



AMERICAN FOOD & VENDING

COVID-19 SAFETY MANUAL

Table of Contents

SECTION 1 – ABOUT THIS GUIDE

Page 4	Introduction
Page 5	How to Make the Best Use of this Guide
Page 6	Covid-19 Safety Statement
Page 7	Covid-19 Mitigation Statement

SECTION 2 - COVID-19 STANDARD

Page 9	AFV66-A Employee Health Reporting Form
Page 15	Covid-19 Questionnaire
Page 18	Covid-19 – Questionnaire Memo
Page 19	Essential Personal Temperature Screening SOP
Page 21	Essential Personal Symptom Screening SOP
Page 23	Essential Personal Mask Wearing SOP
Page 26	Essential Personal Chemical SOP

SECTION 3 – COVID-19 PANDEMIC PLAN

Page 29	Pandemic Plan – Key Information
Page 36	Pandemic Plan – Approved Chemicals
Page 41	Pandemic Flu Planning Resources Web Links

SECTION 4 – COVID-19 SIGNAGE

Page 43	Social Distancing Illustration (AFV, ADC)
Page 45	Social Distancing Sign (AFV, ADC)
Page 47	Social Distancing Floor Sign
Page 48	Covid-19 Fact Sheet Sign (AFV, ADC, No Brand)
Page 51	Social Distancing Signage KIT
Page 60	Guidance on the Essential Critical Infrastructure
Page 61	DHS Essential Worker Travel Document
Page 62	CDC Mask Wearing Sign
Page 63	DIY Mask Signs
Page 65	Covid-19 Digital Sign
Page 66	Pandemic Plan Revision

IMPORTANT NOTE: This covid-19 manual was developed for use by the American Food and Vending Corporate Safety Team for use in the field by all personnel and supersedes ALL previous versions. While the Corporate Safety Team will continue to monitor and improve upon this manual as required, it is the responsibility of local management to implement it and ensure compliance. This manual is distributed electronically but a printed copy, with any applicable updates, must be maintained at all operating location.



SECTION 1

ABOUT THIS GUIDE

Page 4	Introduction
Page 5	How to Make the Best Use of this Guide
Page 6	Covid-19 Safety Statement
Page 7	Covid-19 Mitigation Statement



Introduction

American Food & Vending has been on the front lines of the coronavirus (Covid-19) response since it first emerged. We have business continuity and pandemic plans in place and we are working 24/7 to ensure that our teams have the right tools and information to reduce transmission risk and mitigate any suspected or confirmed cases, whether at work or at home.

American Food & Vending recognizes that all organizations have a role to play to address Covid-19. By working with our clients and mobilizing all of our employees, we can help to reduce the spread of this virus and mitigate its impact.

We are counting on all of our associates to take a safety first attitude, but your role as part of the American Food and Vending Team is vitally important, and therefore, expected. We simply cannot achieve our goals of operational excellence and preferred employer status unless safety is given as much importance as customer satisfaction.

Our Covid-19 program is a spotlight on Safety and reflects the Center of Disease Control (CDC) Covid-19 recommendation in every facet of our lives. We promote safety on the job, and safety at home.

These combined will keep us safe for life. Safety at work is the focus of this manual. Yet many of the things taught should be practiced off the job too, such as social distancing, frequent handwashing and following CDC & FDA recommendations. Additional topics dealing with safety at some will be covered regularly through communications such as the monthly 'We Value Safety Training.

This guide is our Covid-19 Mitigation Program, which will help us identify what needs to be done, provides you with the information and tools necessary to mitigate exposure to Covid-19, and respond appropriately if someone is exposed.

It is your responsibility to follow the Covid-19 policies and procedures contained in this manual. By doing so, you can take pride in knowing that your efforts will contribute to the overall success of our company and achieve our health and safety goals.



Covid-19 Safety Statement

How to Make Best Use of this Guide

Use this guide to:

- Standardize safety orientation for all associates.
- Determine the safety training required at your operation.
- Set and enforce safety behavior and activities at your location.
- Share and encourage cooperative safety efforts with our clients who want to be involved.
- Avoid confusion about what steps to take ensuring compliance with CDC and FDA.
- Control and Mitigate Covid-19 exposure.

This guide has been developed to provide you with a quick reference to the tools needed to operate a Covid-19 safe workplace. It takes you from new associate orientation all the way through returning an associate to work under Covid-19 restrictions.

The guide follows a checklist format with corresponding explanations.



Covid-19 Safety Statement

Best Practice is defined as “the preferred or best way of putting an element of the Group’s strategy in place.” Best practices should always change as a company evolves and finds safer, better and more efficient ways of doing business. This is part of what we mean when we talk about moving American Food & Vending from “good to great”!

Therefore, it is vital that we have a Covid-19 safety standard, which we observe, and continually look for ways to improve upon.

Safe work practices are essential to achieving Operational Excellence, being a Safe Employer and providing superior Customer Satisfaction. By completing each task in a safe manner, associates are protecting themselves, the people who work with them, and the customers they serve, supporting our “Passion for Food Service Excellence”.

In order to encompass all American Food & Vending shared responsibilities involved in providing a safe workplace, American Food & Vending has established an Covid-19 Mitigation Program. American Food & Vending has reviewed this program and endorses all of its segments.

The program includes job training and instruction concerning safe and healthy work practices, a system for investigating work-related incidents and procedures for identifying, evaluating and correcting unsafe work conditions.

By working together, the American Food & Vending Family can accomplish our goal of mitigating on-the-job Covid-19 exposure. Your part is to follow our safety rules and perform tasks in a manner that will minimize the exposure. Our part is to do everything in our power, working in partnership with our clients, to provide you with the safest workplace possible. Together, our efforts will ensure that no associate or customer suffers the misfortune of exposure to Covid-19.



Covid-19 Mitigation Statement

It is your responsibility to report all symptoms as outlined in the American Food & Vending Covid-19 Questionnaire at once to your immediate supervisor. These questions will be read daily to any Associates working in our American Food & Vending location before entry is allowed.

This includes all non-American Food and Vending team members such as Temporary Associates and or Guest Restaurant Associates and American Food and Vending team members visiting from any other American Food and Vending facility or location.

To ensure continuity of operations of essential functions, American Food & Vending is following the Center for Disease Control (CDC) requirements <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html> which outline the steps required if personnel of critical infrastructure have been potentially exposed to Covid-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.

If an associate working for American Food & Vending is in violation of any of these standards send an e-mail to flu@afvusa.com and immediately call the American Food & Vending Director of Safety at 314-330-2466 and do not admit the person to the facility.

Should you have any questions or suggestions, please speak to your immediate supervisor or call the American Food & Vending Corporate Office Human Resource Department at 315-457-9950 or feel free to call the Director of Safety at 314-330-2466.



SECTION 2

COVID-19 STANDARD

Page 9	AFV66-A Employee Health Reporting Form
Page 17	Covid-19 Questionnaire
Page 20	Covid-19 – Questionnaire Memo
Page 21	Essential Personal Temperature Screening SOP
Page 23	Essential Personal Symptom Screening SOP
Page 25	Essential Personal Mask Wearing SOP
Page 28	Essential Personal Chemical SOP

AFV66-A Employee Health - Covid-19 Reporting Form

1.0 Purpose

The purpose of this agreement is to ensure that food employees notify the person in charge when they experience any of the conditions listed so that their supervisor can take appropriate steps to prevent the transmission of Covid-19.

2.0 Scope

This policy is applicable to all American Food & Vending employees, and includes all non-American Food and Vending team members such as Temporary Associates and or Guest Restaurant Associates working in American Food and Vending Operations.

3.0 Policy

Every Associate working in an American Food and Vending operation agrees to report and to fill out a Covid-19 Reporting Form which will administered by the on site Management Team.

If an associate working for American Food and Vending answers “yes” to any of these question on the Covid-19 Reporting Form, the manager has to send an e-mail to flu@afvusa.com and immediately call the American Food and Vending Director of Safety at 314-330-2466 and do not admit the person to the facility.

1. Have you, someone living in your household, or someone you are caring for, been diagnosed or been tested for COVID-19 (Coronavirus) within the last 24 hours or had any close contact with a confirmed case of COVID-19?
Yes No
 - ✓ **Note:** Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated (<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact>). Please note that CDC Guidelines vary, but due of some jurisdictional mandates American Food & Vending has adopted the most stringent close contact standard.
 - ✓ Please contact the Director of Safety at 314-330-2466, with any question pertaining to the subject above.
2. Have you or someone living in your household, or someone you are caring for returned from, or made a connection through, a CDC Level 3 or Level 2 country, in the last 14 days.
Yes No
 - ✓ **Note:** The CDC recommends that travelers avoid all nonessential travel to all global destinations <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>
 - ✓ Please contact the Director of Safety at 314-330-2466, with any question pertaining to the subject above
3. Do you currently or have you had within the last 24 hours, any cold or flu symptoms * including fever greater than 100.4?
Yes No
 - ✓ **Note:** The CDC indicates that Symptoms of COVID-19 include, but are not limited to: cough, shortness of breath or difficulty breathing, fever, chills, muscle/body ache, sore throat, fatigue, headache, congestion or runny nose, nausea or vomiting, diarrhea, or new loss of taste or smell <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
 - ✓ Please contact the Director of Safety at 314-330-2466, with any question pertaining to the subject above
 - ✓ *Please note, if you suffer from seasonal allergies or a chronic pre-existing symptom such as a cough, these should not be included in consideration of your answer to this question
4. Leave work if they develop these symptoms while at the workplace.
5. Shield coughs and sneezes with a tissue, elbow, or shoulder (not the bare hands).
6. Wash hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer.
7. Maintain Social Distancing of 6 feet or more at all time and wear a Company provided Face Mask
8. Associates must use staggered breaks in designated break areas & maintain 6 feet of Social Distancing at all times.
9. Operations in New York use the Covid-19 Questionnaire NY State mandate, please refer to the Covid-19 Manual page 17!

