment Insurance

You are covered by state and federal unemployment insurance. The contribution to this benefit is provided by E3 Chophouse and requires no payroll deduction on your part. You are entitled to this plan if you become unemployed through no fault of your own. Information about unemployment insurance can be obtained from the General Manager.

We have been made aware by the Mayor's office that as of this date (Friday, May 1st, 2020) the Department of Labor has not yet ruled if individuals who choose to not return to work will continue to be eligible for

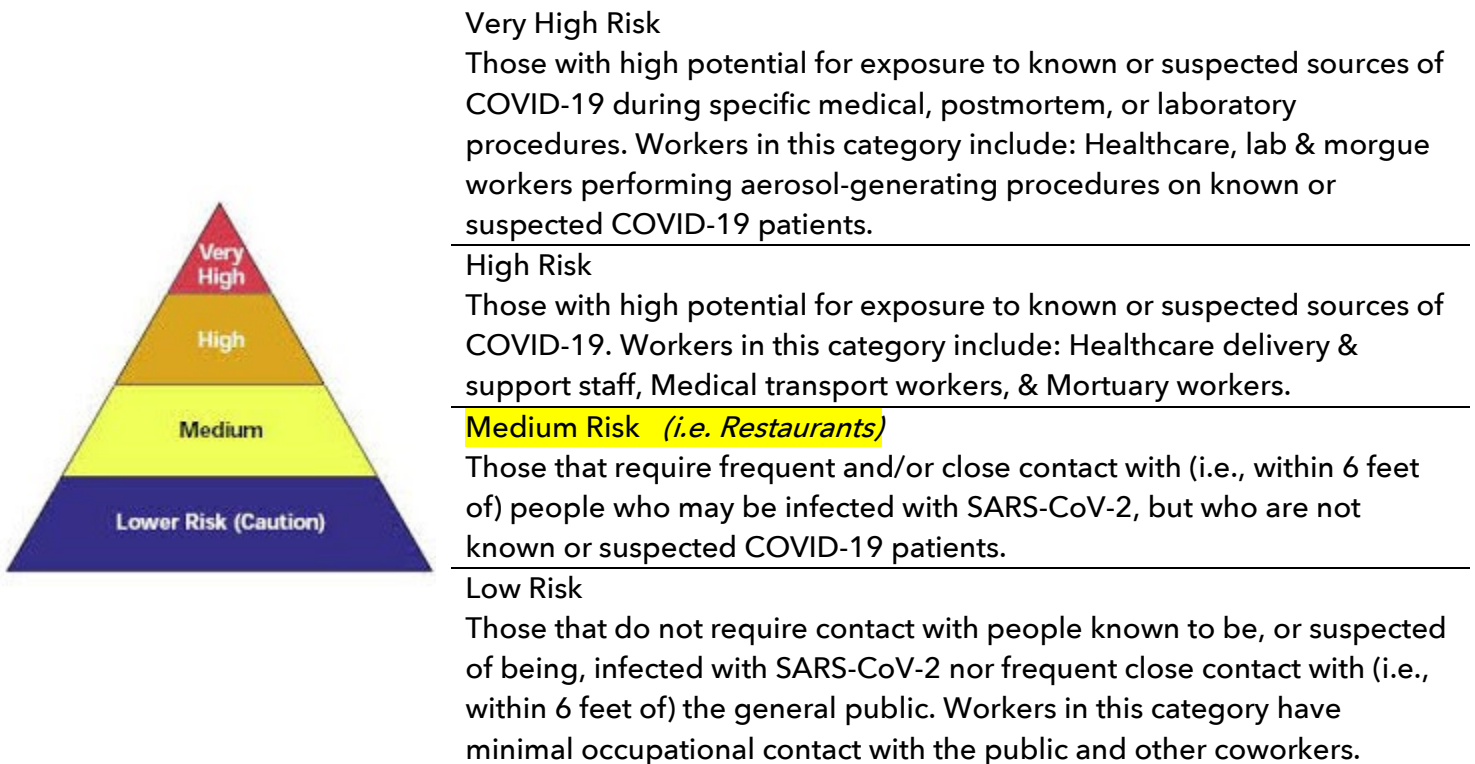
unemployment insurance. It is not clear at this time how they might determine such information. If we receive an update, we will share this information with you.

(Mayor John Cooper's Office - Website: YouTube, Restaurant Ed., 2020) &

(Mayor John Cooper's Office - Website: YouTube, Hospitality Ed., 2020)

We have been made aware by the Mayor's office that as of this date (Friday, May 8th, 2020) should an employee contract COVID-19 it is not anticipated to be covered under Worker's Compensation in the hospitality industry. It is only potentially covered in a high-risk employment situation (eg. hospital) where it can be substantially determined the employee did or likely did contract the disease at the workplace.

(Mayor John Cooper's Office - Website: YouTube, Hospitality Ed., 2020)



(OSHA - Guidance on Preparing Workplaces for COVID-19, 2020)

Unemployment Weekly Certification

If you have applied and were determined to be eligible for Unemployment Benefits, we are recommending that you continue to certify each week with the TN Department of Labor for benefits. You will enter the amount you earn each week, which will most likely disqualify you from receiving UI Benefits that week. However, in the event that Nashville or E3 Chophouse should have to close again you will then still be in the DOL system and not have to go through the re-application process.

CARES Act Federal Pandemic Unemployment Compensation (FPUC) (\$600)

We have been reminded by the Mayor's office that as of this date (Friday, May 8th, 2020) the Cares Act Stimulus stipend of \$600 per week is set to expire on July 31st, 2020.

(Mayor John Cooper's Office - Website: YouTube, Hospitality Ed., 2020)

On Saturday, April 4, 2020, the U.S. Department of Labor (DOL) issued Unemployment Insurance Guidance Letter 15-20 (UIPL 15-20) to provide further guidance to the states on the temporary expanded unemployment insurance benefits available under the Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020.

In Appendix I to UIPL 15-20, the DOL made clear for the first time that only if an individual is eligible to actually receive at least a nominal amount of regular UC benefits for a given workweek will the individual also be eligible to receive the \$600 payment:.

Determining entitlement to FPUC.

- States will calculate the weekly benefit amount, for the programs outlined above.
- If the individual is eligible to receive at least one dollar (\$1) of underlying benefits for the claimed week, the claimant will receive the full \$600 FPUC.

If the individual's earnings for the week exceed the weekly benefit amount (WBA), then the individual receives \$0 in regular UC benefits for that week even though the person is otherwise eligible for regular UC. In such case, the employee also does not receive the \$600.

(By William Hays Weissman, 2020)

My hours have been cut, but I have not been laid off; am I eligible for unemployment?

It depends. Reduced hours might qualify someone for unemployment. We recommend that you go ahead and file the claim.

- If you are still *making more* money than what your "Weekly Benefit Amount" (as listed on your monetary determination letter) then simply do not certify as they are still considered employed.
- If you are *making less* than your Weekly Benefit Amount, you may be eligible to receive partial UI benefits. Each claimant will have a unique weekly benefit amount, based on their prior earnings. For reference, the maximum weekly benefit amount in Tennessee is \$275. Apply for benefits and certify each week on Jobs4TN, report the earnings and the system will adjust your benefit.

I work part-time. Am I eligible for UI?

It depends. If you earn less than your weekly benefit amount, you may be eligible to receive partial UI benefits. Each claimant will have a unique weekly benefit amount, based on their prior earnings. For reference, the maximum weekly benefit amount in Tennessee is \$275.

(DOL - Website: COVID-19 FAQ Employees, 2020)

Families First Coronavirus Response Act (FFCRA)

"On April 1, 2020, the U.S. Department of Labor announced new action regarding how American workers and employers will benefit from the protections and relief offered by the Emergency Paid Sick Leave Act and Emergency Family and Medical Leave Expansion Act, both part of the Families First Coronavirus Response Act (FFCRA). The Department's Wage and Hour Division (WHD) posted a temporary rule issuing regulations pursuant to this new law, effective April 1, 2020. For more information, see <https://www.dol.gov/agencies/whd/ffcra>.

FFCRA will help the United States combat and defeat COVID-19 by reimbursing American private employers that have fewer than 500 employees with tax credits for the cost of providing employees with paid leave taken for specified reasons related to COVID-19. The legislation will ensure that workers are not forced to choose between their paychecks and the public health measures needed to combat the virus, while at the same time reimbursing businesses."

(Department of Labor (DOL): Wage & Hour Division, FFCRA, 2020)

Emergency Paid Sick Leave Act (EPSLA) / Emergency Family & Medical Leave Expansion Act (EFMLEA)
Eligible Employees:

- *All employees* of covered employers are eligible for two weeks of paid sick time for specified reasons related to COVID-19. *Employees employed for at least 30 days* are eligible for up to an

additional 10 weeks of paid family leave to care for a child under certain circumstances related to COVID-19.

- These provisions will apply from the effective date of April 1, 2020 through December 31, 2020.
- Paid leave is capped at specific maximum amounts per worker.
- A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

(DOL-FFCRA - Website: FFCRA: Employer Paid Leave Requirements, 2020)

Layoffs and Furloughs

- The Department clarifies that FFCRA does not take away an employer’s right to make lawful organizational changes, i.e., employees who are laid off, terminated or furloughed are not entitled to FFCRA paid leave.

(NRA - Website: Families First Coronavirus Response Act, 2020)

REASON	CONDITION	TIME OFF
Emergency Paid Sick Leave Act (EPSLA)		
1	You are following a federal, state, or local quarantine or stay-at-home order	Up to 2 weeks or 80 hours of paid sick leave at higher of regular rate or minimum wage*.
2	You are quarantined by a health care provider	Up to 2 weeks or 80 hours of paid sick leave at higher of regular rate or minimum wage*.
3	You have COVID-19 symptoms and are seeking a diagnosis	Up to 2 weeks or 80 hours of paid sick leave at higher of regular rate or minimum wage*.
Emergency Paid Sick Leave Act (EPSLA)		
4	You must care for someone under a federal, state, or local quarantine or stay-at-home order or they are quarantined by a health care provider	Up to 2 weeks or 80 hours of paid sick leave at higher of 2/3 regular rate or minimum wage*.
5a	You must care for your child whose school, childcare provider, or place of care is unavailable due to COVID-19	Up to 2 weeks or 80 hours of paid sick leave at higher of 2/3 regular rate or minimum wage*.
6	You are experiencing any other substantially similar condition specified by the Dept of HHS.	Up to 2 weeks or 80 hours of paid sick leave at higher of 2/3 regular rate or minimum wage*.
Emergency Family & Medical Leave Expansion Act (EFMLEA)		
5b	You must care for your child whose school, childcare provider, or place of care is unavailable due to COVID-19 AND You’ve been employed at least 30 calendar days	Initial two weeks of EFMLEA leave is UNPAID. But EPSLA can cover this 2-week period (#5). Up to 10 additional weeks of family leave paid at 2/3 regular rate*.

(DOL-FFCRA - Website: FFCRA: Employer Paid Leave Requirements, 2020)

Employee Notice Requirements

- When requesting EPSL or EFMLEA, you will be required to complete our E3 Chophouse FFCRA Request Form. A copy of this can be found at the end of this handbook or from your manager.
- When an employee requests EPSL or EFMLEA, the employee should provide information and documentation of the following: (a) his/ her name; (b) dates leave is requested; (c) qualifying reason for leave; (d) oral or written statement that employee is unable to work because of the qualified reason for leave; (e) name of the health care provider who advised the employee to self-quarantine; and (f) the name of the child being cared for, including the name of the closed school, unavailable child care provider and reason why there is no other suitable person is able to care for the child.

- Employers must maintain records regarding an employee’s request for leave (detailed above) for four years, regardless of whether the employer grants or denies the employee’s request for leave.
- Additionally, an employer may request from the employee “such additional material as needed for the Employer to support a request for tax credits.”

(NRA - Website: Families First Coronavirus Response Act, 2020)

REASON	CALCULATION OF PAY
1, 2, 3	Employees taking leave shall be paid at either their regular rate or the applicable minimum wage, whichever is higher. Total pay is capped at up to \$511 per day and \$5,110 in total (over a 2-week period).
4, 5a, 6	Employees taking leave shall be paid at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher. Total pay is capped at up to \$200 per day and \$2,000 in total (over a 2-week period).
5b	Employees taking leave shall be paid at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher. Total pay is capped at up to \$200 per day and \$10,000 in total (over a 12-week period). Initial two weeks of EFMLEA leave is UNPAID. But EPSLA can concurrently cover this two-week period (#5) if the employee chooses, followed by up to 10 weeks of paid expanded family and medical leave (EFMLEA).

(DOL-FFCRA - Website: FFCRA: Employer Paid Leave Requirements, 2020)

Calculation of Regular Rate of Pay

The formula to compute the regular rate is:

Total compensation in the workweek (except for statutory exclusions) ÷ Total hours worked in the workweek = Regular Rate for the workweek

(DOL - Website: Fact Sheet #56A: Overview of the Regular Rate of Pay Under the Fair Labor Standards Act (FLSA), 2020)

What is my regular rate of pay for purposes of the FFCRA?

- For purposes of the FFCRA, the regular rate of pay used to calculate your paid leave is the average of your [regular rate](#) over a period of up to six months prior to the date on which you take leave.
- If you have not worked for your current employer for six months, the regular rate used to calculate your paid leave is the average of your regular rate of pay for each week you have worked for your current employer.
- If you are paid with commissions, tips, or piece rates, these amounts will be incorporated into the above calculation to the same extent they are included in the calculation of the regular rate under the FLSA.
- You can also compute this amount for each employee by adding all compensation that is part of the regular rate over the above period and divide that sum by all hours actually worked in the same period.

(DOL - Website: Families First Coronavirus Response Act: Questions and Answers, 2020)

How do I count hours worked by a part-time employee for purposes of paid sick leave or expanded family and medical leave?

- A part-time employee is entitled to leave for his or her average number of work hours in a two-week period. Therefore, you calculate hours of leave based on the number of hours the employee is normally scheduled to work.

- If the normal hours scheduled are unknown, or if the part-time employee's schedule varies, you may use a six-month average to calculate the average daily hours. Such a part-time employee may take paid sick leave for this number of hours per day for up to a two-week period and may take expanded family and medical leave for the same number of hours per day up to ten weeks after that.
- If this calculation cannot be made because the employee has not been employed for at least six months, use the number of hours that you and your employee agreed that the employee would work upon hiring. And if there is no such agreement, you may calculate the appropriate number of hours of leave based on the average hours per day the employee was scheduled to work over the entire term of his or her employment.

(DOL - Website: Families First Coronavirus Response Act: Questions and Answers, 2020)

How do I know whether I have "been employed for at least 30 calendar days by the employer" for purposes of expanded family and medical leave?

- You are considered to have been employed by your employer for at least 30 calendar days if your employer had you on its payroll for the 30 calendar days immediately prior to the day your leave would begin. For example, if you want to take leave on April 1, 2020, you will need to have been on your employer's payroll as of March 2, 2020.

(DOL - Website: Families First Coronavirus Response Act: Questions and Answers, 2020)

If my employer closed my worksite before April 1, 2020 (the effective date of the FFCRA), can I still get paid sick leave or expanded family and medical leave?

- No.

If my employer is open, but furloughs me on or after April 1, 2020 (the effective date of the FFCRA), can I receive paid sick leave or expanded family and medical leave?

- No.

If my employer closes my worksite on or after April 1, 2020 (the effective date of the FFCRA), but tells me that it will reopen at some time in the future, can I receive paid sick leave or expanded family and medical leave?

- No, not while your worksite is closed. If your employer closes your worksite, even for a short period of time, you are not entitled to take paid sick leave or expanded family and medical leave.
- If your employer reopens and you resume work, you would then be eligible for paid sick leave or expanded family and medical leave as warranted.

May I collect unemployment insurance benefits for time in which I receive pay for paid sick leave and/or expanded family and medical leave?

- No.

I am an employee. I become ill with COVID-19 symptoms, decide to quarantine myself for two weeks, and then return to work. I do not seek a medical diagnosis or the advice of a health care provider. Can I get paid for those two weeks under the FFCRA?

- Generally, no. If you become ill with COVID-19 symptoms, you may take paid sick leave under the FFCRA only to seek a medical diagnosis or if a health care provider otherwise advises you to self-quarantine.
- If you test positive for the virus associated with COVID-19 or are advised by a health care provider to self-quarantine, you may continue to take paid sick leave.
- You may not take paid sick leave under the FFCRA if you unilaterally decide to self-quarantine for an illness without medical advice, even if you have COVID-19 symptoms.

COVID-19 Essential Employee Child Care Payment Assistance Program

The COVID-19 Essential Employee Child Care Payment Assistance program is designed to help support essential workers so they can stay on the job during the COVID-19 emergency. Through payment assistance and a network of temporary care locations, parents who work as essential employees can access childcare at no cost, during the COVID-19 pandemic state of emergency until mid-August.

The Essential Employee Child Care Payment Assistance Program makes payments directly to the childcare provider. Families can access this benefit at childcare programs who are licensed by the Department of Human Services or regulated by the Department of Education and are participating in the Child Care Certificate Program. The Department of Human Services will facilitate participation for providers not currently in the program.

To be eligible for the program, parents must be employees of a healthcare entity, law enforcement, first responders (EMS, Fire Departments, etc.), corrections officers, military, activated national guard, human and social services workers, postal workers, transportation employees, restaurant workers or grocery workers. The Tennessee Department of Human Services has expanded support for essential workers who are serving their communities during the COVID-19 pandemic. All categories of essential workers identified in Governor Bill Lee's [Executive Order 22](#) are now eligible for the COVID-19 Essential Employee Child Care Payment Assistance Program.

For further information & to apply:

<https://www.tn.gov/humanservices/covid-19/child-care-services-and-covid-19.html>

(TN Dept of Human Services - Website: COVID-19 Essential Employee Child Care Payment Assistance Program, 2020)

Emergency Cash Assistance

The Emergency Cash Assistance provides two monthly cash payments to families that were employed as of March 11, 2020 and have lost a job or lost at least 50% of their earned income due to the COVID-19 emergency. Applications for emergency cash assistance will be accepted through June 30, 2020. This money is funded by the Temporary Assistance for Needy Families program and provides:

- \$500 for a household of 1 to 2 persons.
- \$750 for a household of 3 to 4 persons.
- \$1000 for a household with 5 or more persons.

To be eligible, families must have been employed as of March 11, 2020 but have since then lost employment or at least 50% of their earned income due to the COVID-19 emergency, include a child under the age of 18 or a pregnant woman, have a valid Social Security Number, must not have resources exceeding \$2000, and the gross and/or unearned monthly income may not exceed 85% of the State's Median Income that's currently:

- Gross Monthly Income of \$2,696 for a household of one.
- Gross Monthly Income of \$3,526 for a household of two.
- Gross Monthly Income of \$4,356 for a household of three.
- Gross Monthly Income of \$5,185 for a household of four.
- Gross Monthly Income of \$6,015 for a household of five.

For further information & to apply:

<https://www.tn.gov/humanservices/covid-19/emergency-cash-assistance-and-covid-19-faqs.html>

(TN Dept of Human Services - Website: Emergency Cash Assistance, 2020)

All Staff & Managers Reporting to Work

It is mandatory that if you test positive for COVID-19, or if anyone in your household, or that you have been in close contact* with, tests positive for COVID-19, you immediately report this to an E3 Manager. Failure to make such a report can result in your immediate dismissal from E3 Chophouse. (Mayor John Cooper's Office - Website: YouTube, Restaurant Ed., 2020)

*CDC defines *close contact* as being within about 6 feet of an infected person while not wearing recommended PPE. Close contact also includes instances where there is direct contact with infectious secretions while not wearing recommended PPE. Close contact generally does not include brief interactions, such as walking past a person. (OSHA - Website: COVID-19 Control & Prevention, 2020)

DO NOT REPORT TO WORK if you are experiencing symptoms of COVID-19 or have experienced symptoms in the 72 hours prior to the start of your shift. Any symptoms should be communicated to your leader immediately. COVID-19 symptoms that have been reported can range from mild symptoms to severe illness. These symptoms may appear 2-14 days after your exposure to the virus:

- Fever of 100.4°F or higher in prior 72 hours
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- If you have been in close contact with a confirmed case of COVID-19 in prior 72 hours

Any employee experiencing COVID-19 symptoms should contact their medical provider or call the COVID-19 hotline at 615.862.7777. (Mayor John Cooper's Office - Website: A Safe Nashville, Business Toolkit, 2020)

When reporting to work, staff should arrive dressed in your appropriate work uniform or attire. All team members must now enter and exit the restaurant through the back entrance by the rear elevator on the first floor. There will be an electronic doorbell to ring upon your arrival. Additionally, you may call/text your Manager or Supervisor who is On Duty to alert us of your arrival. A Manager will come to the door to let you in. The Manager will be wearing a mask and will put on a fresh pair of disposable gloves to conduct your health screening. The mask & gloves should be disposed of immediately if anyone fails to pass the screening. Thermometer must also be sanitized between screenings.

In order to maintain confidentiality, only the Manager conducting the screening and the team member arriving to work will be allowed in the back "lobby" area while the screening is being conducted.

Note, when leaving from work, staff should utilize the rear staircase to exit and NOT the elevator. This will separate the entrance and exit paths of all team members to limit potential exposure.

In order to conduct these screenings and ensure each team member has a clear path to enter the kitchen and/or dining room safely & unobstructed, all Staff "In" Times will be staggered. Therefore, it is imperative that you arrive promptly at your designated In Time. Staff will need to call (no texting due to quickness needed for this) ahead if you are going to be late or need a new time. Should another team member be waiting ahead of you, remember to practice Social Distancing of 6 feet.

Each day you report to work a Manager will assess your general health condition. The screening includes:

- Visually observing if you appear feverish, have chills, or are coughing.
- Verbally asking you the following questions & noting your responses on your Staff Daily Health Screening & Acceptance Sheet (see sample at end of this document):
 - Have you been in close contact with a confirmed case of COVID-19?
 - Are you experiencing a cough, shortness of breath, or sore throat?
 - Are you experiencing chills, muscle pain, or headache?
 - Have you had a fever in the last 72 hours?
 - Have you had new loss of taste or smell?
 - Have you had vomiting or diarrhea in the last 24 hours?
- We will then take your temperature with a no-touch thermometer and confirm it is below 100.4° F. Your temperature will also be noted on your Staff Daily Health Screening & Acceptance Sheet.
- You will be required to sign your Staff Daily Health Screening & Acceptance Sheet each day that you report to work. This document will remain on file.

(Mayor John Cooper's Office - Website: A Safe Nashville, Business Toolkit, 2020)

(Mayor John Cooper's Office - Website: YouTube, Restaurant Ed., 2020)

FAILURE TO PASS DAILY HEALTH SCREENING

Should a team member fail to pass any of these screenings or have a body temperature greater than 100.4°F or who have flu-like symptoms (e.g., cough, body aches):

1. Will not perform on-site work duties and will not be permitted into the building.
2. Will be directed to return to their homes.
3. Any employee experiencing COVID-19 symptoms should contact their medical provider or call the COVID-19 hotline at 615.862.7777.
 - Note, you do NOT have to be a resident of Nashville / Davidson County to go to one of the Nashville Community COVID-19 Testing Centers.
- We will recommend that you immediately seek medical attention, possibly including a COVID-19 test, and remain isolated / quarantined until you receive medical clearance or a negative test result.
 - With proof of an initial negative test result you may return to work immediately.
 - Should you test positive for COVID-19 you will need to isolate/quarantine until you are cleared by a medical professional to return to work.

**Think you have COVID-19 symptoms?
Call the Community Hotline to be assessed.**

615-862-7777

7am - 7pm Daily

Metro Announcement

The Following COVID-19 Metro
Community Assessment Centers are Now Open:

Monday - Friday

9 a.m. - 3 p.m



Nissan Stadium, Lot "N,"
1 Titans Way
Nashville, TN 37213



Meharry Medical College,
918 21st Avenue North
Nashville, TN 37217



Former Kmart,
2491 Murfreesboro Pike
Nashville, TN 37217

IF AN EMPLOYEE TESTS POSITIVE FOR COVID-19

COVID-19 Case Notification. In the event one of our employees tests positive for COVID-19, we will:

- Notify the appropriate public health care authorities.
 - The Metro Health Department COVID-19 hotline can be reached at 615.862.7777.
 - Make an OSHA record/report if required. OSHA's recent guidance says such a report is required if:
 - There is a confirmed (tested positive) case of COVID-19;
 - It is contracted due to employee performing work-related duties; and,
 - It meets other standards for OSHA reporting (for example, more than one day away from work, or medical treatment beyond first aid)

(FBI - Website: Covid-19 Case Recommended Protocols 20May2020, 2020)

- Employers must report work-related fatalities to OSHA within eight (8) hours and work-related in-patient hospitalizations, amputations, or losses of an eye within twenty-four (24) hours. Employers must report fatalities that occur within thirty (30) days of a work-related incident, and must report in-patient hospitalizations, amputations, or losses of an eye that occur within twenty-four (24) hours of a work-related incident.
- OSHA Report Filing at: <https://www.osha.gov/pls/ser/serform.html>

(OSHA - Memorandum: Updated Interim Enforcement Response Plan for Coronavirus Disease 2019 (COVID-19), 2020)

- Under OSHA's recordkeeping requirements, COVID-19 is a recordable illness, and thus employers are responsible for recording cases of COVID-19.
- Until further notice, OSHA will enforce the recordkeeping requirements of 29 CFR 1904 for employee COVID-19 illnesses for all employers according to the guidelines.
- Recording a COVID-19 illness does not, of itself, mean that the employer has violated any OSHA standard.
- COVID-19 is a respiratory illness and should be coded as such on the OSHA Form 300. Because this is an illness, if an employee voluntarily requests that his or her name not be entered on the log, the employer must comply as specified under 29 CFR § 1904.29(b)(7)(vi).

(OSHA - Website: Revised Enforcement Guidance for Recording Cases of Coronavirus Disease 2019 (COVID-19), 2020)

- Isolate/Quarantine Confirmed Employees. The infected employee should remain at home until released by a physician or public health official. If a medical note releasing the employee is unavailable, we will follow the CDC guidelines, in place at the time of infection, on when an employee may discontinue self-isolation (see guidelines below).
 - *The reasonableness of the employer's investigation into work-relatedness.* It is sufficient in most circumstances for the employer, when it learns of an employee's COVID-19 illness,
 - (1) to ask the employee how he believes he contracted the COVID-19 illness;
 - (2) while respecting employee privacy, discuss with the employee his work and out-of-work activities that may have led to the COVID-19 illness; and
 - (3) review the employee's work environment for potential SARS-CoV-2 exposure. The review in (3) should be informed by any other instances of workers in that environment contracting COVID-19 illness.

(OSHA - Website: Revised Enforcement Guidance for Recording Cases of Coronavirus Disease 2019 (COVID-19), 2020)

- Address And Isolate Employees Working Near An Infected Co-Worker.
We will ask the infected employee to identify all individuals who worked in close proximity (within six feet) for a prolonged period of time (10 minutes or more to 30 minutes or more depending upon particular circumstances, such as how close the employees worked and whether they shared tools or other items) during the 48-hour period before the onset of symptoms. We will send home all employees who worked closely with the infected employee for the period of time recommended by CDC guidelines, in place at the time of infection, to ensure the infection does not spread. While quarantined, those employees should self-monitor for symptoms, avoid contact with high-risk individuals, and seek medical attention if symptoms develop.
- Employees Who Have Been in Direct Contact with a Positive Case: (they will usually have been contacted by public health officials in their county of residence with this information):
 - Exposure/Close contact is defined by CDC as:
 - Being within 6 feet (2 meters) of a confirmed or suspected COVID19 positive individual for 15 min. or longer, including within the 48 hours prior to symptom onset; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case; OR,
 - Having unprotected direct contact with infectious secretions or excretions of the person with confirmed COVID-19 (e.g., being coughed on)
 - Short term exposure, such as walking past someone, is not "close contact"
 - They must self-isolate for 14 days before returning to work. If they become symptomatic during this time, they should be tested. Refer employees who need to be tested to their personal medical provider or to a community assessment center. If they test positive, they should follow the information above.
 - For an employee that has been tested and is awaiting results, the employee cannot return to work until the results are back. Before they can return to work, they must have both: A negative test result AND not have been in close contact of a positive case within the previous 14 days.

(FBI - Website: Covid-19 Case Recommended Protocols 20May2020, 2020)

- Notify All Employees. Following a confirmed COVID-19 case, and as recommended by the CDC, notify all employees who work in the location or area where the employee works of the situation without revealing any confidential medical information such as the name of the employee (unless the employee has signed an authorization to disclose his or her diagnosis) as required by the Americans with Disabilities Act (ADA).
 - Inform employees of the actions you have taken, including requiring employees who worked closely to the infected worker to go home. Let employees know about your sanitizing and cleaning efforts and remind them to seek medical attention if they exhibit symptoms. The failure to notify employees at your location of a confirmed case may be a violation of OSHA's general duty clause, which requires all employers to provide employees with a safe work environment.

- COVID-19 Positive Employees May Return to Work IF:

If the employee does NOT have symptoms (but tested positive for COVID-19)

Test-based strategy

Persons with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected more than 24 hours apart (total of two negative specimens).
- Note, because of the absence of symptoms, it is not possible to gauge where these individuals are in the course of their illness.

OR

Time-based strategy

Persons with laboratory-confirmed COVID-19 who have not had any symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test.
- If they develop symptoms, then the symptom-based or test-based strategy should be used. Note, because symptoms cannot be used to gauge where these individuals are in the course of their illness, it is possible that the duration of viral shedding could be longer or shorter than 10 days after their first positive test.

If the employee HAS symptoms of COVID-19

Test-based strategy Previous recommendations for a test-based strategy remain applicable; however, a test-based strategy is contingent on the availability of ample testing supplies and laboratory capacity as well as convenient access to testing.

Persons who have COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- Resolution of fever without the use of fever-reducing medications (Tylenol, Ibuprofen, acetaminophen, or ibuprofen) and
- Improvement in respiratory symptoms (e.g., cough, shortness of breath), and
- Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected more than 24 hours apart (total of two negative specimens).

OR

Symptom-based strategy

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications (Tylenol, Ibuprofen, acetaminophen, or ibuprofen) and
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
- At least 10 days have passed *since symptoms first appeared*.

(CDC - Website: Discontinuation of Isolation for Persons with COVID -19 Not in Healthcare Settings, 2020)

Note:

- If an employee who previously tested positive wants to confirm their status to return to work by further testing, they must have two negative tests at least 24 hours apart before being allowed to return to work.

Note:

- Recommendations for discontinuing isolation in persons known to be infected with COVID-19 could, in some circumstances, appear to conflict with recommendations on when to discontinue quarantine for persons known to have been exposed to COVID-19. CDC recommends 14 days of quarantine after exposure based on the time it takes to develop illness if infected. Thus, it is possible that a person *known* to be infected could leave isolation earlier than a person who is quarantined because of the *possibility* they are infected.

(CDC - Website: Discontinuation of Isolation for Persons with COVID -19 Not in Healthcare Settings, 2020)

(Mayor John Cooper's Office - Website: A Safe Nashville, Business Toolkit, 2020)

(FBI - Website: Covid-19 Case Recommended Protocols 20May2020, 2020)

What to Do If You Are Sick

If you have a fever, cough or [other symptoms](#), you might have COVID-19. Most people have mild illness and are able to recover at home. If you think you may have been exposed to COVID-19, contact your healthcare provider.

- Keep track of your symptoms.
- If you have [an emergency warning sign](#) (including trouble breathing), get emergency medical care immediately.

Steps to help prevent the spread of COVID-19 if you are sick

[If you are sick with COVID-19 or think you might have COVID-19](#), follow the steps below to care for yourself and to help protect other people in your home and community.

Stay home except to get medical care

- Stay home. Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- Take care of yourself. Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
- Stay in touch with your doctor. Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other [emergency warning signs](#), or if you think it is an [emergency](#).
- Avoid public transportation, ridesharing, or taxis.

Separate yourself from other people

As much as possible, stay in a specific room and away from other people and pets in your home. If possible, you should use a separate bathroom. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.

- Additional guidance is available for those living in [close quarters](#) and [shared housing](#).
- See [COVID-19 and Animals](#) if you have questions about pets.

Monitor your symptoms

- [Symptoms](#) of COVID-19 fever, cough, or other symptoms.
- Follow care instructions from your healthcare provider and local health department. Your local health authorities may give instructions on checking your symptoms and reporting information.

When to Seek Emergency Medical Attention

Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you. Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

Call ahead before visiting your doctor

- Call ahead. Many medical visits for routine care are being postponed or done by phone or telemedicine.
- If you have a medical appointment that cannot be postponed, call your doctor's office, and tell them you have or may have COVID-19. This will help the office protect themselves and other patients.

If you are sick wear a cloth covering over your nose and mouth

- You should wear a [cloth face covering](#), over your nose and mouth if you must be around other people or animals, including pets (even at home)
- You do not need to wear the cloth face covering if you are alone. If you cannot put on a cloth face covering (because of trouble breathing, for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.
- Cloth face coverings should not be placed on young children under age 2 years, anyone who has trouble breathing, or anyone who is not able to remove the covering without help.

Note: During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.

Cover your coughs and sneezes

- Cover your mouth and nose with a tissue when you cough or sneeze.
- Throw away used tissues in a lined trash can.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.

Clean your hands often

- Wash your hands often with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Use hand sanitizer if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- Soap and water are the best option, especially if hands are visibly dirty.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- [Handwashing Tips](#)

Avoid sharing personal household items

- Do not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
- Wash these items thoroughly after using them with soap and water or put in the dishwasher.