AFV66-A Employee Health - Covid-19 Reporting Form (CONTINUED)

3.0 Policy (continued)

In addition to these general guidelines, we are requiring all non-American Food and Vending team members such as Temporary Associates and or Guest Restaurant Associates to complete the Covid-19 Reporting Form prior to entering our facilities to certify:

- They have not been diagnosed with Covid-19 (Coronavirus) or had any contact with a confirmed case of Covid-19.
- They, members of their household or intimate partners have not returned from, or made a connection through, a CDC Level 3 or Level 2 country, in the last 14 days.
- They have not exhibited any cold or flu symptoms including fever greater than 100.4 in the last 24 hours.

Sick associates must comply with the following standard.

- When an Associate is sick (not with the flu) they are required to go home immediately!
 - Manager must send an e-mail to flu@afvusa.com immediately and call the American Food and Vending Director of Safety at 314-330-2466
 - When Employees **who have not been tested** and show symptoms of acute respiratory illness are recommended to stay home and be excluded from work until they
 - ✓ **One:** are free of fever (100.4° F [38.0° C] or greater using an oral thermometer) for at least 1 day (24 hours), without the use of fever-reducing or other symptom-altering medicines.
 - ✓ **Two:** are free of any other related symptoms (i.e., cough and/or shortness of breath) for at least 1 day (24 hours), without the use of symptom-altering medicines (e.g. cough suppressants)
 - ✓ **Three:** at least 5 days have passed since symptoms first appeared. Employees should notify their supervisor
 - Employees are encouraged to apply for any applicable benefits.
- Associate is sick with the regular flu (not covid-19) they are required to go home immediately!
 - Manager must send an e-mail to flu@afvusa.com immediately and call the American Food and Vending Director of Safety at 314-330-2466
 - Employees **who have not been tested** but show symptoms of acute respiratory illness are recommended to stay home and be excluded from work until they
 - ✓ **One:** are free of fever (100.4° F [38.0° C] or greater using an oral thermometer) for at least 1 day (24 hours), without the use of fever-reducing or other symptom-altering medicines.
 - ✓ **Two:** are free of any other related symptoms (i.e., cough and/or shortness of breath) for at least 1 day (24 hours), without the use of symptom-altering medicines (e.g. cough suppressants)
 - ✓ **Three:** at least 5 days have passed since symptoms first appeared. Employees should notify their supervisor
 - Employees are encouraged to apply for any applicable benefits.

AFV66-A Employee Health - Covid-19 Reporting Form (CONTINUED)

3.0 Policy (continued)

- When an Associate is sick with Covid-19 they are required to go home immediately!
 - Manager must send an e-mail to flu@afvusa.com immediately and call the American Food and Vending Director of Safety at 314-330-2466
- Employees diagnosed with Covid-19 regardless of vaccination status must comply with the following:
 - Associate must isolate for 5 days (where day 0 is the day symptoms started, or the day they test positive if asymptomatic).
 - Associate can end isolation after 5 days if they have remained symptom-free OR if symptoms are resolving and you are fever-free for 24 hours without the use of fever-reducing medication. (Loss of taste and smell may persist for weeks or months after recovery and should not delay the end of isolation.)
 - If associates symptoms have not improved after 5 days of isolation, they should wait to end their isolation until they are fever-free for 24 hours without the use of fever-reducing medication and their other symptoms have improved.
 - Associate must wear a well-fitting mask around other people at work and in public for 10 days (where day 0 is the day symptoms started, or day you test positive if asymptomatic).
 - If associate is moderately to severely immunocompromised, the must isolate for 10 days.
 - If associate is not able to wear mask, the must isolate for 10 days.
 - Associate should avoid people who are immunocompromised or at high risk for severe disease, and nursing homes and other high-risk settings, until after at least 10 days.
- Employees should notify their supervisor
- Employees are encouraged to apply for any applicable benefits.

Stricter Testing Strategy for Coronavirus (COVID-19) is required for *High-Density Critical Infrastructure Workplaces* after a COVID-19 Case Is Identified

<https://www.cdc.gov/coronavirus/2019-ncov/community/worker-safety-support/hd-testing.html>

- Associate which worked in close proximity to an American Food and Vending associate diagnosed with the Covid-19 are required to follow these standards!

Recommended testing is triggered by two possible scenarios:

1.Symptoms

According to the CDC guidance on “Symptoms of Coronavirus,” people with Covid-19 have had a wide range of symptoms reported, ranging from mild symptoms to severe illness. Symptoms of Covid-19 include, but are not limited to: cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, or new loss of taste or smell. (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>)

2.Close contact with someone who has:

- Tested positive
- Exhibited symptoms

AFV66-A Employee Health - Covid-19 Reporting Form (CONTINUED)

“Close contact” is defined as being both: (a) someone who was within 6 feet of an infected person; and (b) for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

Employees who have been in close contact with someone who has COVID-19—excluding people who have had COVID-19 within the past 3 months. (<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>)

- People who have tested positive for COVID-19 do not need to quarantine or get tested again for up to 3 months as long as they do not develop symptoms again. People who develop symptoms again within 3 months may need to be tested again if there is no other cause identified for their symptoms

To be clear: *if you were not less than six feet from the infected person for at least ten minutes, it is not recommended that you be tested.*

If you have not satisfied both prongs of the guideline above, you are not recommended to be tested. If, however, you nevertheless wish to be tested for your own peace of mind or other concern, American Food & Vending certainly encourages you to do that.

- When an Associate is sick with Covid-19 they are required to go home immediately!
 - Manager must send an e-mail to flu@afvusa.com immediately and call the American Food and Vending Director of Safety at 314-330-2466
- Employees diagnosed with Covid-19 regardless of vaccination status must comply with the following:
 - Associate must isolate for 5 days (where day 0 is the day symptoms started, or the day they test positive if asymptomatic).
 - Associate can end isolation after 5 days if they have remained symptom-free OR if symptoms are resolving and you are fever-free for 24 hours without the use of fever-reducing medication. (Loss of taste and smell may persist for weeks or months after recovery and should not delay the end of isolation.)
 - If associates symptoms have not improved after 5 days of isolation, they should wait to end their isolation until they are fever-free for 24 hours without the use of fever-reducing medication and their other symptoms have improved.
 - Associate must wear a well-fitting mask around other people at work and in public for 10 days (where day 0 is the day symptoms started, or day you test positive if asymptomatic).
 - If associate is moderately to severely immunocompromised, the must isolate for 10 days.
 - If associate is not able to wear mask, the must isolate for 10 days.
 - Associate should avoid people who are immunocompromised or at high risk for severe disease, and nursing homes and other high-risk settings, until after at least 10 days.
- Employees should notify their supervisor
- Employees are encouraged to apply for any applicable benefits.

AFV66-A Employee Health - Covid-19 Reporting Form (CONTINUED)

3.0 Follow Up Action Steps

- Associates that are not fully vaccinated* or fully vaccinated and eligible for a booster* but not yet boosted, quarantine for 5 days, where day 0 is the last date of exposure.
- Associates that are fully vaccinated and not yet eligible for a booster, no quarantine is required.
- Associate that are fully vaccinated and received the booster dose at least 2 weeks before the first date of exposure, no quarantine is required.
- Associates who have recovered from COVID-19 in the last 90 days, do not need to quarantine.
- Associates must wear a well-fitting mask around other people at work and in public for 10 days (where day 0 is the last day of exposure).
- When possible, associates should get tested at day 5. If the test positive, the must isolate according to the guidance above.
- If associate develops symptoms, the must isolate and get tested immediately. If they test positive, or if testing is not done, the must isolate according to the guidance above. If the test negative, test again after day 5 from exposure. If positive, isolate according to the guidance above. If negative, quarantine can end.