Clean all “high-touch” surfaces everyday

- Clean and disinfect high-touch surfaces in your “sick room” and bathroom, wear disposable gloves. Let someone else clean and disinfect surfaces in common areas, but you should clean your bedroom and bathroom, if possible.
- If a caregiver or other person needs to clean and disinfect a sick person’s bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and disposable gloves prior to cleaning. They should wait as long as possible after the person who is sick has used the bathroom before coming in to clean and use the bathroom.

High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.

- Clean and disinfect areas that may have blood, stool, or body fluids on them.
- Use household cleaners and disinfectants. Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
 - Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
 - Most EPA-registered household disinfectants should be effective. A full list of disinfectants can be found [here](#).
 - [Complete Disinfection Guidance](#)

(CDC - Website: What to Do If You Are Sick, 2020)

Fitness for Duty / Returning from Leave

As Nashville does not currently have an overwhelmed healthcare system, you will be required to present a medical clearance / fitness for duty certificate from a medical health professional prior to returning to work if you stay home ill with symptoms of COVID-19.

Eligible team members are entitled to reinstatement to their former position or an equivalent position with equivalent pay, benefits, and other conditions of employment upon return from a qualified leave.

Exceptions to this provision include, but are not limited to, when business circumstances have changed, job elimination, etc.

(E3 Chophouse Nashville Employee Handbook, 2019)

Switching Shifts

Shift changes must be approved by your supervisor prior to the scheduled shift. If it is not approved, you are responsible for your scheduled shift and required to show up. All shift changes must also be made and confirmed via the online scheduling tool. Confirmation via the online scheduling tool is CRITICAL during this time as it will enable us to provide accurate Contact Tracing information to you, your fellow team members, our guests, and vendors should we have an exposure incident at E3 Chophouse.

Clocking In and Out

Each team member will need to wipe down the screen BEFORE & AFTER clocking in and out. (sanitizing wipes will be stocked at every station).

Social Distancing

Employees will be required to adhere to state and local guidelines for social distancing which are generally 6 feet of distance between individuals. To assist in this effort, we will mark on the floor in the kitchen where team members should ideally stand. Congregating by team members is prohibited for your own safety, the safety of all our team members and guests, and to ensure our guests see us practicing safe Social Distancing.

Culinary team members who typically work closely next to one another will need to be especially aware of 6 feet of personal space between themselves. This may mean working at a slightly slower pace in order to respect 6 feet of distance while waiting to access a workstation.

One employee permitted at a time in restrooms, walk-ins, closets, office, wine room and all confined spaces within the restaurant. This will stay in effect until further notice. Staff may not use guest restrooms, in order to maintain sanitation in those areas & protect the safety of our guests.

NO personal belongings at all in building or surrounding areas. (INCLUDING THE BACK HALLWAY.)

Waiting areas for the restrooms will also be marked on the floor with "E3" decals, indicating where individuals should stand while waiting for the restrooms.

Additionally, we ask that all team members also politely remind guests of Social Distancing protocols (where appropriate - e.g. in waiting areas, restrooms) should they drift towards one another.

(Mayor John Cooper's Office - Website: A Safe Nashville, Business Toolkit, 2020) &

(Mayor John Cooper's Office - Website: YouTube, Hospitality Ed., 2020)

Breaks

We understand this is an additionally stressful time and our team members may need routine breaks. If you must leave your station or duties for the restroom or a break, you MUST communicate this to your supervisor and receive permission. Once you receive permission, be sure to communicate your break to members of your team (i.e., if you are a server, be sure the other servers on the floor will keep an eye on your tables, and alert the hostess stand so they do not seat you until you are back).

During this time, we ask that you be especially aware of Social Distancing (minimum of 6 feet of distance between you and others) while on break, be it outside, or inside the building. It is easy to forget and drift towards those you are socializing with.

Chewing Gum

During this time, it is imperative that every team member strictly adhere to this policy! You are not permitted to chew gum on the premises. We do encourage the use of breath spray and mints as needed for optimal hygiene and interpersonal interactions.

Smoking, Vaping, Tobacco Use

There is no smoking, vaping, or tobacco use of any kind on property. Once you report to work, consider the restaurant as a non-smoking / tobacco-free environment. If you choose to smoke, you must do so completely out of the view of the guest from any entrance, and entirely off of the property, and with the express permission of your manager each time you wish to do so. Smoking is not permitted within thirty (30) feet of any entry ways. At no time should a guest observe an on-duty team member smoking when in uniform. When you return to the restaurant you must be free of any odor on your hands, breath, clothing, and hair, and wash your hands thoroughly.

The Director of Health for Nashville has explicitly called attention to reducing smoking during this time. You must remove yourself from the building & property while smoking to maintain the public's perception that we are doing everything possible to be safe and sanitary. See note above in "Breaks" re: Social Distancing. (Mayor John Cooper's Office - Website: YouTube, Restaurant Ed., 2020)

Visitors Policy

E3 does not permit personal visitors on premises at any time. *To provide safety and security to your fellow team members and our guests, there will be NO authorized or unauthorized visitors in the workplace during this time.* Restricting all visitors helps maintain safety standards, safeguards employee welfare, and avoids potential exposure.

(Mayor John Cooper's Office - Website: YouTube, Restaurant Ed., 2020)

Additional Hygiene and Uniform Standards

As a food professional and a representative of E3 Chophouse, it is important to look your best at all times. However, during this unprecedented time it is even more critical as guests must be reassured of which establishments they can trust.

We expect each E3 team member to arrive for work prepared with the additional uniform requirements for safety and hygiene. The E3 Chophouse standards for hygiene and additional safety attire are outlined below, please review in detail. Note: these requirements are in addition to your uniform requirements outlined in the E3 Chophouse Nashville - Employee Handbook 2019.

Hygiene - Immaculate personal hygiene is critical during this time.

- This includes a daily bath or shower with the use of proper deodorant or anti-perspirant.
- COUGHING, SNEEZING, or anything to do with touching your face, eyes, ears, or nose please excuse yourself to use the restroom and wash up properly and then return with a new mask, fresh gloves, and work towels if needed.
- Hands and nails must be clean, with fingernails that are evenly trimmed, well-manicured, and nail polish (if worn) should not be chipped. Press-on nails that could fall off into food are not permitted.
- Clean teeth and fresh breath are a must. Breath should be fresh and maintained throughout the day (without the use of gum), good dental hygiene is expected of all employees.
- Please avoid shaking hands or hugging anyone.
- Avoid using or touching anyone else's phones, work tools, or equipment when possible.

Hand Washing & Sanitizing - Frequent hand washing & sanitizing is in the best interest of the health of our team members and our guests. Our employees will be allowed and encouraged to take frequent breaks for handwashing or disinfecting of hands with a sanitizer. Hand washing must be performed with soap and water for at least 20 seconds, as recommended by the CDC.

Hand sanitizer must have at least 60% alcohol to be effective.

(Mayor John Cooper's Office - Website: A Safe Nashville, Business Toolkit, 2020)

What is effective handwashing?

It is the act of cleansing hands by applying soap and water, rubbing them together vigorously, rinsing them with clean water, and thoroughly drying them. This process gets rid of dirt and germs. Every handwashing stage is important and effectively contributes to soil removal and reduction of microorganisms that can cause illness.

Why is handwashing important?

Handwashing reduces the spread of pathogenic microorganisms that are transmitted through food. The hands of food employees can be colonized with microorganisms such as *Staphylococcus aureus* or contaminated with organisms from human fecal material, such as Norovirus, *Shigella* spp., hepatitis A virus, *E. coli* O157:H7, or *Salmonella* Typhi, or contaminated from raw animal foods, with *E. coli* O157:H7 and *Salmonella* spp. These and other pathogenic microorganisms can get on the hands from a number of sources and then move from hands to food during preparation and service.

An infected food employee and/or food employee with unclean hands, and exposed portions of arms or fingernails, can contaminate food. If a consumer eats contaminated food, foodborne illness may result.

When should food employees wash their hands?

They should do this immediately after engaging in activities that contaminate the hands and:

- When entering a food preparation area;
- Before putting on clean, single-use gloves for working with food and between glove changes;
- Before engaging in food preparation;
- Before handling clean equipment and serving utensils;
- When changing tasks and switching between handling raw foods and working with RTE foods;
- After handling soiled dishes, equipment, or utensils;
- After touching bare human body parts, for example, parts other than clean hands and clean, exposed portions of arms;
- After using the toilet;
- After coughing, sneezing, blowing the nose, using tobacco, eating, or drinking; and

What handwashing steps do food employees need to follow?

Clean hands and exposed portions of arms, including surrogate prosthetic devices for hands and arms, for at least 20 seconds by the following method:

1. Rinse under clean, warm running water;
2. Apply soap and rub all surfaces of the hands and fingers together vigorously with friction for at least 10 to 15 seconds, giving particular attention to the area under the fingernails, between the fingers/fingertips, and surfaces of the hands, arms, and surrogate prosthetic devices;
3. Rinse thoroughly with clean, warm running water; and
4. Thoroughly dry the hands and exposed portions of arms with single-use paper toweling, a heated-air hand-drying device, or a clean, unused towel from a continuous towel system that supplies the user with a clean towel.

Avoid recontamination of hands and arms by using a clean barrier, such as a paper towel, when turning off hand sink faucets or touching the handle of a restroom door.

It is important to follow these steps to remove germs from hands and ensure hands are as clean as possible. Thorough handwashing with warm water, the recommended amount of soap as indicated by the manufacturer, and proper hand drying are essential to reduce the possibility of hands transferring microorganisms to food.

How important is the temperature of water used for handwashing?

Warm water is generally more comfortable than cold water and encourages handwashing for the recommended duration. The water temperature used in handwashing can also affect the solubility or emulsification of some soils. Warm water is more effective than cold water in removing fatty soils. An adequate flow of warm water will cause soap to lather and aid in flushing soil quickly from the hands. The *2005 FDA Food Code* specifies a minimum handwashing water temperature of 38°C (100°F).

How important is properly drying your hands after handwashing?

Hand drying is a vital part of the handwashing process because thorough hand drying can provide an added reduction of microorganisms on the hands. The 2005 FDA Food Code lists three different effective methods. These include drying the hands with an air dryer and using a single-use towel or a clean, unused towel.

(FDA - Website: Food, Employees, Hygiene, 2020)

Respiratory Etiquette - All team members must practice good respiratory etiquette. This includes coughing and sneezing into your elbow while turning away from other individuals. After coughing or sneezing, team members must wash their hands according to the guidelines above.

(Mayor John Cooper's Office - Website: YouTube, Restaurant Ed., 2020)

ALL TEAM MEMBERS

- **Masks:** Cloth masks are required to be worn at all times. These must be freshly laundered each day prior to use OR must be a new mask for each shift, if disposable. Face shields are not acceptable. These are required. You may provide your own; however, E3 Chophouse will also provide these.
 - These must be black or very dark grey with minimal print and no logos.
 - Should not be N-95 or medical variety - these should be saved for healthcare workers.
 - Kitchen staff will be given a box of disposable masks weekly (more if needed) to write their names on and keep with them for the duration of their work shift for 5 days. The kitchen staff WILL NOT have to bring their own (unless they would like to do so, this must be approved by Chef or Steve).
- **Gloves:** Plain black gloves are required to be worn at all times. These must be changed every 2 hours, and after each transaction or significant guest interaction (e.g. clearing plates). These are required and will be provided by E3 Chophouse.
 - Kitchen staff will be given a box of gloves weekly (more if needed) to write their names on and keep with them for the duration of their work shift for 5 days. The kitchen staff WILL NOT have to bring their own (unless they would like but needs to be approved by Chef or Steve).

CDC recommends wearing a cloth face covering as a measure to contain the wearer's respiratory droplets and help protect their co-workers and members of the general public. Cloth face coverings are not considered PPE. They may prevent workers, including those who do not know they have the virus, from spreading it to others but may not protect the wearers from exposure to the virus that causes COVID-19. (CDC - Website: Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019, 2020)

Non-Verbal Communication

One of the most basic expressions of hospitality and sincere service is smiling. During a time when masks and facial coverings are basic requirements this will be difficult to convey to one another and our guests. It will be important to remember this and find ways to communicate our care and concern in other ways. A great start will be to do the following:

- Continue to smile! Although harder to detect, humans also “smile with their eyes” when smiling.
- Increase eye contact with each guest you encounter and serve.
- Use “gentle” hand gestures - e.g. putting your hand on your heart, extending an open palm, waving, air-hugs, etc.

(Mayor John Cooper's Office - Website: YouTube, Hospitality Ed., 2020)

General Team Member Safety

A number one priority for the team is a clean and safe workplace. E3 is committed to the safety and health of all employees and recognizes the need to comply with regulations governing injury, accident prevention, and team member safety. Maintaining a safe work environment, however, requires the continuous cooperation of all team members. Safety is everyone’s responsibility. E3 will maintain safety and health practices consistent with the needs of our industry. If you are ever in doubt about how to safely perform a job, it is your responsibility to ask your manager for assistance. Any suspected unsafe conditions and all injuries that occur on the job must be reported immediately. Compliance with these safety rules is considered a condition of employment. Therefore, it is a requirement that each manager make the safety of employees an integral part of her/his regular management functions. It is the responsibility of each team member to accept and follow established safety regulations and procedures. E3 strongly encourages you to communicate with your manager regarding safety issues.

(E3 Chophouse Nashville Employee Handbook, 2019)

Emergency Closings

Emergency closings due to severe weather conditions or other emergencies (e.g. COVID-19) will be determined by E3 managers or as otherwise required by law. Managers will continue scheduling employees to work on a weekly basis and you are expected to keep in contact with your manager and report at the time you are scheduled.

If you must leave the area or town due to emergency conditions, you are expected to speak to your manager immediately. Where there is no official office closing, but you are unable to report to work because of severe weather conditions or other emergency, you must contact your manager immediately.

Dismissal of Employment

In the event of a team member's continued, or blatant, or obvious disregard for federal, state, or local laws, the rules, regulations, policies, or code of conduct or in the event of an employee’s direct violation of federal, state, or local laws, the rules, regulations, policies, or code of conduct set forth in this handbook the staff member may be immediately terminated from their employment with E3. Should this occur you will be required to complete and sign an Employment Separation Form with your supervisor, manager, or General Manager.

As mentioned elsewhere in this handbook, all employment relationships with the company are on an “at-will” basis. Thus, although we hope that our relationship with employees will be long-term and mutually rewarding, the company reserves the right to terminate the employment relationship at any time.

Coping With COVID-19 Stress

Whether you are going into work or working from home, the COVID-19 pandemic has probably changed the way you work. Fear and anxiety about this new disease and other strong emotions can be overwhelming, and workplace stress can lead to burnout. How you cope with these emotions and stress can affect your well-being, the well-being of the people you care about, your workplace, and your community. During this pandemic, it is critical that you recognize what stress looks like, take steps to build your resilience and manage job stress, and know where to go if you need help.

Recognize the symptoms of stress you may be experiencing:

- Feeling irritation, anger, or in denial
- Feeling uncertain, nervous, or anxious
- Lacking motivation
- Feeling tired, overwhelmed, or burned out
- Feeling sad or depressed
- Having trouble sleeping
- Having trouble concentrating

Know the common work-related factors that can add to stress during a pandemic:

- Concern about the risk of being exposed to the virus at work
- Taking care of personal and family needs while working
- Managing a different workload
- Lack of access to the tools and equipment needed to perform your job
- Feelings that you are not contributing enough to work or guilt about not being on the frontline
- Uncertainty about the future of your workplace and/or employment
- Learning new communication tools and dealing with technical difficulties
- Adapting to a different workspace and/or work schedule

Follow these tips to build resilience and manage job stress:

- Communicate with your coworkers, supervisors, and employees about job stress while maintaining social distancing (at least 6 feet).
 - Identify things that cause stress and work together to identify solutions.
 - Talk openly with employers and fellow employees about how the pandemic is affecting work. Expectations should be communicated clearly by everyone.
 - Ask about how to access mental health resources in your workplace.
- Identify those things which you do not have control over and do the best you can with the resources available to you.
- Increase your sense of control by developing a consistent daily routine when possible – ideally one that is similar to your schedule before the pandemic.
 - Keep a regular sleep schedule.
 - Take breaks from work to stretch, exercise, or check in with your supportive colleagues, coworkers, family, and friends.
 - Spend time outdoors, either being physically active or relaxing.
 - If you work from home, set a regular time to end your work for the day, if possible.
 - Practice mindfulness techniques.
 - Do things you enjoy during non-work hours.
- Know the facts about COVID-19. Be informed about how to protect yourself and others. Understanding the risk and sharing accurate information with people you care about can reduce stress and help you make a connection with others.

- Remind yourself that each of us has a crucial role in fighting this pandemic.
- Remind yourself that everyone is in an unusual situation with limited resources.
- Take breaks from watching, reading, or listening to news stories, including social media. Hearing about the pandemic repeatedly can be upsetting and mentally exhausting
- Connect with others. Talk with people you trust about your concerns, how you are feeling, or how the COVID-19 pandemic is affecting you.
 - Connect with others through phone calls, email, text messages, mailing letters or cards, video chat, and social media.
 - Check on others. Helping others improves your sense of control, belonging, and self-esteem. Look for safe ways to offer social support to others, especially if they are showing signs of stress, such as depression and anxiety.
- If you feel you may be misusing alcohol or other drugs (including prescription drugs) as a means of coping, reach out for help.
- If you are being treated for a mental health condition, continue with your treatment and be aware of any new or worsening symptoms.

Know where to go if you need help or more information.

If you feel you or someone in your household may harm themselves or someone else:

- [National Suicide Prevention Lifeline](#)
 - Toll-free number 1-800-273-TALK (1-800-273-8255)
 - The [Online Lifeline Crisis Chat](#) is free and confidential. You will be connected to a skilled, trained counselor in your area.
- [National Domestic Violence Hotline](#)
 - Call 1-800-799-7233 and TTY 1-800-787-3224

If you are feeling overwhelmed with emotions like sadness, depression, or anxiety:

- [Disaster Distress Helpline](#)
 - Call 1-800-985-5990 or text TalkWithUs to 66746
- Check with your employer for information about possible employee assistance program resources.

If you need to find treatment or mental health providers in your area:

- [Substance Abuse and Mental Health Services Administration \(SAMHSA\) Find Treatment](#)

Mental Health Resources

- [CDC Coronavirus \(COVID-19\) Stress and Coping](#)
- [American Psychological Association](#)
- [National Alliance on Mental Illness](#)

COVID-19 Resources

- [NIOSH Workplace Safety and Health Topic](#)
- [CDC COVID-19](#)
- CDCINFO: 1-800-CDC-INFO (1-800-232-4636) | TTY: 1-888-232-6348 | Website: [cdc.gov/info](https://www.cdc.gov/info)

(CDC - Website: Mental Health & COVID-19, 2020)

Initial Re-Opening Staffing

Due to the possibility of quarantining our Team Members for two (2) weeks in the event of an exposure:

- We will bring back a small core team of FOH Servers to initially re-open with, working 5 days/week.
- We will have a back-up team of FOH Servers ready to step in if we have to quarantine the others.
- Our culinary team is cross-training on all positions in the event they have to quarantine.
- Our FOH management team will alternate days worked, so the full team is not in the building.
- Our BOH management team will also alternate days worked, so they are not on property together.

Updated Steps of Service

1.	Welcome the Guest to E3 Chophouse	Host
	<ul style="list-style-type: none"> Ask if they have a reservation for dining or enjoying the 3rd floor Patio. <ul style="list-style-type: none"> If Dining: Confirm the reservation details (name, email, and phone number) are accurate in Open Table. If NT Patio: no contact info 	Host
2.	The Host will conduct a Health Screening of each guest. <ul style="list-style-type: none"> Visually observing if a guest appears feverish, have chills, or are coughing. Verbally asking guests the following questions: <ul style="list-style-type: none"> Have you been in close contact with a confirmed case of COVID-19? Are you experiencing any symptoms of COVID-19? Have you had a fever in the last 72 hours? Taking the temperature of each guest with a no-contact thermometer. 	Host
3a.	Flint Rock Dining Room - Escort the Guest to Dining Room. <ul style="list-style-type: none"> "May I show you to the dining room?" 1st Host walks guest upstairs and introduces to the 2nd Host. 2nd Host will escort the guest to their table. Pull out chairs (ladies first). Do not touch the guest's chairs for now. Present disposable menus. Let them know the full wine list is also available on our website. Thank the guests & wish them a beautiful evening. Pass the Guest chit to the Server or Manager (on the floor, not in the kitchen). 	Host
3b.	Night Train Patio - Invite the Guest to the Elevator. <ul style="list-style-type: none"> Let them know the Patio is open seating, with some closed for distancing. Let them know the full menu is available on the 3rd floor. Remind them of social distancing & point out hand sanitizer. 	Host
	Table Pre-Set <ul style="list-style-type: none"> Water glass with paper cap cover. Wine glass with paper cap cover. Silverware in trifold with handles pointed up. Votive candle on each table. 	
4.	Table Greet <ul style="list-style-type: none"> Welcome the guests to E3 Chophouse. Thank them for dining with us during this time. Inquire if there is a special occasion. Spiel guests on any specials, menu changes, etc. Answer any questions the guests may have. 	Server
5.	Water Service <ul style="list-style-type: none"> For your safety & convenience during this time we are offering our 1L bottled Still and Sparkling water for \$2, may I bring you Still or Sparkling? Should the guest request tap water, we will bring tap water in a Carafe with a paper cap cover. Ring in bottled water. Deliver water choices to the table, remove paper caps from each glass, and pour water for the guest. All water (Bottles or Carafes) should remain at the table (chiller or bucket). 	Server

6a.	<p>Beverage Service</p> <ul style="list-style-type: none"> • Inform guests that the full wine list is also available on our website. • Highlight any personal favorite wines or cocktails. • Ring in beverage order, noting seat positions. 	Server
6b.	<p>Deliver Beverages</p> <ul style="list-style-type: none"> • Pickup beverages from the service bar. Garnish if necessary. • Cover all beverages with paper cap cover. • Deliver beverages to the table on beverage napkins. • Provide straws if requested, individually wrapped. 	Server
7.	<p>Take Dinner Order</p> <ul style="list-style-type: none"> • Ask if there are any dietary restrictions or allergies. • Be sure to note seat positions. • Repeat back to the guests their orders to confirm accuracy. • Collect menus or allow guests to keep them. • Ring in the order, noting seat positions, and dietary/allergies. 	Server
8.	<p>Bread Service</p> <ul style="list-style-type: none"> • Bring bread service on plate, covered with cloth napkin. • Deliver with tongs, bread plates, and butter ramekin with paper cover. 	Server
9.	<p>Mark Table for First (Appetizer) Course</p> <ul style="list-style-type: none"> • Bring silverware to the table on a tray with a napkin underliner AND cover. • Ask how they like their beverages, check for any refills. 	Server
10.	<p>Deliver First (Appetizer) Course</p> <ul style="list-style-type: none"> • Spiel every item appropriately. • Inquire if the guests need anything else. (e.g. condiments) • Bring the guests any other items requested. 	Food Runner
11.	<p>Table Touch - Visual & Verbal</p> <ul style="list-style-type: none"> • Inquire with the guests how their items are. • Check on beverages. 	Server
12.	<p>Clear First (Appetizer) Course</p> <ul style="list-style-type: none"> • Crumb table with cloth white hand towels (folded) into a B&B plate. • Throw away towel and put B&B into dish. • Dispose of gloves. 	Busser
13.	<p>Mark Table for Second (Salad) Course</p> <ul style="list-style-type: none"> • Bring silverware to the table on a tray with a napkin underliner AND cover. • Check on beverages. 	Server
14.	<p>Deliver Second (Salad) Course</p> <ul style="list-style-type: none"> • Spiel every item appropriately. • Ask guests to make room if needed, do not touch plates to move around. • Inquire if the guests need anything else. (e.g. condiments) • Bring the guests any other items requested. 	Food Runner
15.	<p>Table Touch - Visual & Verbal</p> <ul style="list-style-type: none"> • Inquire with the guests how their items are. • Check on beverages. 	Server
16.	<p>Clear Second (Salad) Course</p> <ul style="list-style-type: none"> • Crumb table with cloth white hand towels (folded) into a B&B plate. • Throw away towel and put B&B into dish. • Dispose of gloves. 	Busser

17.	<p>Mark Table for Third (Entrée) Course</p> <ul style="list-style-type: none"> • Bring silverware to the table on a tray with a napkin underliner AND cover. • Sharpen each guest's Steak Knife at the table. • Check on beverages. 	Server
18.	<p>Deliver Third (Entrée) Course</p> <ul style="list-style-type: none"> • Spiel every item appropriately. • Ask guests to make room if needed, do not touch plates to move around. • Inquire if the guests need anything else. (e.g. condiments) • Bring the guests any other items requested. 	Food Runner
19.	<p>Table Touch - Visual & Verbal</p> <ul style="list-style-type: none"> • Inquire with the guests how their items are. • Check on beverages. 	Server
20.	<p>Full Table Clear Third (Entrée) Course</p> <ul style="list-style-type: none"> • Crumb table with cloth white hand towels (folded) into a B&B plate. • Throw away towel and put B&B into dish. • Dispose of gloves. 	Busser
21.	<p>Offer Dessert Menus</p> <ul style="list-style-type: none"> • Present disposable menus, noting the After-Dinner Drinks on back. • Highlight favorite item. • Offer after dinner drinks / coffee / tea, noting French Press coffee service. 	Server
22.	<p>Take Dessert / After-Dinner Beverage Order</p> <ul style="list-style-type: none"> • Be sure to note seat positions. • Repeat back to the guests their orders to confirm accuracy. • Inquire if any desserts are being shared / need to split in kitchen. • Ask if guest would like cream & sugar. If yes, what is the sugar preference? • Collect menus or allow guests to keep them. • Ring in the order, noting seat positions, and dietary/allergies. 	Server
23a.	<p>Deliver After-Dinner Beverages</p> <ul style="list-style-type: none"> • Pickup beverages from the service bar. Garnish if necessary. • Cover all beverages with paper cap cover. • Deliver beverages to the table on beverage napkins. • Provide straws if requested, individually wrapped. 	Server
23b.	<p>French Press Coffee Service</p> <ul style="list-style-type: none"> • Bartender will put the coffee grounds in the French Press. • Server picks up French Press off the bar & fill with hot water. • Take French Press to table <u>un-pressed</u>, let guests know to let it set. • Drop sugar and creamer. • Server returns to table, presses coffee, and pours. 	Server
24.	<p>Mark Table for Fourth (Dessert) Course</p> <ul style="list-style-type: none"> • Bring silverware to the table on a tray with a napkin underliner AND cover. • Ask how they like their beverages, check for any refills. 	Server
25.	<p>Deliver Fourth (Dessert) Course</p> <ul style="list-style-type: none"> • Spiel every item appropriately. • Inquire if the guests need anything else. (e.g. condiments) • Bring the guests any other items requested. 	Food Runner

26.	<p>Clear Fourth (Dessert) Course</p> <ul style="list-style-type: none"> • Crumb table with cloth white hand towels (folded) into a B&B plate. • Throw away towel and put B&B into dish. • Dispose of gloves. 	Busser
27a.	<p>Deliver Initial Check to Guest</p> <ul style="list-style-type: none"> • Place check in a freshly sanitized E3 leather check presenter. • Let them know their card will be sanitized before returning it. • Return to pick up the Card & Check. • Run the card and sanitize it with a sani-wipe. 	Server
27b.	<p>Deliver Check to Guest</p> <ul style="list-style-type: none"> • Place full check in a freshly sanitized E3 leather check presenter. • Include a freshly sanitized pen. • Include an individually wrapped sani-wipe. • Let the guest know the card and pen have been sanitized, point out wipe. 	Server
28.	<p>THANK THE GUEST FOR DINING AT E3 DURING THIS TIME.</p> <ul style="list-style-type: none"> • Hand the guest a WOW gift (E3 logo Hand Sanitizer for now). • Invite them to return in the future and recommend to friends. • Provide a personal business card for potential regulars. 	Server
29.	<p>Full Table Clear</p> <ul style="list-style-type: none"> • Clear away all dishware, silverware, glassware, napkins, etc. • Clean the table. • Disinfect & Sanitize the table. • Wipe down (sanitize) tops, backs, and seats of chairs. • Dispose of gloves. 	Busser
30.	<p>Reset the Table</p> <ul style="list-style-type: none"> • Water glass with paper cap cover. • Wine glass with paper cap cover. • Silverware in trifold with handles pointed up. • Votive candle on each table. 	Busser

GUEST EXPERIENCE & POLICIES

Nashville's "Good To Go" Program



E3 Chophouse will be participating in Nashville's "Good To Go" program, led by the Nashville Convention & Visitor's Corporation (NCVC), designed to ensure Nashville opens safely for our guests and visitors. The program, a collaboration between the Nashville CVC, Vanderbilt Health, and Ryman Hospitality, will focus on best practices, safety, and on-going education as we continue to navigate COVID-19. See more at www.goodtotonashville.com

PARTICIPANT PLEDGE: A NASHVILLE PROMISE

As a Nashville-area business leader, I pledge my commitment to keeping Music City safe and sound.

To help promote the safety of all who live, work, and play in Nashville, my business pledges to:

- Prioritize the health and safety of my employees & customers to create a consistent customer experience;
- Implement applicable COVID-19 public health and infectious disease control standards during the Public Health Emergency, as set forth by the MPHD, and CDC;
- Participate in the introductory webinar and stay up to date on *Good to Go's* health and safety recommendations;
- Designate a *Good to Go* champion in my business who will complete the *Good to Go* e-learning curriculum, educate my employees on health standards and best practices, maintain records of our employee education and training, and participate on monthly conference calls; and
- Receive and review in a timely manner all *Good to Go* program communications.

(NCVC - Website: Good To Go Nashville, 2020)

Initial Re-Opening Business Days/Hours

Due to the possibility of quarantining our Team Members in the event of an exposure AND to focus our team's energy on the most financially stable business times we will alter our business schedule as follows:

- We will be closed on Sundays and Mondays for the month of June.
 - This will enable our smaller core team we initially bring back to have 2 full days off for rest.
- We will reduce business hours on Fridays and Saturdays for the month of June.
 - We will close at 10:00 PM on these days (same as T/W/Th) to allow for a full cleaning.

Reservations

All guests will be required to have a reservation on file in Open Table. In order to comply with all guidelines, and for potential Contact Tracing purposes, this must include:

- Complete first and last name of the guest.
- Number of guests in the party (expected).
 - This must be updated upon arrival of the party to record the actual number of guests.
- Valid phone number with permission to text AND a valid email address with permission to email.

Guests who arrive without a prior reservation ("Walk-Ins") will be accommodated/seated if possible, based on current reservations and available seating capacity, depending on the guidelines of the current Phase. It will be required for Walk-Ins to have a reservation made on-site through Open Table by our Host and all above requirements will apply.

Guest Pre-Arrival

All guests will receive a custom email communication from E3 Chophouse Nashville, via Open Table, describing our requirements and recommendations for dining. The guests will be asked to read that email (or a copy of it) prior to arrival and/or being seated. This will include the following:

- Guests who are experiencing symptoms of COVID-19 or have experienced symptoms in the 72 hours prior to arrival will be advised to cancel their reservation and will not be permitted to enter the building.
- Modified Arrival Process - Options for Self-Parking and/or Valet Parking. Visual & verbal health screening of the guests by the Host with temperature checks.
- Personal Protective Equipment (PPE) - Recommendation to wear a facial cover / mask while not specifically eating or drinking.
- Modified Dining Experience - Special notes of our modified steps of service detailed below.
- Modified Menus - A copy of our modified menu offerings.
- ASKING ABOUT THEIR NEEDS! - Asking if the guest has any specific concerns to make us aware of.

Guest Arrival at Restaurant

The interior lobby waiting area will be marked on the floor with "E3" decals indicating where guests may stand as they are waiting. This will assist in Social Distancing and keep arriving parties 6 feet apart.

Guests will be asked to not enter the property if they are experiencing symptoms of COVID-19 or have experienced symptoms in the 72 hours prior to arrival. COVID-19 symptoms that have been reported can range from mild symptoms to severe illness. These symptoms may appear 2-14 days after your exposure to the virus:

- Fever of 100.4°F or higher in prior 72 hours
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- If you have been in close contact with a confirmed case of COVID-19 in prior 72 hours

(Mayor John Cooper's Office - Website: A Safe Nashville, Business Toolkit, 2020)

The Host will conduct a Health Screening of each guest which includes:

- Visually observing if a guest appears feverish, have chills, or are coughing.
- Verbally asking guests the following questions:
 - Have you been in close contact with a confirmed case of COVID-19?
 - Are you experiencing any symptoms of COVID-19?
 - Have you had a fever in the last 72 hours?
- We will then take their temperature with a no-touch thermometer and confirm it is below 100.4° F.

(Mayor John Cooper's Office - Website: A Safe Nashville, Business Toolkit, 2020)

(Mayor John Cooper's Office - Website: YouTube, Restaurant Ed., 2020)

Should a guest fail to pass any of these screenings or have a body temperature greater than 100.4°F or who have flu-like symptoms (e.g., cough, body aches):

- They will not be permitted into the building.
- They will be directed to return to their homes.

Capacity & Seating

Guests will be seated in parties no larger than 6 guests per table. All "open-air" tables will be spaced at least 6 feet apart. Our booth tables will have plexi-glass barriers installed between them and these will be cleaned and sanitized routinely.

Capacity of E3 Chophouse will be limited, per the guidance of the Mayor's Roadmap to Re-Opening Nashville. Note, employees and vendors do NOT have to be included in the capacity counts. Our operations will proceed in the following manner:

PHASE 1

E3 Chophouse Nashville chose not to open during this Phase.