4.0 Follow Up Action Steps

- Leadership/Client Communication
 - Any reasonable suspicions and or confirmed Covid-19 diagnosis reported to flu@afvusa.com will be immediately communicated by the Director of Safety to the American Food and Vending Ownership, Senior Leadership (EVP's; RVP's; DM's), AFV Human Resources, AFV Sales Team, Client Contact. Local Health Department and co-workers which may have been exposed to Covid-19.
 - ***NOTE: Employee Name and or any details that could lead to an employee's identification, including schedule, and or department cannot be released due of federal health privacy laws!***
- Quarantine and Cleaning
 - Food Operation; Vending Branches, AFV Corporate Office should have the affected immediate areas temporary closed, until the operation has been properly cleaned, sanitized and disinfected by a professional cleaning company.
 - **NOTE: Only affected areas need to be temporary closed until properly cleaned, sanitized and disinfected. Areas not affected in a operation can maintain open!**
 - Affected areas can also be cleaned, sanitized and disinfected by an AFV Associates, as long as the AFV Associate has the appropriate PPE's to clean, sanitize and disinfect the affected areas. (<https://www.cdc.gov/coronavirus/2019ncov/community/organizations/cleaning-disinfection.html>)
 - All AFV Associates tasked with cleaning, sanitizing and disinfecting the affected areas must comply with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030external icon](https://www.osha-slc.gov/29CFR1910.1030)), including proper disposal of regulated waste, and PPE use as outlined by OSHA ([29 CFR 1910.132external icon](https://www.osha-slc.gov/29CFR1910.132)); <https://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html>

AFV66-A Employee Health - Covid-19 Reporting Form (CONTINUED)

➤ **Company Standard Compliance/Recommendations**

On-site Management must ensure that American Food & Vending recommendation and requirements are adhered to at all times, which are as follows:

➤ **Physical Distancing**

- ✓ Limit indoor capacity to the maximum occupancy as outlined in the Covid-19 State Tracking Sheet, being mindful that this may vary from state to state.
- ✓ All indoor and outdoor tables with seating for customers must be separated by a minimum of 6ft. in all direction. Wherever distancing is not feasible, physical barriers must be enacted between such table. (check your state specific requirements).
- ✓ Regardless of physical distance, employees must wear a company provided face mask at all times.
- ✓ Clearly signal 6ft. spacing in any lines for customers waiting to order, pick up food, be seated or use the restrooms, as well as in any pick-up of payment location.
- ✓ Designate entrances /exits for customers and separate entrance/exit for employees, where possible.
- ✓ Limit in person employee gatherings (e.g. staff meetings) to the greatest extent possible.

➤ **Protective Equipment**

- ✓ Ensure every associates are using a company provided face mask at no cost at the beginning of each shift and when needed.
- ✓ All associates must wear the face mask as outlined in the SOP and practice good hand hygiene as outlined in Section 3 in this Covid-19 Manual.
- ✓ All associates must be trained on how to put on and take off the disposable face mask as outlined in the face mask SOP.
- ✓ Sharing of object should be limited, as well as the touching of shared surfaces, if this is not possible associates must perform hand hygiene before and after contact.
- ✓ Associates who are bussing tables must wash their hands with soap/water and, if they wear gloves, replace the gloves before and after cleaning and disinfecting tables.

➤ **Hygiene, Cleaning and Disinfecting**

- ✓ Adhere to hygiene, cleaning and disinfecting requirements from the CDC (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>) and maintain logs that document date, time , and scope of cleaning as outlined in the link below:
 - <https://supportportal.afvusa.com/KnowledgeBase/Article/a8c0136d-46d4-401a-a15a-69872bc9f347>
- ✓ Provide and maintain hand hygiene stations including handwashing with soap, running warm water, and disposable paper towels, as well as an alcohol based hand sanitizer containing 60% or more alcohol for areas where handwashing is not available or practical.
- ✓ Provide and encourage employees to use cleaning and disinfection supplies for shared surfaces for use before and after use of these surfaces, followed by hand hygiene.

AFV66-A Employee Health - Covid-19 Reporting Form (CONTINUED)

- Hygiene, Cleaning and Disinfecting (continued)
 - ✓ Regularly clean and disinfect the establishment and more frequently clean and disinfect high risk areas used by many individuals and for frequently touched surfaces (e.g. restrooms). Cleaning and disinfection must be rigorous and ongoing and should occur at least after each shift, daily, or more frequently if needed and ideally every two hours.
 - ✓ Ensure that equipment is regularly cleaned and disinfected using registered disinfectants, including at least as often as employees change workstations. Refer to Section 3 to ensure that you have the American Food & Vending chemicals.
 - ✓ Before returning to work, complete pre-return checks and assessments of kitchen systems to ensure a healthy and safe environment.
 - <https://supportportal.afvusa.com/KnowledgeBase/Article/a8c0136d-46d4-401a-a15a-69872bc9f347>
 - ✓ Minimize sharing of kitchen equipment between staff (e.g. knives, pots, rags/towels), where possible.
 - ✓ Provide cleaning and disinfection of exposed areas in the event of an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high touch surfaces.
 - ✓ For take/out/delivery:
 - Provide hand hygiene stations for customers waiting for food and/or drinks.
 - Ensure staff wash hands with soap/water or use hand sanitizer; if staff use gloves, regularly replace them.
 - If pick up/delivery is indoors, ensure windows/doors are opened to allow for ventilation.
 - ✓ Ensure all condiments provided directly to customers are in single use disposable containers or reusable containers that are regularly cleaned/disinfected.
 - ✓ Use pre-packaged silverware or pre rolled silverware. Silverware must be pre rolled while wearing masks and gloves.
- Associate Communication
 - ✓ All associates must affirm that they have reviewed and understand the company issued industry guidelines, and that they will follow them. This should be done by using the AFV-9 Training Acknowledgment Form.
 - ✓ Post SOP's and cleaning standards to remind employees to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfection protocols and ensure that the acknowledge it on the Essential Personal Screening Sheet.
 - ✓ Immediately notify the state and local health department if a worker was in close contact with others and tests positive for COVID-19.
 - ✓ Cooperate with contact tracing efforts, including notification of potential contacts in the workplace, while maintaining confidentiality required by state and federal law and regulations.
 - ***NOTE: Employee Name and or any details that could lead to an employee's identification, including schedule, and or department cannot be released due of federal health privacy laws***

AFV66-A Employee Health - Covid-19 Reporting Form (CONTINUED)

- Screening
 - ✓ Implement American Food & Vending mandatory daily health screening practices (e.g. questionnaire, temperature check etc.) which all employees must comply with.
 - ✓ Use American Food & Vending Covid-19 Questionnaire as outlined in Section 2 of the Covid-19 Manual.
 - ✓ Designated Supervisor must confirm daily that associates have filled out the Covid-19 Questionnaire/Covid-19 Essential Personal Screening Sheet.
- Fully Vaccinated Associates

Effectively May 19, 2021 fully vaccinated associates can resume activities without wearing a mask or physically distancing, **except** where required by federal, state, local, tribal, or territorial laws, rules, and regulations, **including local business and workplace guidance**.

 - ✓ If you are visiting an American Food & Vending operation where the state or local government have announced restrictions will continue, you will be expected to comply with those orders.
 - ✓ While we are not requiring associates to be vaccinated, we strongly encourage you to consider doing so, so you can enjoy working in our operations safely and without a mask. The reason restrictions are being lifted is due to the effectiveness and safeness of the vaccine (Pfizer, Moderna and Johnson & Johnson), and we want all American Food & Vending associates to stay safe and healthy.

Also, please note the following:

- Vaccination status continues to be on the “honor system,” and you will not be required to show a vaccine card or otherwise prove you are fully vaccinated.
- Harassment or discrimination of American Food & Vending associates based on vaccination status will not be tolerated.
- We expect that all American Food & Vending associates will comply for the health and safety of themselves as well as their fellow associates.

Fully vaccinated associates are required to continue to practice social distancing where possible, sanitize their hands frequently and continue to fill out the daily Covid-19 questionnaire.

Quarantine and Isolation Calculator

https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fif-you-are-sick%2Fquarantine.html#

5.0 Accountability

On site Management Team, District Manager

6.0 Exceptions

No exceptions.

7.0 Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.



Covid-19 Questionnaire

These questions will be read daily to any Associates working in our American Food and Vending location before entry is allowed. This includes all non-American Food and Vending team members such as Broadline Vendor Associates (Distributor/ Supplier) and or Temporary Associates and or Guest Restaurant Associates and American Food and Vending team members visiting from any other American Food and Vending facility or location.

This questionnaire will be utilized and administered until further notice by the on site Management Team. All Associates, Visitors and Broadline Vendor must comply with our Social Distancing and Mask Mandate as outlined by the Center for Disease Control (CDC) and the Covid-19 Manual.

If an associate working for American Food and Vending answers “yes” to any of these questions, send an e-mail to flu@afvusa.com and immediately call the American Food and Vending Director of Safety at 314-330-2466 and do not admit the person to the facility.

1. Have you, someone living in your household, or someone you are caring for, been diagnosed or been tested for COVID-19 (Coronavirus) within the last 24 hours or had any close contact with a confirmed case of COVID-19?

Yes ☐ No ☐

- ✓ **Note:** Close contact is defined as follows: Someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated. Please note that CDC Guidelines vary, but due of some jurisdictional mandates American Food & Vending has adopted the most stringent close contact standard.
- ✓ Please contact the Director of Safety at 314-330-2466, with any question pertaining to the subject above.

2. Have you or someone living in your household, or someone you are caring for returned from, or made a connection through, a CDC Level 3 or Level 2 country, in the last 14 days.

Yes ☐ No ☐

- ✓ **Note:** The CDC recommends that travelers avoid all nonessential travel to all global destinations <https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html>
- ✓ Please contact the Director of Safety at 314-330-2466, with any question pertaining to the subject above

3. Do you currently or have you had within the last 24 hours, any cold or flu symptoms * including fever greater than 100.4?

Yes ☐ No ☐

- ✓ **Note:** The CDC indicates that Symptoms of COVID-19 include, but are not limited to: cough, shortness of breath or difficulty breathing, fever, chills, muscle/body ache, sore throat, fatigue, headache, congestion or runny nose, nausea or vomiting, diarrhea, or new loss of taste or smell
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

- ✓ Please contact the Director of Safety at 314-330-2466, with any question pertaining to the subject above
- ✓ *Please note, if you suffer from seasonal allergies or a chronic pre-existing symptom such as a cough, these should not be included in consideration of your answer to this question

Name: _____

Date: _____

Signature: _____



Covid-19 Questionnaire (CONTINUED)

CDC COVID-19 TRAVEL RISK ASSESSMENT LEVEL

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel- notices.html>

Note: American Food and Vending must notify clients immediately if an American Food and Vending associate and or someone living in their household, or someone they are caring for working for has been diagnosed or tested with Covid-19.

Page 1 of this Covid-19 Questionnaire to be administrated daily to non-American Food and Vending team members such as Temporary Associates, Guest Restaurant Associates and American Food and Vending team members visiting from any other American Food and Vending facility or location by an American Food and Vending Management Team Member/Supervisor at the on site location.

On site American Food and Vending Associates must sign the Covid-19 Questionnaire once and thereafter only, if an associate shows signs as outlined in the AFV 66-A Policy / Employee Health - Covid-19 Reporting Form.

If a associate working for American Food and Vending answers “yes” to any of these questions, send an e-mail to flu@afvusa.com and immediately call the American Food and Vending Director of Safety at 314-330-2466 and do not admit the person to the facility.

Any CDC COVID-19 TRAVEL RISK ASSESSMENT updated, will be managed by the Director of Safety.

Page 1 of the Covid-19 Questionnaire to be filed on site for 1 year.



New York Only!



New York State requires that each essential business Implements a mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors.

If an associate working for American Food and Vending answers “yes” to any of these questions, send an e-mail to flu@afvusa.com and immediately call the American Food and Vending Director of Safety at 314-330-2466 and do not admit the person to the facility.

1. Have you had COVID-19 symptoms in past 14 days

➤ *Note: The CDC indicates that Symptoms of COVID-19 include, but are not limited to: cough, shortness of breath or difficulty breathing, fever, chills, muscle/body ache, sore throat, fatigue, headache, congestion or runny nose, nausea or vomiting, diarrhea, or new loss of taste or smell*

☐ Yes

☐ No

2. Have you had a Positive COVID-19 test in past 14 days

☐ Yes

☐ No

3. Have you had close contact with confirmed or suspected COVID-19 case in past 14 days

☐ Yes

☐ No

Name: _____

Date: _____

Signature: _____

Covid-19 Questionnaire to be filed on site for 1 year.

Covid-19 – Questionnaire Memo

Important Memo

To: All American Food & Vending, American Dining Creations
From: Director of Safety
CC: RVP's, DM's, Corporate Executive Chef, R&D Corporate Executive Chef; Human Resources
Date: 04-16-2020
Re: Covid-19 Questionnaire Memo

American Food & Vending Team,

Many of our clients (both café and refreshment) are and will be asking everyone coming into their premises (including all of our employees) to complete a Covid-19 questionnaire.

To eliminate the risk of miscommunication all AFV/ADC associates must check with their supervisor before answering "yes" to any such questions, as this could result in unintended consequences.

Exposure to Covid-19 can be mitigated by following American Food & Vending Covid-19 prevention standards, which includes the following:

- 1) Stay home if you, someone living in your household, an intimate partner, or someone you are caring for, been diagnosed with COVID-19 (Coronavirus) or has any contact with a confirmed case of COVID-19.
- 2) Self-quarantine if you or someone living in your household, or someone you are caring for returned from, or made a connection through, a CDC Level 3 or Level 2 country, in the last 14 days.
- 3) Stay home if you currently have, or have you had within the last 24 hours, any cold or flu symptoms including fever greater than 100.4.
- 4) Stay home if you have been in contact with anyone who exhibited COVID symptoms or tested positive.

This said, please note that the definition of close contact is:

"Being closer than six (6) feet (approximately two (2) meters) from 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.**"

All previous advisories about how to protect yourself, self-monitor and avoid exposing others to any illness you may have are doubly important now. In addition to all precautions already in place your clients and or state may require you to adhere additional standards such as wearing mask, etc.

In closing please reach out to Peter Kestler with any question in regards of these new standard operation procedures, thank you.

Respectfully,

Peter Kestler
Director of Safety
314-330-2466
pkestler@afvusa.com

Essential Personal 'Temperature Screening SOP'

Employers should measure the employee's temperature and assess symptoms prior to them starting work. Ideally, temperature checks should happen before the individual enters the facility.

To ensure continuity of operations of essential functions, American Food & Vending is following the Center for Disease Control (CDC) requirements <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html> which outline the steps required if personnel of critical infrastructure have been potentially exposed to Covid-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.

INSTRUCTIONS:

1. Train all employees on using the procedures in this SOP.
2. Follow Center for Disease Control (CDC), State or local health department requirements.
3. Follow Center for Disease Control (CDC) Social Distancing of 6 feet at all times.
4. Post handwashing signs or posters in a language understood by all foodservice staff near all handwashing sinks, in food preparation areas, and restrooms.
5. Use designated handwashing sinks for handwashing only. Do not use food preparation, utility, and dishwashing sinks for handwashing.
6. Follow proper handwashing procedures as indicated below:
 - * *Wet hands and forearms with warm, running water at least 110 °F and apply soap.*
 - * *Scrub lathered hands and forearms, under fingernails, and between fingers for at least 10-15 seconds.*
 - * *Rinse thoroughly under warm running water for 5-10 seconds.*
 - * *Dry hands and forearms thoroughly with single-use paper towels.*
 - * *Dry hands for at least 30 seconds if using a warm air hand dryer.*
 - * *Turn off water using paper towels.*
 - * *Use paper towel to open door when exiting the restroom.*
7. Turn on the thermometer.
8. Gently sweep the thermometer across the associates forehead.
9. Remove the thermometer and read the number:
 - * ***Fever:*** Any temperature 100.4 °F or greater is considered a fever.
 - * ***No fever:*** People with temperatures at or below 100.3 °F may continue into the operation using normal procedures.
10. Clean the thermometer with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each associate.
11. Document Temperature the daily temperature reading on the Screening Sheet
 - * *Any Associate with a Fever of 100.4 °F must be sent home immediately.*
 - * *Any Associate with a Fever of 100.4 °F must be reported to flu@afvusa.com*
 - * *Any areas touched by an associates with a fever must be thoroughly cleaned, sanitized and disinfected while using corresponding PPE's*



Essential Personal 'Temperature Screening SOP' (CONTINUED)

MONITORING:

1. A designated employee will administer the temperature screenings to all associates prior of being allowed to enter the operation.
***Work with your Facility / Security Team to allow them to administer the Temperature Screening before allowing associates to be allowed to enter the operation*
2. The designated employee will ensure that the thermometer is being used and cleaned as outlined in the SOP.

CORRECTIVE ACTION:

1. Retrain designated employee found not following the procedures in this SOP.
2. Ask employees with a Fever of 100.4 °F to go home immediately as outlined in the AFV 66A Policy
3. Retrain employee to ensure compliance with the Center for Disease Control (CDC) requirements for essential Personnel.

VERIFICATION AND RECORD KEEPING:

The manager will complete the Covid-19 Screening Sheet daily for AFV Essential Personal and it is to be kept on file for a minimum of 1 year

- ✓ American Food & Vending Essential Personal Screening Sheet and Standard Operation Procedures (SOP) are available on the Virtual Office Front Page. (example below)

American Food and Vending Essential Personal Screening Sheet						
Associates Full Name (please print)						Month of April
DAY	TEMPERATURE SCREENING <small>Fellou Temperature Screening SOP</small>	SYMPTOM SCREENING <small>Fellou Covid-19 Questionnaire</small>	SOCIAL DISTANCING TRAINING <small>Fellou Social Distancing Poster</small>	CHEMICAL COMPLIANCE <small>Fellou Chemical Cleaning Manual</small>	PPE COMPLIANCE <small>Fellou Mask SOP</small>	SUPERVISOR ACK <small>must be initiated daily</small>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

Any discrepancies of this Screening Sheet must be communicated via e-mail to safety@afvusa.com immediately!
 This Essential Personal Sheet must be filled out daily, initiated by a Supervisor and kept on file for 1 years.

Essential Personal 'Symptom Screening SOP'

These questions will be read daily to any Associates working in our American Food and Vending location before entry is allowed. This includes all non-American Food and Vending team members such as Temporary Associates and or Guest Restaurant Associates and American Food and Vending team members visiting from any other American Food and Vending facility or location.

To ensure continuity of operations of essential functions, American Food & Vending is following the Center for Disease Control (CDC) requirements <https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html> which outline the steps required if personnel of critical infrastructure have been potentially exposed to Covid-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.

INSTRUCTIONS:

1. Train all employees on using the procedures in this SOP.
2. Follow Center for Disease Control (CDC), State or local health department requirements.
3. Follow Center for Disease Control (CDC) Social Distancing of 6 feet at all times.
4. Post handwashing signs or posters in a language understood by all foodservice staff near all handwashing sinks, in food preparation areas, and restrooms.
5. Use designated handwashing sinks for handwashing only. Do not use food preparation, utility, and dishwashing sinks.
6. Follow proper handwashing procedures as indicated below:
 - * *Wet hands and forearms with warm, running water at least 110 °F and apply soap.*
 - * *Scrub lathered hands and forearms, under fingernails, and between fingers for at least 10-15 seconds.*
 - * *Rinse thoroughly under warm running water for 5-10 seconds.*
 - * *Dry hands and forearms thoroughly with single-use paper towels.*
 - * *Dry hands for at least 30 seconds if using a warm air hand dryer.*
 - * *Turn off water using paper towels.*
 - * *Use paper towel to open door when exiting the restroom.*
7. Have you, someone living in your household, or someone you are caring for, been diagnosed or been tested for COVID-19 (Coronavirus) within the last 24 hours or had any close contact with a confirmed case of COVID-19?
 - * ***YES: DO NOT ADMIT THE PERSON TO THE FACILITY!***
 - * ***NO.....MOVE TO THE NEXT QUESTION***
8. Have you or someone living in your household, or someone you are caring for returned from, or made a connection through, a CDC Level 3 Level 2 country, in the last 14 days.
 - * ***YES: DO NOT ADMIT THE PERSON TO THE FACILITY!***
 - * ***NO.....MOVE TO THE NEXT QUESTION***



Essential Personal ‘Symptom Screening SOP’ (CONTINUED)

9. Do you currently have, or have you had within the last 24 hours, any cold or flu symptoms including fever greater than 100.4?