PHASE 2

Dining Room

- Limited to 75% of normal capacity.
- Guests seated at tables a minimum of 6 feet apart OR at booths with plexiglass dividers.
- No more than 6 guests can be seated at 1 table.

Private Dining Rooms

- Can be used for groups up to **25 guests. (Number reduced in Updated Roadmap).**
- No more than 6 guests can be seated at 1 table.
- Guests seated at tables a minimum of 6 feet apart.

Bars

- Closed & Signs posted indicating "Closed" or "Staff Only"
- No guests will be permitted to sit at the bars.
- Live music is permitted with a maximum of 2 performers and no dancing.

Valet Service

- Will be operating with modified processes. (See valet section for details.)

Private Events / Gatherings

- Permitted for groups up **25 guests. (Number reduced in Updated Roadmap).**
- Seating limits & table spacing, noted above, apply.

PHASE 3

Dining Room

- Capacity is no longer limited, normal capacity permitted.
- Guests seated at tables a minimum of 6 feet apart OR at booths with plexiglass dividers.
- No more than 6 guests can be seated at 1 table. (TBD)

Private Dining Rooms

- Can be utilized for groups up to a maximum of (TBD) guests.
- No more than 6 guests can be seated at 1 table. (TBD)
- Guests seated at tables a minimum of 6 feet apart. (TBD)

Bars

- Limited to 50% of normal capacity. No standing at bars.
- Social Distancing of 6 feet apart applies to seated guests.
- Live music is permitted with a maximum of 2 performers and no dancing. Details are (TBD)

Valet Service

- Will be operating with modified processes. (See valet section for details.)

Private Events / Gatherings

- Permitted for groups up to a maximum of (TBD) guests.
- Seating limits & table spacing, noted above, apply. (TBD)
- Social Distancing of 6 feet apart still applies though.

PHASE 4

Dining Room

- Capacity is no longer limited, normal capacity permitted.
- Social Distancing of 6 feet apart still applies though.
- Guests seated at tables a minimum of 6 feet apart OR at booths with plexiglass dividers.
- No more than 6 guests can be seated at 1 table. (TBD)

Private Dining Rooms

- Can be utilized for groups of (TBD) guests or more.
- Social Distancing of 6 feet apart still applies though.
- No more than 6 guests can be seated at 1 table. (TBD)
- Guests seated at tables a minimum of 6 feet apart. (TBD)

Bars

- Capacity is no longer limited, normal capacity permitted.
- Social Distancing of 6 feet apart still applies though.
- Live music is permitted with a maximum of 2 performers and no dancing. Details are (TBD)

Valet Service

- Will be operating with modified processes. (See valet section for details.)

Private Events / Gatherings

- Permitted for groups of (TBD) guests or more.
- Seating limits & table spacing, noted above, apply. (TBD)
- Social Distancing of 6 feet apart still applies though.

(Mayor John Cooper's Office - Website: A Safe Nashville, Roadmap for ReOpening Nashville, 2020)

Personal Protective Equipment (PPE)

Guests will not be required to wear Personal Protective Equipment (PPE) (e.g. masks or gloves). However, we will recommend they wear masks while not specifically eating or drinking. Disposable masks will be made available for guests on a complimentary basis upon their arrival to use while on property.

(Mayor John Cooper's Office - Website: YouTube, Hospitality Ed., 2020)

Modified Dining Experience

Guests will experience the following modifications of service steps during their dinner:

Menus

- All our menus (Dinner, Desserts, Beverages) will be slightly reduced in the number of items offered
 - This is mostly based on our availability to secure products.
- For the time being, none of our Tableside Menu items will be offered.
- All menus will be printed on paper and will be disposed of after each use.
- Menus will not be presented on our wooden boards or leather booklets.

Glassware, Flatware, Dishes

- Tables will be pre-set with Water glass with paper cap cover, Wine glass with paper cap cover, Silverware in trifold with handles pointed up, and a Votive candle on each table.
- Silverware will be presented in a cloth napkin. These will be folded prior to the start of each shift and staff will wear fresh disposable gloves while folding silverware. We will utilize a trifold pocket and the handles of the silverware pointing up. The trifold pockets will then be stored in bins sealed with a cover or plastic wrap.
- For safety, guests will be offered 1L Bottled Still or Sparkling Water at a reduced price of \$2.
- All straws are individually wrapped and will be presented directly to the guest, not placed in the beverage prior, including small cocktail straws.
- Tables will be approached & cleared a little less often to reduce the number of interactions.
- All removal of glassware, flatware, and silverware (table clearing) must be done by an individual wearing gloves and these must be disposed of after each clearing.
- Similarly, servers will not move plates around on the table to make room for additional dishes. Rather, these plates can be moved by the guest to make space or they must be removed.
- Guests who request any portion of their food be boxed to take-home will be provided with to-go boxes and bags and will be required to box-up the food on their own. Servers will not box up food.

Tables & Chairs

- Tables and chairs will be cleaned & sanitized prior to the restaurant opening each day.
- They will then be cleaned & sanitized after each use.
- Staff cannot pull out chairs for guests.
- Staff cannot pick up napkins or refold napkins. (We will replace napkins from the floor.)
- For the time being, staff cannot use our E3 crumbers. Instead, we will crumb the table with cloth white hand towels (folded) into a B&B plate.

Self Service & Shared Containers

- E3 Chophouse does not offer any self-service food or beverages (eg. drink fountains, salad bar).
- All condiments will be offered in individual servings (e.g. ramekins) with paper covers.

Customer Transactions

- The final bill will be presented in the E3 leather check presenter.
 - Check presenters and pens will be sanitized prior to delivery to the table and prior to returning to the table.
 - Credit cards will be sanitized prior to returning to the guest.
 - An individually sealed sani-wipe will be included in the check presenter for the guest.
- During each transaction, employee and customer should strive to have at least 6 feet of separation.
- Employees & guests should wash hands or utilize hand sanitizer and change gloves after each transaction.

Guest Kitchen Visits

During Phases 1 - 3 in the Mayor's Roadmap to Re-Opening Nashville, no guests or visitors will be permitted to enter the kitchen for Guest Kitchen Visits. This is an additional safety precaution to assist with social distancing recommendations by the CDC to protect our team members and guests.

Parking & Valet Services

Self-Parking

- Guests may choose to self-park in the parking garage adjacent to E3 in the V21 condo building.

Valet Parking Services

- Valet parking services are offered to our guests through: Premier Parking company.
- Best Practices for Safety will include:
 - Hand Washing: Team Members will thoroughly wash their hands using soap and warm water for 20 seconds before starting their shift, before and after any breaks, and at the conclusion of their shift.
 - Personal Belongings: Personal belongings, including cell phones, should be left in a controlled area such as the Team Member's personal vehicle or the Premier office. If these storage options are unavailable, Team Members should use hand sanitizer or wash hands before and after handling any personal belongings.
 - Social Distancing: When dealing with customers and fellow Team Members, as well as during breaks, maintain proper social distancing of 6 feet or greater.
 - Personal Screening: Before starting a shift, all Team Members will be required to complete a pre-screening checklist and temperature check to verify that are not exhibiting COVID-19 symptoms.
- Cleaning and Disinfecting
 - All workstations and work tools should be cleaned at the start and end of each shift, as well as every hour throughout the shift, using Clorox, Lysol, or a similar EPA approved product.
 - Workstation Examples: Valet Podium, Key storage, etc.
 - Work Tool Examples: Tablets, Fee Computers, Receipt Printers, Phones, etc.
- Modifications to these services will include:
 - The driver's seat and all touchpoints (seatbelt, steering wheel, etc.) will be sanitized by the valet attendant prior to moving the vehicle and upon returning it.
 - Valet staff will use a fresh pair of gloves for every guest transaction.
 - Do not hand car keys to guests, rather point out the location in the vehicle (cup holder/seat).
 - Keys will be stored in a lock box with a UV light in order to disinfect them.
 - Touchless Valet Option: Wherever possible valet POS systems that provide for ticketless and touchless payment options should be utilized. Virtual request options should also be activated and communicated to customers (i.e. IVR, text message, etc.).
 - Hand Sanitizing: Team Members will either wear single use gloves for each vehicle parked or utilize hand sanitizer before and after each vehicle driven.
 - Screening Questions: Before accepting a valet vehicle from a customer Premier Team Members should screen that customer with client-approved screening questions to determine risk of accepting valet vehicle.
 - Alternative Parking Options: Where possible alternative parking options should be provided for customers who are either do not meet screening requirements for valet or who are uncomfortable with valet parking.
- Additional information is here: <https://www.premierparking.com/why-premier/covid-19/>

GENERAL GUIDELINES

Signage

Signage will be posted in back of house areas informing staff of the following information:

- CDC Guidelines: to adhere to the hygiene and safety guidelines at all times while on property.
- Self-Screening: to please not enter the building if they have had COVID-19 symptoms in the past 72 hours or been in close contact with someone who has had COVID-19 in the past 72 hours.
- Social Distancing: to maintain 6 feet of distance between themselves and others. Including in the lobby & gathering areas, on the stairs / landings, in the elevator, outside the restrooms.
- Personal Protective Equipment (PPE): reminder to wear masks while not eating & drinking.
- Respiratory Etiquette: sneezing & coughing into their elbow.
- Hygiene: to wash hands often with warm soap & water for at least 20 seconds and/or sanitizer with at least 60% alcohol.
- COVID-19 Information: general health information, including symptoms, related to COVID-19.
 - [CDC guidance to stop the spread of germs](#)
 - [CDC guidance on COVID-19 symptoms](#)

(Mayor John Cooper's Office - Website: A Safe Nashville, Business Toolkit, 2020)

(CDC - CDC Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America Up Again, 2020)

"Dear Customers/Visitors,

Please help us follow CDC GUIDELINES by wearing a cloth facial covering or mask while in our business / facility. This will help PROTECT our EMPLOYEES and EACH OTHER."

(Mayor John Cooper's Office - Website: A Safe Nashville - Public Health Orders, 2020)

Signage will also be posted in the restrooms, above the sinks, informing guests of the following:

- CDC Guidelines: to adhere to the hygiene and safety guidelines at all times while on property.
- Proper Hand Washing Hygiene: to wash hands often with warm soap & water for at least 20 seconds and/or sanitizer with at least 60% alcohol.

All Vendors

We will ask all vendors to refrain from coming into the main building areas, unless absolutely necessary (requires Manager permission). For all vendor delivery partners, they will be required to follow the below protocol. Necessary vendors must now enter and exit through the back entrance by the rear elevator on the first floor. There will be an electronic doorbell to ring upon arrival. Additionally, you may call/text your Contact who is On Duty to alert us. An E3 Receiver will come to the door to let you in. The vendor will leave all deliveries on the first floor by the Walk-In Cooler.

Our vendors and delivery partners will be required to take the following precautionary measures:

- Personal Protective Equipment: Cloth masks are required to be worn at all times. These must be freshly laundered each day prior to use OR must be a new mask for each delivery if disposable. These will not be provided by E3 Chophouse. Face shields are not acceptable.
- Gloves: Gloves are required to be worn at all times. These must be changed prior to entering the building. These will not be provided by E3 Chophouse.

Package Handling

"It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. This is not thought to be the main way the virus spreads, but we are still learning more about this virus."

(CDC - Website: What Mail & Parcel Delivery Drivers Need to Know About COVID-19, 2020)

Staff should follow the below guidelines on the handling and processing of inbound/outbound packages.

Limit Contact

- One person at a time will answer the call for a vendor at the door.
- Vendors are not allowed to go into elevators and go through kitchen or dining room. They can drop at bottom of elevator and staff will bring up all supplies.
- Practice contactless deliveries whenever you can. Contactless deliveries allow you to leave a delivery at a doorstep, move back to a distance greater than 6 feet away while verifying receipt of the delivery with the recipient (if required), and try to do everything electronically whenever you can (e.g., in an app or over a phone). This eliminates the need for close contact between you and delivery recipient.
- Maintain a distance 6 feet or greater from others you might meet or need to speak to while making your deliveries.
- Limit contact with frequently touched surfaces during deliveries, such as doorbells or door handles. Use a foot, shoulder, elbow, hip, or forearm when opening doors, instead of hands, if possible.
- Avoid sharing scanners, pens, or other tools with customers.

(CDC - Website: What Mail & Parcel Delivery Drivers Need to Know About COVID-19, 2020)

Follow These Steps to Safely Manage Packages and Mail Upon Drop-Off:

1. Avoid direct contact with the delivery person.
2. Leave the package outside for a few hours and/or spray it with aerosol disinfectant before handling.
3. Dispose of all outer packaging immediately.
4. Wash your hands thoroughly for 20 seconds or more.
5. Disinfect any high touch surfaces you had contact with after handling.
6. Avoid touching your face, including your mouth, eyes, and nose.
7. Any open products/boxes, like produce, needs to be washed and cleaned thoroughly upon entering the building.
8. Write on the F&B Delivery Log - Date received, washed date, vendor name, and good until date.

(Hackensack Meridian Health - Website: Can You Get Coronavirus From Packages, 2020)

Enhanced Sanitizing & Disinfecting

E3 Chophouse will provide enhanced sanitizing and disinfecting every evening after close of business.

The following areas will be disinfected regularly during the day (a minimum of every 2 hours during business operation) and upon any indication of additional need, using EPA-approved sanitation chemicals and in accordance with CDC guidelines:

- Touchpoints
- Restrooms
- Countertops / Bartops
- Workstations / Host Areas
- Employee-Only Areas

KITCHEN

Culinary team members will need to completely wipe down the kitchen equipment, walls, doors, etc. on an hourly schedule, log it and keep track of our practices on the clipboard posted in the kitchen.

Plates, Glasses, Bowls, Utensils, Personal Cooking Utensils, etc. ALWAYS need to be covered until the item is being used or sent out to the guest.

TOUCHPOINTS

Touchpoints, including the following, will be disinfected frequently (a minimum of every 2 hours during business operation) and upon any indication of additional need, using EPA-approved sanitation chemicals and in accordance with CDC guidelines:

- Tables, Chairs, and Counters
- Soft Seating Areas (couches)
- Light Switches
- Doorknobs / Door Handles
- Elevator Buttons & Handrails
- Stair Railings & Handrails
- Highchairs & Booster Seats
- Registers / Touchscreens / POS / Keyboards / Receipt Printers
- Shared Communications Equipment Including: Phones, Radios, etc.
- Copy Machines / Multi-Function Machines
- Drawer Handles, Etc.
- Trash Bins

(Mayor John Cooper's Office - Website: A Safe Nashville, Business Toolkit, 2020)

CDC Recommended Disinfectants

- Disinfectant and disinfectant materials, as recommended by the CDC, and related supplies will be made available to all employees assigned to sanitation tasks.
- Disinfectants will be selected from the EPA list of chemicals designated as effective against SARS-CoV-2 virus and used in accordance with or exceeding CDC sanitation guidelines.
<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
(EPA - Website: Disinfectants List, 2020)

CDC Guidelines for Cleaning and Disinfecting Your Facility

Everyday Steps - How to Clean & Disinfect

CLEAN

- Wear disposable gloves to clean and disinfect.
- Clean surfaces using soap and water, then use disinfectant.
- Cleaning with soap and water reduces number of germs, dirt, and impurities on the surface. Disinfecting kills germs on surfaces.
- Practice routine cleaning of frequently touched surfaces.
 - More frequent cleaning and disinfection may be required based on level of use.
 - Surfaces and objects in public places, such as point of sale keypads should be cleaned and disinfected before each use.
- High touch surfaces include:
 - Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

DISINFECT

- Recommend use of [EPA-registered household disinfectant](#).
Follow the instructions on the label to ensure safe and effective use of the product.
Many products recommend:
 - Keeping surface wet for a period of time (see product label).
 - Precautions such as wearing gloves and have good ventilation during use of the product.

- Diluted household bleach solutions may also be used if appropriate for the surface.
 - Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
 - Unexpired household bleach will be effective against coronaviruses when properly diluted. Follow manufacturer’s instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.
 - Leave solution on the surface for at least 1 minute.
Bleach solutions will be effective for disinfection up to 24 hours.
- Alcohol solutions with at least 70% alcohol may also be used.

SOFT SURFACES

For soft surfaces such as carpeted floor, rugs, and drapes

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely.

OR

- Disinfect with an EPA-registered household disinfectant.
- Vacuum as usual.

ELECTRONICS

For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines

- Consider putting a wipeable cover on electronics.
- Follow manufacturer’s instruction for cleaning and disinfecting.
 - If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

LAUNDRY

For clothing, towels, linens, and other items

- Launder items according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely.
- Wear disposable gloves when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people’s items.
- Do not shake dirty laundry.
- Clean and disinfect clothes hampers according to guidance above for surfaces.
- Remove gloves, and wash hands right away.

CLEANING AND DISINFECTING OUTDOOR AREAS

- Outdoor areas, like patios generally require normal routine cleaning, but do not require disinfection.
 - High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.
- Sidewalks and roads should not be disinfected.
 - Spread of COVID-19 from these surfaces is very low and disinfection is not effective.

WHEN CLEANING

- Regular cleaning staff can clean and disinfect community spaces.
 - Ensure they are trained on appropriate use of cleaning and disinfection chemicals.
- Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
 - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- Wash your hands often with soap and water for 20 seconds.
 - Always wash immediately after removing gloves and after contact with a person who is sick.
 - Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Additional key times to wash hands include:
 - After blowing one's nose, coughing, or sneezing.
 - After using the restroom.
 - Before eating or preparing food.
 - After contact with animals or pets.
 - Before and after providing routine care for another person (e.g., a child).

(CDC - Website: Disinfecting Your Building, 2020)

Food Industry Recommended Protocols When Employee/Visitor/Customer Tests Positive for COVID-19

- Closure: A facility/location does not need to shut down as a result of an employee, visitor, or other individual testing positive for COVID-19 if the proper steps (See Notification section and Cleaning section) are followed and the ill and potentially exposed individuals are appropriately addressed.
- Clean and Disinfect the Workplace. After a confirmed COVID-19 case, we will follow the CDC guidelines, in place at the time of infection, for cleaning and disinfecting the workplace.
 - As soon as an employee is identified that has tested positive for COVID-19 or has symptoms associated with this virus, clean and sanitize the facility according to CDC guidance.
 - Existing sanitation standard operating procedures (SSOPs) including cleaning and disinfection processes for food contact surfaces and processing equipment should serve to mitigate the SARS-CoV-2 hazard and the potential spread of SARS-CoV-2. With that said, other surfaces in the facility environment that are not routinely targeted in SSOPs may need to be targeted if the infected individual is known to have or could have come in close contact with them.

CLEANING AND DISINFECTING YOUR BUILDING OR FACILITY IF SOMEONE IS SICK

- Close off areas used by the person who is sick.
 - Companies do not necessarily need to close operations if they can close off affected areas.
- Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- Vacuum the space if needed. Use vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.

- Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
- Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been appropriately disinfected, it can be opened for use.
 - Workers without close contact with the person who is sick can return to work immediately after disinfection.
- If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment.

(FBI - Website: Covid-19 Case Recommended Protocols 20May2020, 2020)

(CDC - Website: Disinfecting Your Building, 2020)

Disposition of Food

- There is currently no evidence to support that the SARS-CoV-2 virus can be transmitted to humans through food or food packaging materials.
- If practical, however, any packaging that has been in close contact with an individual who has symptoms associated with COVID-19 or has tested positive for COVID-19, could be wiped down with sanitizer.
- The FDA does not anticipate that food will need to be held, recalled or withdrawn from the market due to possible exposure to SARS-CoV-2 through a person that has tested positive for the COVID-19 virus that works a food facility.

(FBI - Website: Covid-19 Case Recommended Protocols 20May2020, 2020)

(FDA - Website: Food Safety & COVID-19, 2020)

Restrooms

Restrooms will be well stocked and routinely checked for the following:

- Hand soap.
- Disposable paper towels.
- No touch waste bins.
- No touch hand sanitizer with at least 60% alcohol.
- Antibacterial Tissues.
- Individual disinfectant wipes.

(CDC - CDC Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America Up Again, 2020)

Hand Sanitizer

Hand sanitizer will be available in each of the following locations & routinely stocked. Hand sanitizer must have at least 60% alcohol to be effective.

- | | |
|--------------------------|--------------------------------|
| ● Outside valet area. | ● Inside each restroom. |
| ● Inside valet door. | ● Flint Rock Main Dining Room. |
| ● Inside front elevator. | ● Kitchen. |
| ● Inside back elevator. | ● Night Train Patio. |

(CDC - CDC Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America Up Again, 2020)

Water Safety & Flushing

Prior to re-opening the building, we will follow the recommendation of the Nashville Metro Water Services.

As buildings have been unoccupied or used less frequently, interior water quality can deteriorate. Stagnant or standing water can lead to low or undetectable levels of disinfectant, such as chlorine, and cause conditions that increase the risk for growth and spread of Legionella and other biofilm-associated bacteria. It is important to ensure that our private water system, which begins at the meter, is safe to use after a prolonged shutdown. Flushing clears the low-quality water that sat in our pipes during low/no use and replaces it with fresh, high quality water. The entire building, including all water-using appliances such as ice machines, dishwashers, kitchen sink sprayers, water fountains, cooling towers, etc., will be flushed.

It is important to understand that building closures and reduced occupancy impact all environmental systems operating inside buildings including: 1) potable and non-potable water systems, 2) cooling towers and 3) heating, ventilation and air conditioning (HVAC) that regulate interior relative humidity and control mold. These systems must be actively managed and maintained to protect the health of building users. In addition to managing systems during shutdown periods, building owners and operators need to implement well thought out start up protocols to ensure public health protection. By implementing procedures now, you can protect the public and minimize the steps needed to safely re-open closed or partially closed facilities.

Flushing instructions will vary depending on the structure. However, key elements include:

1. Remove or bypass devices like point-of-entry treatment units prior to flushing.
2. Take steps to prevent backflow or the siphoning of contaminants into plumbing (e.g., close valves separating irrigation systems from home plumbing; disconnect hoses attached to faucets, etc.)
3. Remove faucet aerators from all faucets.
4. Begin flushing in the lowest level of the home/building by fully opening the cold water taps throughout the home. Be sure to run water in bathtubs and showers as well as faucets.
5. Run enough water through all outlets (e.g., hose bibs, faucets, showerheads, toilets, etc.), Water may be discolored or have an odor when first turned on. Typical flushing durations range from 10 to 30 minutes for each outlet (duration varies based on outlet velocity).
6. Turn off faucets starting with the taps in the highest level of the home.
7. Flush the cold-water lines first, and then the hot water lines. Note: the hot water tank can be drained directly; it can require roughly 45 minutes to fully flush a typical 40-gallon hot water tank.
8. Clean aerators and re-attach to faucets.
9. Replace all point-of-use filters, including the filter in refrigerators.
10. Additional precautions may be warranted if water has an odor or remains discolored after excessive flushing.

Actions that might be warranted include sampling, installation of a point-of-use device, or engaging a contractor to thoroughly clean the plumbing system.

(Nashville Metro Water Services - Website: Flushing for Water Quality, 2020)

Additionally, prior to re-opening we will check the water temperatures to ensure all faucets are reaching appropriate hot water temperatures, per the FDA guidelines.

(Mayor John Cooper's Office - Website: YouTube, Hospitality Ed., 2020)

Air Flow & Filtration

Ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible such as by opening windows and doors. Do not open windows and doors if doing so poses a safety risk to employees, children, or customers.

(CDC - CDC Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America Up Again, 2020)

Prior to re-opening the building and after, we will follow the recommendations of the Board of Health for safe air flow and filtration throughout the building.

- HVAC Systems -
 - Ventilation system will be inspected and cleaned by our third-party service provider.
 - Air filters will be cleaned and replaced on a regular basis.
 - Fans will be set to be "ON" when the building is occupied to provide continuous air flow.
 - Outdoor fans on the Night Train Patio will be on to provide continuous air flow.
- Windows -
 - When practical, windows will be opened to allow fresh air flow into the building.

(Mayor John Cooper's Office - Website: A Safe Nashville, Business Toolkit, 2020)

Once the basics above are covered, a few actions related to HVAC systems are recommended, in to minimize the spread of the virus:

- Increase ventilation rates.
- Ensure ventilation systems operate properly and provide acceptable indoor air quality for the current occupancy level for each space.
- Increase outdoor air ventilation, using caution in highly polluted areas. With a lower occupancy level in the building, this increases the effective dilution ventilation per person.
- Disable demand-controlled ventilation (DCV).
- Further open minimum outdoor air dampers (as high as 100%) to reduce or eliminate recirculation. In mild weather, this will not affect thermal comfort or humidity. However, this may be difficult to do in cold or hot weather.
- Improve central air filtration to the MERV-13 or the highest compatible with the filter rack, and seal edges of the filter to limit bypass.
- Check filters to ensure they are within service life and appropriately installed.
- Keep systems running longer hours, 24/7 if possible, to enhance air exchanges in the building space.

(ASHRAE - Website: Guidance for Building Operations During the COVID-19 Pandemic, 2020)

Elevators

We will follow the recommendations of the Board of Health for elevator capacities and sanitation.

- Capacity - Both elevators will have a maximum capacity of 2 individuals at any given time, unless the group is a family or party of up to 6 guests who are being seated together.
- Cleaning - Both elevators will be fully cleaned and sanitized (mopped & disinfected) a minimum of twice daily. The buttons and handrails for both (inside & outside) will also be cleaned & sanitized a minimum of every 2 hours during business operation.
- Sanitizer - Hand sanitizer will be provided for guests & employees use at both elevators.
- Signage - Signage will also be placed in the elevator reminding guests to social distance, not touch windows or railings if possible, push buttons with a pen, tissue, or elbow, and use hand sanitizer.

(Mayor John Cooper's Office - Website: YouTube, Restaurant Ed., 2020)

Contact Tracing

Should E3 Chophouse Nashville be made aware of a possible COVID-19 exposure incident, it will be imperative that we be able to thoroughly Contact Trace the interactions the symptomatic individual had with our team members, guests, and vendors. It will be critical to know which of our team members interacted with which of our guests, etc. Therefore, the following measures will be implemented to assist us in the event of a possible exposure:

- Scheduling - Staff will be scheduled to arrive at staggered times to allow time for health screenings and a clear path to their work area. Any schedule changes must be Manager Approved & recorded in the online scheduling tool.
- Staff Section Assignments - Staff (including server assistants) will be assigned to specific sections of the restaurant and only those team members may interact with guests in those sections. (This way we will know which staff interacted with which guests.) Therefore, team members should not run food to another team member's table.
- Guest Table Assignments - It will be imperative to accurately track which table a guest is seated at. Reservations will all be pre-assigned to specific tables. Should the party move to another table for any reason this will need to be noted in Open Table.
- Noting Arrival & Departure Times - Staff arrival times will be noted on their Daily Health Screening and by their Clock-In Times. Staff departure times will be noted by their Clock-Out Times. It will be mandatory for staff to leave the premises within 15 minutes of their Clock-Out Time. Guest arrival times will be noted in their Open Table reservation. Guest departure times will also be noted in their Open Table reservation. It will be important for servers to communicate to the host team when a table has departed.
- Vendor Deliveries - All vendor deliveries must be noted on a log sheet.

Logs & Records

In order to maintain accurate logs & records the following files will need to be kept:

- Signed COVID-19 Response & Re-Opening Plan for each Team Member
- Attendance to Re-Orientation & COVID-19 Training classes
- Certificate of Completion for ServeSafe COVID-19 Training
- Daily Staff Schedule
- Daily Section & Table Assignments
- Daily Open Table Reservation Details
- Daily Staff Health Screenings (signed)
- Vendor Delivery Log
- Daily Kitchen Cleaning Checklist (every 1 hour)
- Daily Touchpoints Cleaning Checklist (every 2 hours)

Collateral & Miscellaneous Touch Points

- All paper/collateral touch points (magazines, newspapers, etc) will be removed for the time being.
- Mints and toothpicks in the restrooms will be placed in open lid baskets or containers so guests do not have to touch a lid to access these amenities. These are also individually wrapped.

Guidelines & References

In good faith, E3 Chophouse Managers are making every effort to stay informed of continually evolving information and guidelines for best practices during the COVID-19 pandemic. We encourage all our team members to also stay informed. If at any time a team member becomes aware of a new guideline or a protocol that contradicts a protocol outlined in this document we ask that you make an E3 Chophouse Manager aware of this immediately, and provide the source or reference of your information so we can verify how best to adapt our policies. Among other resources, we are regularly checking the following sources for new guidelines, changes to current guidelines, and best practices.

- A Safe Nashville - website by Mayor John Cooper's office
 - Including webinars for Restaurants, Hospitality, and Re-Opening Businesses
- Center for Disease Control (CDC)
- Food & Drug Administration (FDA)
- Occupational Safety & Health Administration (OSHA)
- Department of Labor (DOL) - Federal & State
 - Including the Families First Coronavirus Response Act (FFCRA)
- National Restaurant Association (NRA)
 - Including the ServeSafe COVID-19 training webinar
- Good To Go Nashville - website by Nashville Convention & Visitors Corporation (NCVC)

COVID-19 RESPONSE PLAN ACKNOWLEDGEMENT

I have received and reviewed a copy of Outlaws, LLC (E3 Chophouse Nashville)'s COVID-19 Response Plan containing, among others, the following policies: Mandatory Reporting of COVID-19 and Symptoms, Hygiene & Handwashing, Social Distancing, and Steps of Service Modifications. I understand that I am responsible for reading, understanding, and strictly adhering to the policies contained in this COVID-19 Response Plan.

I understand that this Response Plan is not an employment contract, and is not to be construed, under any circumstances, as a promise or guarantee of continued employment. I understand that by my acceptance of employment with E3 Chophouse, I recognize that the employment relationship is at will and may be terminated by myself or E3 Chophouse at any time.

I understand that any policies, procedures, and benefits discussed in this Response Plan may be changed by Outlaws, LLC or E3 Chophouse any time, without notice.

I understand that as a E3 Chophouse employee, I may be given company property for use during my employment, including equipment, laptop computers, keys, proximity cards, and the like. Should my employment with E3 terminate, I understand that I am responsible for returning any and all property of E3, upon collection of my final paycheck.

Team Member Signature

Date

Print Name

E3 Chophouse - Nashville

E3 Entity / Location

E3 DAILY HEALTH SCREENING & ACCEPTANCE

<input type="checkbox"/> Team Member	<input type="checkbox"/> Vendor / Other	Day / Date:
Name:		Manager:
Temperature:		Time:

Does the individual appear feverish, have chills, or is coughing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you been in close contact with a confirmed case of COVID-19?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you experiencing a cough, shortness of breath, or sore throat?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you experiencing chills, muscle pain, or headache?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you had a fever in the last 72 hours?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you had new loss of taste or smell?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you had vomiting or diarrhea in the last 24 hours?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Team Member Initials

Manager Initials

I swear and attest that the answers provided in this Daily Health Screening are truthful and accurate.

I will abide by all guidelines and protocols outlined in the E3 Chophouse COVID-19 Response & Re-Opening Plan. This will include wearing a mask, wearing gloves & changing them often, following hand washing and sanitizer guidelines, and practicing social distancing.

I understand that failure to report any personal symptoms listed or stated, any close contact with an individual with the symptoms listed or stated, a personal test of positive for COVID-19, or close contact with an individual with a test of positive for COVID-19 can and will result in immediate dismissal and termination from E3 Chophouse Nashville.

COVID-19 symptoms can range from mild symptoms to severe illness. These symptoms may appear 2-14 days after your exposure to the virus:

- Fever of 100.4°F or higher in prior 72-hrs
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Close contact with COVID-19 person
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Team Member Signature

Date

Print Name

E3 Chophouse - Nashville
E3 Entity / Location

FAMILIES FIRST CORONAVIRUS RESPONSE ACT

REQUEST FOR LEAVE OF ABSENCE

Employees requesting Emergency FMLA (EFMLA) pursuant to the Families First Coronavirus Response Act (FFCRA) must complete this form. You must provide as much advance notice as is reasonably practicable. Upon completion of this form, submit it to your Manager for processing.

Employee Information	
Name: _____	Home Phone: _____
Job: _____	Cell Phone: _____
Email: _____	
I swear and attest that I am unable to work (or telework) for the following reason(s):	

Type of Leave Requested		
	Emergency Paid Sick Leave Act	Type: Paid Leave
		Time: Up to 2 wks / 80 hrs
1 <input type="checkbox"/>	I am subject to a Federal, State, or Legal quarantine or isolation order related to COVID-19. <i>Name of the government entity that issued the quarantine or isolation order to you:</i> _____	
2 <input type="checkbox"/>	I have been advised by a health care provider to self-quarantine due to COVID-19 concerns. <i>Name of the health care provider who advised you to self-quarantine:</i> _____	
3 <input type="checkbox"/>	I am experiencing COVID-19 symptoms and am seeking a diagnosis. <i>Name of the health care provider who you have an appointment with or is providing testing:</i> _____	
4 <input type="checkbox"/>	I am caring for an individual who is subject to a Federal, State, or Legal quarantine or isolation order related to COVID-19 or who has been advised by a health care provider to self-quarantine due to COVID-19 concerns. <i>Name of the person AND their relation to you for whom you are providing care:</i> _____ <i>Name of the government entity that issued the order or the health care provider:</i> _____	
5a <input type="checkbox"/>	I am caring for my MINOR son or daughter (under the age of 18) because school or place of care has been closed due to COVID precautions. <i>Name of the MINOR child:</i> _____ <i>Date of Birth of the MINOR child:</i> _____ <i>Name of School or Child Care Facility / Provider:</i> _____ I certify that no other suitable person is available to care for the child during the period of requested leave _____. (Employee signature or initials)	
6 <input type="checkbox"/>	I am experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury. <i>Please briefly describe the condition:</i> _____	

Type of Leave Requested (cont'd)		
Emergency FMLA Expansion Act	Type: Partial Paid Leave	Time: Up to 10 wks / 400 hrs
5b	I am caring for my MINOR son or daughter (under the age of 18) because school or place of care has been closed due to COVID precautions AND I have been employed by this employer for at least 30 calendar days immediately prior to the requested leave.	
<input type="checkbox"/>	Name of the MINOR child: _____ Date of Birth of the MINOR child: _____	
<input type="checkbox"/>	Name of School or Child Care Facility / Provider: _____	
I certify that no other suitable person is available to care for the child during the period of requested leave _____. (Employee signature or initials)		

Dates and Duration of Leave			
Date Leave to Begin: _____		Date You Will Return: _____	
<input type="checkbox"/> Full Time Employee	Average Hrs/Week: _____	<input type="checkbox"/> Continuous	<input type="checkbox"/> Intermittent*
<input type="checkbox"/> Part Time Employee	Average Pay/Hour: _____	*Intermittent leave is only permitted for childcare leave. Employer and employee must both agree to this leave.	