*** YES: DO NOT ADMIT THE PERSON TO THE FACILITY!**

*** NO.....MOVE TO THE NEXT QUESTION**

10. If a associate working for American Food and Vending answers “yes” to any of these questions, send an e-mail to flu@afvusa.com and immediately call the American Food & Vending Director of Safety at 314-330-2466 and do not admit the person to the facility.

MONITORING:

1. A designated employee will administer the questionnaire screenings to all associates prior of being allowed to enter the operation.
2. The designated employee will ensure that the thermometer is being used and cleaned as outlined in the SOP.

CORRECTIVE ACTION:

1. Retrain designated employee found not following the procedures in this SOP.
2. Retrain employee to ensure compliance with the Center for Disease Control (CDC) requirements for essential Personnel.

VERIFICATION AND RECORD KEEPING:

The manager will complete the Covid-19 Screening Sheet daily for AFV Essential Personal and it is to be kept on file for a minimum of 1 year

- ✓ American Food & Vending Essential Personal Screening Sheet and Standard Operation Procedures (SOP) are available on the Virtual Office Front Page. (example below)

American Food and Vending Essential Personal Screening Sheet						
Associates Full Name (please print)						Month of April
DAY	TEMPERATURE SCREENING <small>Fellow Temperature Screening SOP</small>	SYMPTOM SCREENING <small>Fellow Covid-19 Questionnaire</small>	SOCIAL DISTANCING TRN <small>Fellow Social Distancing Poster</small>	CHEMICAL COMPLIANCE <small>Fellow Chemical Cleaning Protocol</small>	PPE COMPLIANCE <small>Fellow Mask SOP</small>	SUPERVISOR ACK <small>mark to be initiated daily</small>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

Any discrepancies of this Screening Sheet must be communicated via e-mail to safety@afvusa.com immediately!
This Essential Personal Sheet must be filled out daily, initiated by a Supervisor and kept on file for 1 year.

Essential Personal 'Mask Wearing SOP'

Employees are required to wear unaltered, Company provided free of charge masks as a precautionary measure to protect yourself, coworkers and guests, against spreading or contracting the Covid19 Coronavirus. Masks must be worn by Customers in all public places, including offices, warehouses and whenever providing services at customer accounts and in close proximity with others. This is mandatory until further notice. There are no exceptions.

COVID-19 spreads mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, talks, or raises their voice (e.g., while shouting, chanting, or singing). These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

1. Train all employees on using the procedures in this SOP.
2. Follow Center for Disease Control (CDC), State or local health department requirements.
3. Follow Center for Disease Control (CDC) Social Distancing of 6 feet at all times.
4. Post handwashing signs or posters in a language understood by all foodservice staff near all handwashing sinks, in food preparation areas, and restrooms.
5. Use designated handwashing sinks for handwashing only. Do not use food preparation, utility, and dishwashing sinks for handwashing.
6. Follow proper handwashing procedures as indicated below:
 - * *Wet hands and forearms with warm, running water at least 110 °F and apply soap.*
 - * *Scrub lathered hands and forearms, under fingernails, and between fingers for at least 10-15 seconds.*
 - * *Rinse thoroughly under warm running water for 5-10 seconds.*
 - * *Dry hands and forearms thoroughly with single-use paper towels.*
 - * *Dry hands for at least 30 seconds if using a warm air hand dryer.*
 - * *Turn off water using paper towels.*
 - * *Use paper towel to open door when exiting the restroom.*
7. Check for defects in the face mask, such as tears or broken loops.
8. Position the colored side of the surgical mask outward
9. If the mask has:
 - * ***Ear loops:*** *Hold the mask by both ear loops and place one loop over each ear.*
 - * ***Ties:*** *Hold the mask by the upper strings. Tie the upper strings in a secure bow near the crown of your head. Tie the bottom strings securely in a bow near the nape of your neck.*
 - * ***Dual elastic bands:*** *Pull the top band over your head and position it against the crown of your head. Pull the bottom band over your head and position it against the nape of your neck.*
10. Mold the bendable metallic upper strip to the shape of your nose by pinching and pressing down on it with your Fingers.
11. Pull the bottom of the mask over your mouth and chin.

Essential Personal ‘Mask Wearing SOP’ (CONTINUED)

12. Don’t touch the mask once in position.

13. If the mask gets soiled or damp, replace it with a new one.

14. Do Not:

- * touch the mask once it’s secured on your face, as it might have pathogens on it*
- * dangle the mask from one ear*
- * hang the mask around your neck*
- * crisscross the ties*
- * reuse single-use masks*

If you have to touch the face mask while you’re wearing it, wash your hands first. Be sure to also wash your hands afterward, or use hand sanitizer

15. Before you take off the mask, wash your hands well or use hand sanitizer.

16. Avoid touching the mask itself, as it could be contaminated. Hold it by the loops, ties, or bands only.

17. Carefully remove the mask from your face once you:

- * unhook both ear loops, or*
- * untie the bottom bow first, followed by the top one, or*
- * remove the bottom band first by lifting it over your head, then do the same with the top band*

18. Holding the mask loops, ties, or bands, discard the mask by placing it in a covered trash bin.

19. After removing the mask, wash your hands thoroughly or use hand sanitizer

MONITORING:

- 1.** A designated employee will ensure that all associates working in our facility are wearing mask prior of being allowed to enter the operation.
- 2.** The designated employee will ensure that the masks are being used and cleaned as outlined in the SOP.

CORRECTIVE ACTION:

- 1.** Retrain designated employee found not following the procedures in this SOP.
- 2.** Retrain employee to ensure compliance with the Center for Disease Control requirements for essential Personnel.

VERIFICATION AND RECORD KEEPING:

The manager will complete the Covid-19 Screening Sheet daily for AFV Essential Personal and it is to be kept on file for a minimum of 1 year



Essential Personal ‘Mask Wearing SOP’ (CONTINUED)

- ✓ American Food & Vending Essential Personal Screening Sheet and Standard Operation Procedures (SOP) are available on the Virtual Office Front Page. (example below)

American Food and Vending Essential Personal Screening Sheet						
Associates Full Name (please print)			Month of April			
DAY	TEMPERATURE SCREENING <small>Fellau Temperature Screening SOP</small>	SYMPTOM SCREENING <small>Fellau Covid-19 Questionnaire</small>	SOCIAL DISTANCING TRAINING <small>Fellau Social Distancing Poster</small>	CHEMICAL COMPLIANCE <small>Fellau Chemical Cleaning Manual</small>	PPE COMPLIANCE <small>Fellau Mask SOP</small>	SUPERVISOR ACK <small>must be initialed daily</small>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

Any discrepancies of this Screening Sheet must be communicated via e-mail to safety@afvusa.com immediately!
This Essential Personal Sheet must be filled out daily, initialed by a Supervisor and kept on file for 1 year.

Essential Personal ‘Chemical SOP’

Clean Must Be Cleaner during a Pandemic. When cleaning for a pandemic, it is extremely important to clean thoroughly and completely. The standards for “clean” that are currently considered acceptable would no longer be acceptable during a pandemic outbreak. New chemicals and new application methods are the only way to ensure that hidden germs and viruses will be eliminated from the infected facility.

To ensure continuity of operations of essential functions, American Food & Vending is following the Center for Disease Control (CDC) Requirements which outline the steps required if personnel of critical infrastructure have been potentially exposed to Covid-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.

<https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>

1. Train all employees on using the procedures in this SOP.
2. Follow Center for Disease Control (CDC), State or local health department requirements.
3. Follow Center for Disease Control (CDC) Social Distancing of 6 feet at all times.
4. Post handwashing signs or posters in a language understood by all foodservice staff near all handwashing sinks, in food preparation areas, and restrooms.
5. Use designated handwashing sinks for handwashing only. Do not use food preparation, utility, and dishwashing sinks for handwashing.
6. Follow proper handwashing procedures as indicated below:
 - * *Wet hands and forearms with warm, running water at least 110 °F and apply soap.*
 - * *Scrub lathered hands and forearms, under fingernails, and between fingers for at least 10-15 seconds.*
 - * *Rinse thoroughly under warm running water for 5-10 seconds.*
 - * *Dry hands and forearms thoroughly with single-use paper towels.*
 - * *Dry hands for at least 30 seconds if using a warm air hand dryer.*
 - * *Turn off water using paper towels.*
 - * *Use paper towel to open door when exiting the restroom.*
7. Check the SDS for PPE requirements before starting your cleaning, sanitation, and disinfection of the area to be cleaned.
 - * *PPEs must be worn as outlined on the Chemical SDS - NO EXCEPTIONS!*
8. All hard surfaces high traffic touch points must be cleaned, sanitized and disinfected with a cleaning solution that is capable of neutralizing the Covi-19 virus.
9. American Food & Vending has identified the following cleaners that can be used against Covid-19
 - **ECOLAB CLEANERS**
 - * *14 Plus Antibacterial All Purpose Cleaner (#6100920)*
 - * *20 Neutral Disinfectant Cleaner (#6100469)*
 - * *A-456 II Disinfectant Cleaner (#6166931)*
 - * *Multi-Purpose Infecting Wipes (#610858)*
 - * *Neutral Disinfectant Cleaner (#6101205)*



Essential Personal 'Chemical SOP'

Essential Personal 'Chemical SOP' (CONTINUED)

**BLEACH

**Must be authorized by the Director of Safety.*

** Check with the onsite Environmental Health and Safety EHS Team*

**Bleach Training must be completed and documentation emailed to safety@afvusa.com*

MONITORING:

1. A designated employee will ensure that all associates working in our facility are wearing mask prior of being allowed to enter the operation.
2. The designated employee will ensure that the masks are being used and cleaned as outlined in the SOP.