	Duration of Leave	Calculation of Pay
1, 2, 3	Full Time Employees: Eligible for up to 80 hours of paid leave (2 weeks). Part Time Employees: Eligible for their average number of hours over a 2-week period.	Employees taking leave shall be paid at either their regular rate or the applicable minimum wage, whichever is higher. Total pay is capped at up to \$511 per day and \$5,110 in total (over a 2-week period). (Average includes overtime & tips.)
4, 5a, 6	Full Time Employees: Eligible for up to 80 hours of paid leave (2 weeks). Part Time Employees: Eligible for their average number of hours over a 2-week period.	Employees taking leave shall be paid at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher. Total pay is capped at up to \$200 per day and \$2,000 in total (over a 2-week period). (Average includes overtime & tips.)
5b	All Employees: Eligible for up to 12 weeks of paid leave (or up to the number of hours that the employee is normally scheduled to work over a 12-week period). If eligible, duration of approved leave is also based on prior or existing FMLA leave.	Employees taking leave shall be paid at 2/3 their regular rate or 2/3 the applicable minimum wage, whichever is higher. Total pay is capped at up to \$200 per day and \$10,000 in total (over a 12-week period). Initial two weeks of EFMLEA leave is UNPAID. (Average includes overtime & tips.)
	EPSLA can concurrently cover this two-week period (5a) if the employee chooses, followed by up to 10 weeks of paid expanded family and medical leave (EFMLEA).	

I understand and certify that the above information is accurate and complete. I understand that if I fail to report for work on or before the scheduled return date indicated above or fail to contact my Manager regarding my absence from work beyond such scheduled date of return, E3 may take corrective action.

Team Member Signature

Date Submitted

Print Name

E3 Chophouse - Nashville

E3 Entity / Location

REQUIRED SIGNAGE

Front of House

Place holder for E3 Poster
(follow CDC guidelines, social distancing,
ppe, hand sanitizer, etc)

NOTICE

Dear Visitors,
We would appreciate if you
would help us follow CDC
guidelines and wear a facial
covering in our facility.



This will protect our
customers and our
employees.

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

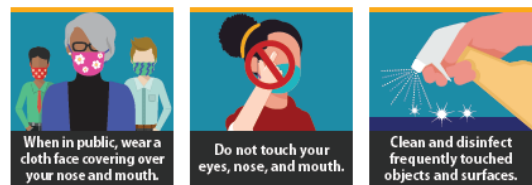
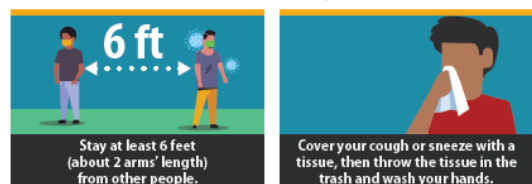


cdc.gov/coronavirus

2020-04-01 12:00:00 AM

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



cdc.gov/coronavirus

2020-04-01 12:00:00 AM

Place holder for E3 Poster
(follow CDC guidelines, social distancing,
ppe, hand sanitizer, etc)

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- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

Stay at least 6 feet (about 2 arms' length) from other people.

Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.

When in public, wear a cloth face covering over your nose and mouth.

Do not touch your eyes, nose, and mouth.

Clean and disinfect frequently touched objects and surfaces.

Stay home when you are sick, except to get medical care.

Wash your hands often with soap and water for at least 20 seconds.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Share facts about COVID-19

Know the facts about coronavirus (COVID-19) and help stop the spread of rumors.

FACT 1 Diseases can make anyone sick regardless of their race or ethnicity.
Fear and anxiety about COVID-19 can cause people to avoid or reject others even though they are not at risk for spreading the virus.

FACT 2 For most people, the immediate risk of becoming seriously ill from the virus that causes COVID-19 is thought to be low.
Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more serious complications from COVID-19.

FACT 3 Someone who has completed quarantine or has been released from isolation does not pose a risk of infection to other people.
For up-to-date information, visit CDC's coronavirus disease 2019 web page.

FACT 4 There are simple things you can do to help keep yourself and others healthy.
- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- When in public, wear a cloth face covering that covers your mouth and nose.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

FACT 5 You can help stop COVID-19 by knowing the signs and symptoms, which can include:
- Fever
- Cough
- Shortness of breath
Seek medical attention immediately if you or someone you love has emergency warning signs, including:
- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face
This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.



cdc.gov/coronavirus

What you should know about COVID-19 to protect yourself and others

Know about COVID-19
- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.

Know how COVID-19 is spread
- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.

Protect yourself and others from COVID-19
- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Practice social distancing
- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.

Prevent the spread of COVID-19 if you are sick
- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.

Know your risk for severe illness
- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



cdc.gov/coronavirus

How to Protect Yourself and Others

Know how it spreads

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - > Between people who are in close contact with one another (within about 6 feet).
 - > Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - > These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - > Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often

- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact

- **Stay home if you are sick.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
 - > Remember that some people without symptoms may be able to spread virus.
 - > This is especially important for **people who are at higher risk of getting very sick.** www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html



cdc.gov/coronavirus

Cover your mouth and nose with a cloth face cover when around others

- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a cloth face cover when they have to go out in public,** for example to the grocery store or to pick up other necessities.
 - > Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The cloth face cover is meant to protect other people** in case you are infected.
- **Do NOT use a facemask meant for a healthcare worker.**
- Continue to **keep about 6 feet between yourself and others.** The cloth face cover is not a substitute for social distancing.

Cover coughs and sneezes

- **If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect

- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** You can see a list of [EPA-registered household disinfectants here](https://www.epa.gov/registered-household-disinfectants).

cdc.gov/coronavirus

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-nCoV/protect-getting-sick/04-06th-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Created: 4/16/20



Feeling Sick?

Stay home when you are sick!

If you feel unwell or have the following symptoms please leave the building and contact your health care provider. Then follow-up with your supervisor.

DO NOT ENTER if you have:



FEVER



COUGH



SHORTNESS OF BREATH



[cdc.gov/CORONAVIRUS](https://www.cdc.gov/CORONAVIRUS)

Created: 4/16/20

Prevent the spread of COVID-19 if you are sick

Accessible version: <https://www.cdc.gov/coronavirus/2019-nCoV/if-you-are-sick/steps-to-keep-sick.html>

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to help protect other people in your home and community.

Stay home except to get medical care.

- Stay home. Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- Take care of yourself. Get rest and stay hydrated.
- Get medical care when needed. Call your doctor before you go to their office for care. But, if you have trouble breathing or other concerning symptoms, call 911 for immediate help.
- Avoid public transportation, ride-sharing, or taxis.



Separate yourself from other people and pets in your home.

- As much as possible, stay in a separate room and away from other people and pets in your home. Also, you should use a separate bathroom, if available. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.
- See COVID-19 and Animals if you have questions about pets: <https://www.cdc.gov/coronavirus/2019-nCoV/faq.html#COVID19animals>



Monitor your symptoms.

- Common symptoms of COVID-19 include fever and cough. Trouble breathing is a more serious symptom that means you should get medical attention.
- Follow care instructions from your healthcare provider and local health department. Your local health authorities will give instructions on checking your symptoms and reporting information.



If you develop emergency warning signs for COVID-19 get medical attention immediately.

Emergency warning signs include*:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or not able to be woken
- Bluish lips or face

*This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning to you.

Call 911 if you have a medical emergency. If you have a medical emergency and need to call 911, notify the operator that you have or think you might have COVID-19, if possible, put on a facemask before medical help arrives.

Call ahead before visiting your doctor.

- Call ahead. Many medical visits for routine care are being postponed or done by phone or telemedicine.
- If you have a medical appointment that cannot be postponed, call your doctor's office. This will help the office protect themselves and other patients.



If you are sick, wear a cloth covering over your nose and mouth.

- You should wear a cloth face covering over your nose and mouth if you must be around other people or animals, including pets (even at home).



- You don't need to wear the cloth face covering if you are alone. If you can't put on a cloth face covering (because of trouble breathing for example), cover your coughs and sneezes in some other way. Try to stay at least 6 feet away from other people. This will help protect the people around you.

Note: During the COVID-19 pandemic, medical grade facemasks are reserved for healthcare workers and some first responders. You may need to make a cloth face covering using a scarf or bandana.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)



Created: 4/16/20

Cover your coughs and sneezes.

- Cover your mouth and nose with a tissue when you cough or sneeze.
- Throw used tissues in a lined trash can.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



Clean your hands often.

- Wash your hands often with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Use hand sanitizer if soap and water are not available. Use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- Soap and water are the best option, especially if your hands are visibly dirty.
- Avoid touching your eyes, nose, and mouth with unwashed hands.



Avoid sharing personal household items.

- Do not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.
- Wash these items thoroughly after using them with soap and water or put them in the dishwasher.
- Clean all "high-touch" surfaces everyday.
- Clean and disinfect high-touch surfaces in your "sick room" and bathroom. Let someone else clean and disinfect surfaces in common areas, but not your bedroom and bathroom.
- If a caregiver or other person needs to clean and disinfect a sick person's bedroom or bathroom, they should do so on an as-needed basis. The caregiver/other person should wear a mask and wait as long as possible after the sick person has used the bathroom.



High-touch surfaces include phones, remote controls, counters, tabletops, doorknobs, bathroom fixtures, toilets, keyboards, tablets, and bedside tables.

- Clean and disinfect areas that may have blood, stool, or body fluids on them.

- Use household disinfectants. Clean the area or item with soap and water or another detergent if it is dirty. Then use a household disinfectant.
- Be sure to follow the instructions on the label to ensure safe and effective use of the product. Many products recommend keeping the surface wet for several minutes to ensure germs are killed. Many also recommend precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- Most EPA-registered household disinfectants should be effective.

How to discontinue home isolation

- People with COVID-19 who have stayed home (home-isolated) can stop home isolation under the following conditions:
 - If you will be able to determine if you are still contagious, you can leave home after these three things have happened:
 - You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fever)
 - AND
 - other symptoms have improved (for example, when your cough or shortness of breath has improved)
 - AND
 - at least 10 days have passed since your symptoms first appeared.
 - If you will be unable to determine if you are still contagious, you can leave home after these three things have happened:
 - You no longer have a fever (without the use of medicine that reduces fever)
 - AND
 - other symptoms have improved (for example, when your cough or shortness of breath has improved)
 - AND
 - you received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines.



In all cases, follow the guidance of your healthcare provider and local health department. The decision to stop home isolation should be made in consultation with your local health care provider and state and local health departments. Local decisions depend on local circumstances.

Created: 4/16/20

10 things you can do to manage your COVID-19 symptoms at home

Accessible Version: <https://www.cdc.gov/coronavirus/2019-nCoV/if-you-are-atk/steps-to-herick.html>

If you have possible or confirmed COVID-19:

- Stay home** from work and school. And stay away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.
- Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately.
- Get rest and stay hydrated.**
- If you have a medical appointment, **call the health care provider** ahead of time and tell them that you have or may have COVID-19.
- For medical emergencies call 911 and **notify the dispatch personnel** that you have or may have COVID-19.
- Cover your cough and sneezes.**
- Wash your hands often** with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.
- As much as possible, **stay in a specific room and away from other people** in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a facemask.
- Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.
- Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Quick BENEFITS TIPS FROM DOL

How much paid leave can employees take?

In general, applies to you if you are an employee of either a private employer with fewer than 500 employees or a covered public sector employer

<p>You are following a federal, state, or local quarantine or stay-at-home order or are quarantined by a health care provider</p>	OR	<p>You have COVID-19 symptoms and are seeking a diagnosis</p>	<p>TIME OFF Up to two weeks or 80 hours of paid sick leave at higher of regular rate or minimum wage*</p>
<p>You must care for someone under a federal, state, or local quarantine or stay-at-home order or are quarantined by a health care provider</p>	OR	<p>You must care for your child whose school, child care provider, or place of care is unavailable due to COVID-19</p>	<p>TIME OFF Up to two weeks or 80 hours of paid sick leave at higher of 2/3 regular rate or minimum wage*</p>
<p>You must care for your child whose school, child care provider, or place of care is unavailable due to COVID-19</p>	AND	<p>You've been employed at least 30 calendar days</p>	<p>TIME OFF Up to 10 additional weeks of family leave paid at 2/3 regular rate*</p>

*All leave is applied at specific maximum amounts per worker

Learn more at dol.gov/FFCRA



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

FAMILIES FIRST CORONAVIRUS RESPONSE ACT: EMPLOYEE PAID LEAVE RIGHTS

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The Department of Labor's (Department) Wage and Hour Division (WHD) administers and enforces the new law's paid leave requirements. These provisions will apply from the effective date through December 31, 2020.

Generally, the Act provides that employees of covered employers are eligible for:

- Two weeks (up to 80 hours) of paid sick leave at the employee's regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis; or
- Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor; and
- Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay where an employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

Covered Employers: The paid sick leave and expanded family and medical leave provisions of the FFCRA apply to certain public employers, and private employers with fewer than 500 employees. (1) Most employees of the federal government are covered by Title II of the Family and Medical Leave Act, which was not amended by this Act, and are therefore not covered by the expanded family and medical leave provisions of the FFCRA. However, federal employees covered by Title II of the Family and Medical Leave Act are covered by the paid sick leave provision.

Small businesses with fewer than 50 employees may qualify for exemption from the requirement to provide leave due to school closings or child care unavailability if the leave requirements would jeopardize the viability of the business as a going concern.

Eligible Employees: All employees of covered employers are eligible for two weeks of paid sick time for specified reasons related to COVID-19. Employees employed for at least 30 days are eligible for up to an additional 10 weeks of paid family leave to care for a child under certain circumstances related to COVID-19. (2)

Notice: Where leave is foreseeable, an employee should provide notice of leave to the employer as is practicable. After the first workday of paid sick time, an employer may require employees to follow reasonable notice procedures in order to continue receiving paid sick time.

Qualifying Reasons for Leave

Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to a need for leave because the employee:

- is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
- has been advised by a health care provider to self-quarantine related to COVID-19;
- is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
- is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);
- is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
- is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Under the FFCRA, an employee qualifies for expanded family leave if the employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.

[1] Certain provisions may not apply to certain employers with fewer than 50 employees. See Department FFCRA regulations (expected April 2020).

[2] Under the Act, special rules apply for Health Care Providers and Emergency Responders.

DURATION OF LEAVE

For reasons (1)-(4) and (8): A full-time employee is eligible for 80 hours of leave, and a part-time employee is eligible for the number of hours of leave that the employee works on average over a two-week period.

For reason (6): A full-time employee is eligible for up to 12 weeks of leave (two weeks of paid sick leave followed by up to 10 weeks of paid expanded family & medical leave) at 40 hours a week, and a part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

CALCULATION OF PAY (3)

For leave reasons (1), (2), or (8): employees taking leave are entitled to pay at either their regular rate or the applicable minimum wage, whichever is higher, up to \$511 per day and \$5,110 in the aggregate (over a 2-week period).

For leave reasons (4) or (6): employees taking leave are entitled to pay at 1/3 their regular rate or 1/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a 2-week period).

For leave reason (6): employees taking leave are entitled to pay at 1/3 their regular rate or 1/3 the applicable minimum wage, whichever is higher, up to \$200 per day and \$12,000 in the aggregate (over a 12-week period). (4)

RESOURCES

For additional information or to file a complaint:

1-866-487-8243 | TTY: 1-877-889-5627

dol.gov/genotes/nd

[3] Paid sick time provided under this Act does not carryover from one year to the next. Employees are not entitled to reimbursement for unused leave upon termination, resignation, retirement, or other separation from employment.

[4] An employee may elect to substitute any accrued vacation leave, personal leave, or medical or sick leave for the first two weeks of part-time leave under this section.

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- % for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at % for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- | | |
|---|---|
| 1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; | 5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or |
| 2. has been advised by a health care provider to self-quarantine related to COVID-19; | 6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
| 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis; | |
| 4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | |

ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd



WHDCO 1903 02/20

Hand Washing 101

How can you be sure you're washing your hands regularly enough? You should always wash your hands BEFORE you handle food or begin any food-related task, but it's also very important that you wash your hands AFTER these activities:

- Handling raw meat, poultry and seafood.
- Using the restroom.
- Touching your hair, face, body, clothes or shoes.
- Sneezing, coughing or using a tissue.
- Sneezing, coughing, drinking or chewing gum.
- Using chemicals that might affect the safety of food.
- Emptying or taking out the garbage.
- Cleaning tables or working dirty dishes.
- Handling money and making change.

HAND WASHING HOW TO:



For more information and resources on food safety, visit:
foodsafetyfocus.com

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Summary of Best Practices for Retail Food Stores, Restaurants, and Food Pick-Up/Delivery Services During the COVID-19 Pandemic



BE HEALTHY, BE CLEAN



- Employees - Stay home or leave work if sick; consult doctor if sick, and contact supervisor
- Employers - Instruct sick employees to stay home and send home immediately if sick
- Employers - Pre-screen employees exposed to COVID-19 for temperature and other symptoms



- Wash your hands often with soap and water for at least 20 seconds
- If soap and water are not available, use a 60% alcohol-based hand sanitizer per CDC
- Avoid touching your eyes, nose, and mouth with unwashed hands
- Wear mask/face covering per [CDC & FDA](https://www.cdc.gov/coronavirus/2019-ncov/faq.html)



- Never touch Ready-to-Eat foods with bare hands
- Use single service gloves, deli tissue, or suitable utensils
- Wrap food containers to prevent cross contamination
- Follow 4 steps to food safety [Clean, Separate, Cook, and Chill](https://www.fda.gov/food/food-safety-education-program-act)

CLEAN & DISINFECT



- Train employees on cleaning and disinfecting procedures, and protective measures, per CDC and FDA
- Have and use cleaning products and supplies
- Follow protective measures



- Disinfect high-touch surfaces frequently
- Use EPA-registered disinfectant
- Ensure food containers and utensils are cleaned and sanitized



- Prepare and use sanitizers according to label instructions
- Offer sanitizers and wipes to customers to clean grocery cart/basket handles, or utilize store personnel to conduct cleaning/sanitizing

SOCIAL DISTANCE



- Help educate employees and customers on importance of social distancing.
 - Signs
 - Audio messages
 - Consider using every other check-out lane to aid in distancing



- Avoid displays that may result in customer gatherings; discontinue self-serve buffets and salad bars; discourage employee gatherings
- Place floor markings and signs to encourage social distancing



- Shorten customer time in store by encouraging them to:
 - Use shopping lists
 - Order ahead of time, if offered
- Set up designated pick-up area as inside or outside retail establishments

PICK-UP & DELIVERY



- If offering delivery options:
 - Ensure coolers and transport containers are cleaned and sanitized
 - Maintain time and temperature controls
 - Avoid cross contamination; for example, wrap food during transport



- Encourage customers to use "no touch" deliveries
- Notify customers as the delivery is arriving by text message or phone call



- Establish designated pick-up zones for customers
- Offer curbside pick-up
- Practice social distancing by offering to place orders in vehicle trunks

For more information, see [Best Practices for Retail Food Stores, Restaurants, and Food Pick-Up/Delivery Services During the COVID-19 Pandemic](https://www.fda.gov/food/food-safety-education-program-act)

April 2020

E3 DAILY CHECKLIST

Day:	Date:
FOH Open Mgr:	Chef Open Mgr:
FOH Close Mgr:	Chef Close Mgr:

LOG / RECORD TO ATTACH TO CHECKLIST	CONFIRM	INITIALS
Daily Staff Schedule (noting any changes / callouts / etc.)	<input type="checkbox"/> Yes	
Floorplan w/ Table & Section Assignments	<input type="checkbox"/> Yes	
Open Table Reservation Details - Review for Accuracy	<input type="checkbox"/> Yes	
Staff Health Screenings	<input type="checkbox"/> Yes	
Vendor Delivery Log	<input type="checkbox"/> Yes	
Kitchen Cleaning Checklist	<input type="checkbox"/> Yes	
Touchpoints Cleaning Checklist	<input type="checkbox"/> Yes	

NOTES

FOH Manager Signature _____

Chef Manager Signature _____

E3 KITCHEN AM CLEANING CHECKLIST

Day/Date:	Closing Mgr:
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Submit the completed checklists each day to the Closing Manager for the Daily Packet. Checklist to be retained for 90 days.

Item to be Cleaned All topical areas & contact surfaces.	12 PM	1 PM	2 PM	3 PM	4 PM	5 PM	MGR
	Initial	Initial	Initial	Initial	Initial	Initial	Initial
Cover All Food Contact Equipment, Utensils, Cutting Boards, etc....							
Sanitize All Food Surfaces on Expo Line							
Sanitize Server & Garde Manager Area, Menus, POS Screens, Guest Silverware							
Sanitize All Hot Line Equipment, Handles & Drawers							
Sanitize All Range Surfaces, Fryolator, Oven, Grill, Hoods, and the 6 Burner							
Put All Cutting Boards, Utensils, Knives, Spoons, Lids thru Dish							
Dispose of All Garbage and Sanitize the Garbage Cans							
Check lids/coverings for service food & plates. Replace if ripped or dirty.							
Sanitize Dishwasher Area, Drain Dishwasher & Recalibrate.							
3-Bay Sink Drained & Refilled with Fresh Water and Detergents							
Clean Griddle							
Clean Char Broiler							
Clean Refrigerators (inside & out)							
Clean Hot Holding Cabinets							
Clean Sink & Restock							
Clean Fryers							
Clean Countertops							
Clean Food Contact Surfaces							
Clean & Sanitize Cutting Boards							
Clean & Sanitize Ice Wells							

NOTES:

E3 KITCHEN PM CLEANING CHECKLIST

Day/Date:	Closing Mgr:
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Submit the completed checklists each day to the Closing Manager for the Daily Packet. Checklist to be retained for 90 days.

Item to be Cleaned	6 PM	7 PM	8 PM	9 PM	10 PM	11 PM	MGR
All topical areas & contact surfaces.	Initial	Initial	Initial	Initial	Initial	Initial	Initial
Cover All Food Contact Equipment, Utensils, Cutting Boards, etc....							
Sanitize All Food Surfaces on Expo Line							
Sanitize Server & Garde Manager Area, Menus, POS Screens, Guest Silverware							
Sanitize All Hot Line Equipment, Handles & Drawers							
Sanitize All Range Surfaces, Fryolator, Oven, Grill, Hoods, and the 6 Burner							
Put All Cutting Boards, Utensils, Knives, Spoons, Lids thru Dish							
Dispose of All Garbage and Sanitize the Garbage Cans							
Check lids/coverings for service food & plates. Replace if ripped or dirty.							
Sanitize Dishwasher Area, Drain Dishwasher & Recalibrate.							
3-Bay Sink Drained & Refilled with Fresh Water and Detergents							
Clean Griddle							
Clean Char Broiler							
Clean Refrigerators (inside & out)							
Clean Hot Holding Cabinets							
Clean Sink & Restock							
Clean Fryers							
Clean Countertops							
Clean Food Contact Surfaces							
Clean & Sanitize Cutting Boards							
Clean & Sanitize Ice Wells							

NOTES:

E3 RECEIVER LOG & CHECKLIST

Day/Date:	Closing Mgr:
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Submit the completed checklists each day to the Closing Manager for the Daily Packet. Checklist to be retained for 90 days.

Time	Vendor	Item Description

Item to be Cleaned	10 AM	11 AM	12 PM	1 PM	2 PM	3 PM	4 PM	MGR
All topical areas & contact surfaces.	Initial	Initial	Initial	Initial	Initial	Initial	Initial	Initial
Sanitize all Cooler / Door Handles and Contact Surfaces You / Vendor Touch								
All Boxes & Containers are Broken Down and Disposed of Immediately								
Clean & Sanitize Elevator 2 Doors, Buttons, Handles, and Floors								
Check Hand Sanitizer at Employee Entrance is Full								
Sweep & Keep Clean the Employee Entrance Area and Outside Trash Area								

NOTES:

E3 TOUCHPOINT CLEANING CHECKLIST

Day/Date:	Closing Mgr:
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PRE-OPENING EACH DAY

D/L/F/F = door handle, light switch, faucets, flush

Item to be Cleaned	√	Initials	Item to be Cleaned	√	Initials
Valet Door Handles	<input type="checkbox"/>		All Bar Tops / Counters	<input type="checkbox"/>	
Front Door Handles	<input type="checkbox"/>		High-Chairs & Booster Seats	<input type="checkbox"/>	
Street Patio Door Handles	<input type="checkbox"/>		Back Elevator Buttons - All Floors	<input type="checkbox"/>	
1 st Bar POS Screens & Printers	<input type="checkbox"/>		Back Elevator Buttons & Railing	<input type="checkbox"/>	
Host Telephones & Chit Printer	<input type="checkbox"/>		1 st Floor Couches	<input type="checkbox"/>	
Host Team iPads	<input type="checkbox"/>		2 nd Floor Couches	<input type="checkbox"/>	
Full Stair Railing/Door - All Floors	<input type="checkbox"/>		All Radios & Earpieces	<input type="checkbox"/>	
Front Elevator Buttons - All Floors	<input type="checkbox"/>		Touch Screen Control Panels (5)	<input type="checkbox"/>	
Front Elevator Buttons & Railing	<input type="checkbox"/>		3 rd Floor POS Screens & Printers	<input type="checkbox"/>	
Kitchen Light Switches	<input type="checkbox"/>		Kitchen Doors (Front & Back)	<input type="checkbox"/>	
All Tables	<input type="checkbox"/>		PDR Door Handles	<input type="checkbox"/>	
All Chairs	<input type="checkbox"/>		2 nd Floor Bathroom D/L/F/F	<input type="checkbox"/>	
Staff Restroom D/L/F/F	<input type="checkbox"/>		3 rd Floor Bathroom D/L/F/F	<input type="checkbox"/>	
Owner's Room Door & Lights	<input type="checkbox"/>		Owner's Bathroom Door & Lights	<input type="checkbox"/>	
Aloha Computer & Keyboard	<input type="checkbox"/>		Copy/Print Machine	<input type="checkbox"/>	
Back Stair Railing/Door - All Floors	<input type="checkbox"/>		Wine Room Door/Coolers/Safe	<input type="checkbox"/>	
	<input type="checkbox"/>			<input type="checkbox"/>	

7:00 PM CLEANING

D/L/F/F = door handle, light switch, faucets, flush

Item to be Cleaned	√	Initials	Item to be Cleaned	√	Initials
Valet Door Handles	<input type="checkbox"/>		All Bar Tops / Counters	<input type="checkbox"/>	
Front Door Handles	<input type="checkbox"/>		High-Chairs & Booster Seats	<input type="checkbox"/>	
Street Patio Door Handles	<input type="checkbox"/>		Back Elevator Buttons - All Floors	<input type="checkbox"/>	
1 st Bar POS Screens & Printers	<input type="checkbox"/>		Back Elevator Buttons & Railing	<input type="checkbox"/>	
Host Telephones & Chit Printer	<input type="checkbox"/>		1 st Floor Couches	<input type="checkbox"/>	
Host Team iPads	<input type="checkbox"/>		2 nd Floor Couches	<input type="checkbox"/>	
Full Stair Railing/Door - All Floors	<input type="checkbox"/>		All Radios & Earpieces	<input type="checkbox"/>	
Front Elevator Buttons - All Floors	<input type="checkbox"/>		Touch Screen Control Panels (5)	<input type="checkbox"/>	
Front Elevator Buttons & Railing	<input type="checkbox"/>		3 rd Floor POS Screens & Printers	<input type="checkbox"/>	
Kitchen Light Switches	<input type="checkbox"/>		Kitchen Doors (Front & Back)	<input type="checkbox"/>	
All Tables	<input type="checkbox"/>		PDR & Bathroom Door Handles	<input type="checkbox"/>	
All Chairs	<input type="checkbox"/>		2 nd Floor Bathroom D/L/F/F	<input type="checkbox"/>	
Staff Restroom D/L/F/F	<input type="checkbox"/>		3 rd Floor Bathroom D/L/F/F	<input type="checkbox"/>	
Owner's Room Door & Lights	<input type="checkbox"/>		Owner's Bathroom Door & Lights	<input type="checkbox"/>	
Aloha Computer & Keyboard	<input type="checkbox"/>		Copy/Print Machine	<input type="checkbox"/>	
Back Stair Railing/Door - All Floors	<input type="checkbox"/>		Wine Room Door/Coolers/Safe	<input type="checkbox"/>	

9:00 PM CLEANING

D/L/F/F = door handle, light switch, faucets, flush

Item to be Cleaned	√	Initials	Item to be Cleaned	√	Initials
Valet Door Handles	<input type="checkbox"/>		All Bar Tops / Counters	<input type="checkbox"/>	
Front Door Handles	<input type="checkbox"/>		High-Chairs & Booster Seats	<input type="checkbox"/>	
Street Patio Door Handles	<input type="checkbox"/>		Back Elevator Buttons - All Floors	<input type="checkbox"/>	
1 st Bar POS Screens & Printers	<input type="checkbox"/>		Back Elevator Buttons & Railing	<input type="checkbox"/>	
Host Telephones & Chit Printer	<input type="checkbox"/>		1 st Floor Couches	<input type="checkbox"/>	
Host Team iPads	<input type="checkbox"/>		2 nd Floor Couches	<input type="checkbox"/>	
Full Stair Railing/Door - All Floors	<input type="checkbox"/>		All Radios & Earpieces	<input type="checkbox"/>	
Front Elevator Buttons - All Floors	<input type="checkbox"/>		Touch Screen Control Panels (5)	<input type="checkbox"/>	
Front Elevator Buttons & Railing	<input type="checkbox"/>		3 rd Floor POS Screens & Printers	<input type="checkbox"/>	
Kitchen Light Switches	<input type="checkbox"/>		Kitchen Doors (Front & Back)	<input type="checkbox"/>	
All Tables	<input type="checkbox"/>		PDR & Bathroom Door Handles	<input type="checkbox"/>	
All Chairs	<input type="checkbox"/>		2 nd Floor Bathroom D/L/F/F	<input type="checkbox"/>	
Staff Restroom D/L/F/F	<input type="checkbox"/>		3 rd Floor Bathroom D/L/F/F	<input type="checkbox"/>	
Owner's Room Door & Lights	<input type="checkbox"/>		Owner's Bathroom Door & Lights	<input type="checkbox"/>	
Aloha Computer & Keyboard	<input type="checkbox"/>		Copy/Print Machine	<input type="checkbox"/>	
Back Stair Railing/Door - All Floors	<input type="checkbox"/>		Wine Room Door/Coolers/Safe	<input type="checkbox"/>	
	<input type="checkbox"/>			<input type="checkbox"/>	

AFTER CLOSING EACH DAY

D/L/F/F = door handle, light switch, faucets, flush

Item to be Cleaned	√	Initials	Item to be Cleaned	√	Initials
Valet Door Handles	<input type="checkbox"/>		All Bar Tops / Counters	<input type="checkbox"/>	
Front Door Handles	<input type="checkbox"/>		High-Chairs & Booster Seats	<input type="checkbox"/>	
Street Patio Door Handles	<input type="checkbox"/>		Back Elevator Buttons - All Floors	<input type="checkbox"/>	
1 st Bar POS Screens & Printers	<input type="checkbox"/>		Back Elevator Buttons & Railing	<input type="checkbox"/>	
Host Telephones & Chit Printer	<input type="checkbox"/>		1 st Floor Couches	<input type="checkbox"/>	
Host Team iPads	<input type="checkbox"/>		2 nd Floor Couches	<input type="checkbox"/>	
Full Stair Railing/Door - All Floors	<input type="checkbox"/>		All Radios & Earpieces	<input type="checkbox"/>	
Front Elevator Buttons - All Floors	<input type="checkbox"/>		Touch Screen Control Panels (5)	<input type="checkbox"/>	
Front Elevator Buttons & Railing	<input type="checkbox"/>		3 rd Floor POS Screens & Printers	<input type="checkbox"/>	
Kitchen Light Switches	<input type="checkbox"/>		Kitchen Doors (Front & Back)	<input type="checkbox"/>	
All Tables	<input type="checkbox"/>		PDR & Bathroom Door Handles	<input type="checkbox"/>	
All Chairs	<input type="checkbox"/>		2 nd Floor Bathroom D/L/F/F	<input type="checkbox"/>	
Staff Restroom D/L/F/F	<input type="checkbox"/>		3 rd Floor Bathroom D/L/F/F	<input type="checkbox"/>	
Owner's Room Door & Lights	<input type="checkbox"/>		Owner's Bathroom Door & Lights	<input type="checkbox"/>	
Aloha Computer & Keyboard	<input type="checkbox"/>		Copy/Print Machine	<input type="checkbox"/>	
Back Stair Railing/Door - All Floors	<input type="checkbox"/>		Wine Room Door/Coolers/Safe	<input type="checkbox"/>	
	<input type="checkbox"/>			<input type="checkbox"/>	

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