CORRECTIVE ACTION:

1. Retrain designated employee found not following the procedures in this SOP.
2. Retrain employee to ensure compliance with the Center for Disease Control requirements for essential Personnel

VERIFICATION AND RECORD KEEPING:

The manager will complete the Covid-19 Screening Sheet daily for AFV Essential Personal and it is to be kept on for a minimum of 1 year

- ✓ American Food & Vending Essential Personal Screening Sheet and Standard Operation Procedures (SOP) are available on the Virtual Office Front Page. (example below)

American Food and Vending Essential Personal Screening Sheet						
Month of April						
Associates Full Name (please print)						
DAY	TEMPERATURE SCREENING <small>Fellow Temperature Screening SOP</small>	SYMPTOM SCREENING <small>Fellow Covid-19 Symptom Screening</small>	SOCIAL DISTANCING TRAINING <small>Fellow Social Distancing Training</small>	CHEMICAL COMPLIANCE <small>Fellow Chemical Cleaning Process</small>	PPE COMPLIANCE <small>Fellow PPE SOP</small>	SUPERVISOR ACK <small>Must be initialed daily</small>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

Any discrepancies of this Screening Sheet must be communicated via e-mail to safety@afvusa.com immediately!
This Essential Personal Sheet must be filled out daily, initialed by a Supervisor and kept on file for 1 year.



SECTION 3

COVID-19 PANDEMIC PLAN

Page 31	Pandemic Plan – Key Information
Page 38	Pandemic Plan – Approved Chemicals
Page 43	Pandemic Flu Planning Resources Web Links

Covid-19 Pandemic Plan

Key contact Person

American Food and Vending Director

Name: Peter Kestler pkestler@afvusa.com
Office Phone: 314-692-7122
Cell Phone: 314-330-2466

American Food and Vending HR-Director

Name: Kathlyne Sommers ksommers@afvusa.com
Office Phone: 315-457-9950
Cell Phone: 315-263-7300

The purpose of this plan is to provide the means to educate the American Food and Vending workforce in the possibility of a pandemic and on what precautions can be taken if and when such a pandemic develops.

“Safety is a top priority for American Food and Vending therefore Managers must send an e-mail to flu@afvusa.com if they have an employee out sick and or out with the flu, as this will allow us to react fast and efficient in case by case basis”.

This guide is designed to help you understand the threat of a pandemic influenza outbreak in our country and your community. It describes commonsense actions you can take now in preparing for a pandemic. We cannot predict how severe the next pandemic will be or when it will occur, but being prepared may help lower the impact of an influenza pandemic on you and your family. Additional information including a planning checklist for individuals and families can be found at www.pandemicflu.gov.

1. Key Process Identification

The key processes involving American Food & Vending’s relationship with our Clients consist of:

- The procurement, storage, preparation and service of food.
- The storage, procurement, filling and maintenance of vending machines.

2. Threat Identification

Possible threats to human, facility and material resources pertaining to American Food & Vending’s role include:

- The person to person contact that would facilitate the spread of the pandemic.
- Lack of supplies due to the vendors’ inability to deliver supplies.
- Reduced workforce affecting the ability to deliver food and service.



Covid-19 Pandemic Plan (CONTINUED)

3. Possible Courses of Action

- Provide training in stopping the spread of germs in the work place. Monitor employee influenza vaccination status. Eliminate meetings and other employee gatherings. Provide powdered vinyl food handlers gloves to all employees (this is in addition to our existing training, which already emphasizes and requires a high degree of sanitation, including microbe and pathogen control).
- Confirm that vendors have a pandemic preparedness plan. Confirm with primary broad line vendor their ability to provide the minimum necessary service if other vendors go to limited service or are unable to provide any service. Increase inventory par levels.
- Cross train staff. Go solely to vending service eliminating manual service.

4. Key processes that could be performed from alternate geographic locations.

- If it is determined that operation of a food preparation facility on-site cannot be safely achieved, then we could possibly prepare food product off-site and deliver it in sealed containers.

Covid-19 Pandemic Plan (CONTINUED)

What you need to know

An influenza (flu) pandemic is a worldwide outbreak of flu disease that occurs when a new type of influenza virus appears that people have not been exposed to before (or have not been exposed to in a long time). The pandemic virus can cause serious illness because people do not have immunity to the new virus. Pandemics are different from seasonal outbreaks of influenza that we see every year. Seasonal influenza is caused by influenza virus types to which people have already been exposed. Its impact on society is less severe than a pandemic, and influenza vaccines (flu shots and nasal-spray vaccine) are available to help prevent widespread illness from seasonal flu.

Responsibilities

All team members as listed below shall follow the requirements of this procedure:

- **Hourly Team Members** – Team members are required to comply with this policy and to observe all precautions in an effort to limit infections where they work.
- **Managers/Supervisors** – Managers and supervisors shall ensure that the content of this procedure is clearly communicated to all affected team members and are responsible for administering, implementing this procedure and ensure of 100% compliance. District Managers and Operation Managers are encouraged to be knowledgeable in this policy since American Food and Vending performance in these areas may become increasingly important to educate customers.
 - Designated Supervisor must oversee and enforce additional sanitization and disinfection procedures at all times and as needed!

Procedure

The “Covid-19” Strain

These particular influenza strains referred to as “Covid-19” has been found to be highly contagious and has transmitted from human to human and can cause serious illnesses including pneumonia and kidney failure, and in some cases can be fatal. If this strain would mutate until it could be readily passed from one person to another, it would certainly have the ability to cause a global pandemic.

There is not a vaccine yet?

Researchers at several pharmaceutical manufacturers are presently working on this. Current technology requires about six months developing a limited supply of vaccine

Other Treatments

Until vaccines are developed, the only other way to combat a pandemic virus is with antiviral drugs. Tamiflu is one of the best known antiviral drugs used in the treatment of influenza. The only other recognized drug is Relenza. It is expected that these drugs would at least be somewhat effective against the “Covid-19 but that is not known for sure.

Covid-19 Pandemic Plan (CONTINUED)

Life Cycles

Convid-19 remains infectious for:

- 48 to 72 hours indoors on nonporous surfaces
- It may take up to 14 days to show symptoms of the Convid-19
- Infected person of the Convid-19 may not show any symptoms

Clean Must Be *Cleaner* for a Pandemic

When cleaning for a pandemic, it is extremely important to clean thoroughly and completely. The standards for “clean” that are currently considered acceptable would no longer be acceptable during a pandemic outbreak. New chemicals and new application methods are the only way to ensure that hidden germs and viruses will be eliminated from the infected facility.

Below are some of the chemicals and application methods that American Food and Vending Associates may use to fight the spread of pandemic disease in infected facilities. There are two very important concepts that must be examined to help understand how to sanitize buildings most effectively:

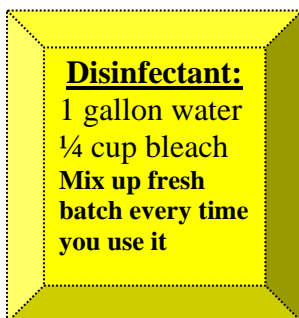
- Type of Germicide
- Dwell Time

Each of these must be analyzed carefully. You cannot use just any “germicide” to fight viruses like the swine flu and the avian flu. Even when you use the correct disinfectant, it will not kill all the germs and viruses that it is supposed to unless you use it according to the directions.

From Cleaners to Disinfectants

You will need to change from basic cleaning chemicals to disinfectants in order to keep a pandemic in check at a facility. All hard surfaces must be disinfected with a cleaning solution that is capable of neutralizing the Type “A” influenza virus. American Food and Vending recommends disinfecting nonporous surfaces with a “Bleach-Mixture” as described below (yellow box). *NOTE: Bleach should only be used if ECOLAB chemicals are not available and if your staff has been trained appropriately. All chemicals must be approved by your clients!!*

The Convid-19 is spread when contaminated droplets exit the mouth and nose of an infected person and the virus comes in contact with others. So, follow these tips to protect yourself and others in your operations. Please be advised that your regular Quat-Sanitizer ‘146’ is unable to protect you from the Convid-19 strength.



- Disinfect all Tables and Chairs after each customer as recommended by the CDC and FDA.
- Disinfect and Sanitize all hard services daily or increased frequency, but at least hourly:
 - High-touch surfaces
 - Serving Lines / Buffet Lines
 - Door Push Plates / Handles
 - Menu Signs / Boards / Railings / Courtesy Phones
 - Registers
 - Restrooms: toilets; faucet; paper towel dispenser; flush handles.

Covid-19 Pandemic Plan (CONTINUED)

Prevent the Spread of Pandemic Flu

These healthy habits will help keep you and others from getting and passing on the virus:

- Avoid contact with people who are sick, especially if they are coughing and sneezing
- Wash your hands often and thoroughly (at least 20 seconds) using soap and warm water
- Avoid touching your eyes, nose, or mouth
- Clean and sanitize objects and surfaces
- Do not touch Animals or Animal feces and Do not eat wild animals
- Avoid Farmers Markets, live poultry market or farm
- Ensure availability of proper training and personal protective equipment
- The consumption of raw or undercooked animal products should be avoided. Raw meat, milk or animal organs should be handled with care, to avoid cross-contamination w/ uncooked foods, per good food safety practices.

Also, a person with signs of the flu should:

- Stay home from work as described in the AFV S-7 policy and listed below.
- Consider wearing a surgical N95 mask when around others. There may be benefits.

NOTE: Until further notice, any AFV employees or the employees of our business partners who have visited an impacted area are expected to not work on any AFV site or engage with AFV employees for 14 days from the last known day leaving the impacted area.

Follow American Food and Vending Employee Health Policy “S-7”:

Employees in all food service positions should not have any infectious or communicable diseases. In order to guarantee the healthiness of every employee, the following guidelines should be enforced.

- ❑ All newly hired and existing employees must complete and sign the Restaurant Employee Health & Reporting Agreement (AFV-66). The original is submitted to Human Resources in Syracuse and a copy retained on-site.
- ❑ Any employee responding “Yes” on the Reporting Agreement should be excluded from the facility unless the person provides a written medical document from a licensed physician that specifies the person is free of an infectious agent of concern.
 - Has been diagnosed with typhoid fever, Shigellosis, Escherichia coli O157:H7 infection, or Hepatitis A.
 - Meets one or more high risk conditions mentioned on the Food Employee Health Reporting Form (AFV-66).
- ❑ Any employee who has symptoms such as vomiting, fever, diarrhea, and jaundice should take appropriate steps which can prevent transmission of food borne diseases and report the symptoms to the manager. The manager must restrict employees who have those symptoms from working with or around food.
- ❑ Any employee who has a boil or infected wound that is open or draining should protect the lesion with an impermeable cover before working.
- ❑ Managers should check employees’ health and proper appearance every shift using the personal hygiene checklist (AFV-72).

Covid-19 Pandemic Plan (CONTINUED)

- ❑ The unit manager should designate a specific place for a first-aid kit and make sure that the first-aid kit is fully equipped for emergency treatment. Based on the degree of injury, the unit manager should decide whether the employee should be treated by a physician or not.
- ❑ Basic items which should be available in a first-aid kit are as described in the policy.

American Food and Vending Hand washing procedure as described in the “S-7” policy:

All employees must always wash their hands with warm water and soap for at least 20 seconds in the following situations:

- ❑ Before start working
- ❑ Before and after handling any raw food.
- ❑ After using the washroom.
- ❑ After touching the hair, face, body, or clothing.
- ❑ After sneezing, coughing, or using a handkerchief or tissue.
- ❑ After eating, smoking, drinking, or chewing gum or tobacco.
- ❑ After taking out the trash, bussing tables or moving from front-of-the-house to back-of-the-house activities.
- ❑ After washing dishes or handling equipment.
- ❑ After touching anything else that may contaminate hands, such as un-sanitized equipment, work surfaces, or washcloths.

Practice Hand Hygiene

- ❑ Food Handlers should wash their hands at least 6 times per hour (per FDA study). Ensure that all American Food and Vending Associates are trained on properly hand washing procedures and when hands should be washed.
- ❑ Follow these “6” steps for proper hand hygiene:



1. Wet hands with running water a hot as you can comfortably stand



2. Apply Antibacterial Hand Soap
ECOLAB DIGIFOAM
DigiClean E Foam – 6-750 ml. (23673)



3. Vigorously scrub hands and arms for at least 20 seconds



4. Clean under Fingernails and between Fingers



5. Rinse thoroughly under running water



6. Dry Hands and Arms with a single use paper towel or warm-air hand dryer

Note: “A shared towel will spread germs”

Covid-19 Pandemic Plan (CONTINUED)

Practice Hand Sanitation

Food Handlers should sanitize their hands after washing their hands. Ensure that all American Food and Vending Associates are trained on properly hand washing procedures and when hands should be washed.

Make Hand Sanitizer available for all American Food and Vending Associates and Guests.

For American Food and Vending Associates have it available at:

- Hand wash Sinks
- Serving station
- Registers

USE ECOLAB AB Foam 6-750 ml. (23672)

For American Food and Vending Guests have it available at:

- Entrance or waiting area
- Cafeteria / Buffet Lines
- Near Restrooms

USE ECOLAB AB Foam 6-750 ml. (23672)

Cleaning Procedures

The cleanliness of American Food and Vending operation is an important component in the provision on minimizing the spread of Covid-19. American Food and Vending makes sure that food service will be provided in a clean and safe environment that us fit for purpose and based on best practice.

In order to meet these requirements, American Food and Vending management team is expected to provide and maintain a clean and appropriate environment that mitigates the spread of the novel Covid-19 For this reason, each operation must have a cleaning schedule in place and follow the American Food and Vending ‘Cleaning Procedure Guide’ which outlines PPE requirements-; and Procedures Steps on how to effectively clean all food service equipment and service.



- ***Dishwasher personnel are provided with equipment to protect their eyes, nose and mouth from contamination due to splash using a combination of face coverings, protective glasses, and/or face shields. Dishwashers are provided permeable or not permeable aprons and required to change frequently. If aprons are not permeable, the operation will launder after each use. Reusable protective equipment such as face shields and glasses are to be properly disinfected between uses.***

As with all medications and treatments, there are side effects and potential complications. Seek professional advice from your health-care professional to make sure any medication or vaccination is appropriate to your health.

Federal, state and local government agencies are a source of information should an influenza pandemic take place. Rest assured that American Food and Vending takes “Safety as their number 1 priority”, therefore we stay informed about the latest developments and recommendations since specific guidance may change based upon the characteristics of the eventual pandemic influenza strain, (for example, severity of disease, importance of various modes of transmission).



Covid-19 Pandemic Plan (CONTINUED)

Ecolab EPA Approved Products to mitigate the spread of Covid-19

Products	Description
	<p>14 Plus Antibacterial All Purpose Cleaner 1 - 2.50 gal Disinfectants Product #6100920 EPA Reg. # 6836-349-1677</p> <p>14 PLUS ANTIBACTERIAL ALL PURPOSE CLEANER has demonstrated effectiveness against viruses similar to 2019 Novel Coronavirus on hard, non-porous surfaces. Therefore, 14 PLUS ANTIBACTERIAL ALL PURPOSE CLEANER can be used against 2019 Novel Coronavirus when used in accordance with the directions for use against Norovirus (Feline calicivirus surrogate) on hard, non-porous surfaces. Refer to the CDC website at https://wwwnc.cdc.gov/travel/notices/alert/novel-coronavirus-china for additional information.</p> <p>2019-nCoV is caused by 2019 Novel Coronavirus. 14 PLUS ANTIBACTERIAL ALL PURPOSE CLEANER kills similar viruses and therefore can be used against 2019 Novel Coronavirus when used in accordance with the directions for use against Norovirus (Feline calicivirus surrogate) on hard, non-porous surfaces. Refer to the CDC website at https://wwwnc.cdc.gov/travel/notices/alert/novel-coronavirus-china for additional information.</p>
	<p>20 Neutral Disinfectant Cleaner 2 - 2.00 L Disinfectants Product #6100460 EPA Reg. # 47371-129-1677</p> <p>20 NEUTRAL DISINFECTANT CLEANER has demonstrated effectiveness against viruses similar to 2019 Novel Coronavirus on hard, non-porous surfaces. Therefore, 20 NEUTRAL DISINFECTANT CLEANER can be used against 2019 Novel Coronavirus when used in accordance with the directions for use against Adenovirus on hard, non-porous surfaces. Refer to the CDC website at https://wwwnc.cdc.gov/travel/notices/alert/novel-coronavirus-china for additional information.</p> <p>2019-nCoV is caused by 2019 Novel Coronavirus. 20 NEUTRAL DISINFECTANT CLEANER kills similar viruses and therefore can be used against 2019 Novel Coronavirus when used in accordance with the directions for use against Adenovirus on hard, non-porous surfaces. Refer to the CDC website at https://wwwnc.cdc.gov/travel/notices/alert/novel-coronavirus-china for additional information.</p>

Covid-19 Pandemic Plan (CONTINUED)

Ecolab EPA Approved Products to mitigate the spread of Covid-19

Products	Description
	<p>A-456 II Disinfectant Cleaner (QC) 2 - 1.30 L Disinfectants Product #6166931 EPA Reg. # 6836-78-1677</p> <p>A-456 II DISINFECTANT CLEANER has demonstrated effectiveness against viruses similar to 2019 Novel Coronavirus on hard, non-porous surfaces. Therefore, A-456 II DISINFECTANT CLEANER can be used against 2019 Novel Coronavirus when used in accordance with the directions for use against Norovirus (Feline calicivirus surrogate) on hard, non-porous surfaces. Refer to the CDC website at https://wwwnc.cdc.gov/travel/notices/alert/novel-coronavirus-china for additional information.</p> <p>2019-nCoV is caused by 2019 Novel Coronavirus. A-456 II DISINFECTANT CLEANER kills similar viruses and therefore can be used against 2019 Novel Coronavirus when used in accordance with the directions for use against Norovirus (Feline calicivirus surrogate) on hard, non-porous surfaces. Refer to the CDC website at https://wwwnc.cdc.gov/travel/notices/alert/novel-coronavirus-china for additional information.</p>
	<p>Keystone Bleach Disinfectant Cleaner 4 - 32.00 oz Disinfectants Product #6101836 EPA Reg. # 1677-235</p> <p>BLEACH DISINFECTANT CLEANER has demonstrated effectiveness against viruses similar to 2019 Novel Coronavirus on hard, non-porous surfaces. Therefore, BLEACH DISINFECTANT CLEANER can be used against 2019 Novel Coronavirus when used in accordance with the directions for use against Poliovirus on hard, non-porous surfaces. Refer to the CDC website at https://wwwnc.cdc.gov/travel/notices/alert/novel-coronavirus-china for additional information.</p> <p>2019-nCoV is caused by 2019 Novel Coronavirus. BLEACH DISINFECTANT CLEANER kills similar viruses and therefore can be used against 2019 Novel Coronavirus when used in accordance with the directions for use against Poliovirus on hard, non-porous surfaces. Refer to the CDC website at https://wwwnc.cdc.gov/travel/notices/alert/novel-coronavirus-china for additional information.</p>



Covid-19 Pandemic Plan (CONTINUED)

Ecolab EPA Approved Products to mitigate the spread of Covid-19

Products	Description
	<p>Multi Purpose Disinfecting Wipes 6 - 185.00 count Disinfectants Product #6101858 EPA Reg. # 6836-340-1677</p> <p>MULTI PURPOSE DISINFECTING WIPES have demonstrated effectiveness against viruses similar to 2019 Novel Coronavirus on hard, non-porous surfaces. Therefore, MULTI PURPOSE DISINFECTING WIPES can be used against 2019 Novel Coronavirus when used in accordance with the directions for use against Norovirus (Feline calicivirus surrogate) on hard, non-porous surfaces. Refer to the CDC website at https://wwwnc.cdc.gov/travel/notices/alert/novel-coronavirus-china for additional information.</p> <p>2019-nCoV is caused by 2019 Novel Coronavirus. MULTI PURPOSE DISINFECTING WIPES kills similar viruses and therefore can be used against 2019 Novel Coronavirus when used in accordance with the directions for use against Norovirus (Feline calicivirus surrogate) on hard, non-porous surfaces. Refer to the CDC website at https://wwwnc.cdc.gov/travel/notices/alert/novel-coronavirus-china for additional information</p>
	<p>Neutral Disinfectant Cleaner 1 - 2.50 gal / 2 – 1.3 L Disinfectants Product #6101205 / 6114541 EPA Reg. # 47371-129-1677</p> <p>NEUTRAL DISINFECTANT CLEANER has demonstrated effectiveness against viruses similar to 2019 Novel Coronavirus on hard, non-porous surfaces. Therefore, NEUTRAL DISINFECTANT CLEANER can be used against 2019 Novel Coronavirus when used in accordance with the directions for use against Adenovirus on hard, non-porous surfaces. Refer to the CDC website at https://wwwnc.cdc.gov/travel/notices/alert/novel-coronavirus-china for additional information.</p> <p>2019-nCoV is caused by 2019 Novel Coronavirus. NEUTRAL DISINFECTANT CLEANER kills similar viruses and therefore can be used against 2019 Novel Coronavirus when used in accordance with the directions for use against Adenovirus on hard, non-porous surfaces. Refer to the CDC website at https://wwwnc.cdc.gov/travel/notices/alert/novel-coronavirus-china for additional information</p>



Covid-19 Pandemic Plan (CONTINUED)

Ecolab EPA Approved Products to mitigate the spread of Covid-19

Products	Description
	<p>Oasis 499 HBV Disinfectant 1 - 2.50 gal Disinfectants Product #6100281 EPA Reg. # 6836-78-1677</p> <p>OASIS 499 HBV DISINFECTANT has demonstrated effectiveness against viruses similar to 2019 Novel Coronavirus on hard, non-porous surfaces. Therefore, OASIS 499 HBV DISINFECTANT can be used against 2019 Novel Coronavirus when used in accordance with the directions for use against Norovirus (Feline calicivirus surrogate) on hard, non-porous surfaces. Refer to the CDC website at https://wwwnc.cdc.gov/travel/notices/alert/novel-coronavirus-china for additional information.</p> <p>2019-nCoV is caused by 2019 Novel Coronavirus. OASIS 499 HBV DISINFECTANT kills similar viruses and therefore can be used against 2019 Novel Coronavirus when used in accordance with the directions for use against Norovirus (Feline calicivirus surrogate) on hard, non-porous surfaces. Refer to the CDC website at https://wwwnc.cdc.gov/travel/notices/alert/novel-coronavirus-china for additional information</p>
	<p>Keystone Peroxide Disinfectant & Glass Cleaner RTU 6 - 32.00 oz Disinfectants Product #6100923 EPA Reg. # 1677-251</p> <p>PEROXIDE DISINFECTANT AND GLASS CLEANER RTU has demonstrated effectiveness against viruses similar to 2019 Novel Coronavirus on hard, non-porous surfaces. Therefore, PEROXIDE DISINFECTANT AND GLASS CLEANER RTU can be used against 2019 Novel Coronavirus when used in accordance with the directions for use against Poliovirus on hard, non-porous surfaces. Refer to the CDC website at https://wwwnc.cdc.gov/travel/notices/alert/novel-coronavirus-china for additional information.</p> <p>2019-nCoV is caused by 2019 Novel Coronavirus. PEROXIDE DISINFECTANT AND GLASS CLEANER RTU kills similar viruses and therefore can be used against 2019 Novel Coronavirus when used in accordance with the directions for use against Poliovirus on hard, non-porous surfaces. Refer to the CDC website at https://wwwnc.cdc.gov/travel/notices/alert/novel-coronavirus-china for additional information</p>

Covid-19 Pandemic Plan (CONTINUED)

Ecolab EPA Approved Products to mitigate the spread of Covid-19

Products	Description
	<p>Peroxide Multi Surface Cleaner and Disinfectant 1 - 2.00 gal / 2 – 2 L / 2 – 1.3 L Disinfectants Product #6100693 / 6100791 / 6100792 EPA Reg. # 1677-238</p> <p>PEROXIDE MULTI SURFACE CLEANER AND DISINFECTANT has demonstrated effectiveness against viruses similar to 2019 Novel Coronavirus on hard, non-porous surfaces. Therefore, PEROXIDE MULTI SURFACE CLEANER AND DISINFECTANT can be used against 2019 Novel Coronavirus when used in accordance with the directions for use against Poliovirus on hard, non-porous surfaces. Refer to the CDC website at https://wwwnc.cdc.gov/travel/notices/alert/novel-coronavirus-china for additional information.</p> <p>2019-nCoV is caused by 2019 Novel Coronavirus. PEROXIDE MULTI SURFACE CLEANER AND DISINFECTANT kills similar viruses and therefore can be used against 2019 Novel Coronavirus when used in accordance with the directions for use against Poliovirus on hard, non-porous surfaces. Refer to the CDC website at https://wwwnc.cdc.gov/travel/notices/alert/novel-coronavirus-china for additional information</p>
	<p>TB Disinfectant Cleaner Ready to Use 12 - 32.00 oz Disinfectants Product #6143556 EPA Reg. # 1839-83-1677</p> <p>TB DISINFECTANT CLEANER RTU has demonstrated effectiveness against viruses similar to 2019 Novel Coronavirus on hard, non-porous surfaces. Therefore, TB DISINFECTANT CLEANER RTU can be used against 2019 Novel Coronavirus when used in accordance with the directions for use against Poliovirus on hard, non-porous surfaces. Refer to the CDC website at https://wwwnc.cdc.gov/travel/notices/alert/novel-coronavirus-china for additional information.</p> <p>2019-nCoV is caused by 2019 Novel Coronavirus. TB DISINFECTANT CLEANER RTU kills similar viruses and therefore can be used against 2019 Novel Coronavirus when used in accordance with the directions for use against Poliovirus on hard, non-porous surfaces. Refer to the CDC website at https://wwwnc.cdc.gov/travel/notices/alert/novel-coronavirus-china for additional information</p>

Covid-19 Pandemic Plan (CONTINUED)

Pandemic Flu Planning Resources

Below are several recommended websites that you can rely on for the most current and accurate information:

1. www.pandemicflu.gov (Managed by the Department of Health and Human Services; offers one-stop access, including toll-free phone numbers, to U.S. government avian and pandemic flu information.)
2. www.osha.gov (Occupational Safety and Health Administration website)
3. www.cdc.gov/niosh (National Institute for Occupational Safety and Health website)
4. www.cdc.gov (Centers for Disease Control and Prevention website)
5. www.fda.gov/cdrh/ppe/fluoutbreaks.html (U.S. Food and Drug Administration website)

CDC Pandemic Flu Planning Tools and Resources

Visit www.cdc.gov/npi for the latest information and resources about nonpharmaceutical interventions (NPIs)

Learn who may be at high risk for flu complications http://www.cdc.gov/flu/about/disease/high_risk.html

Community Mitigation Guidelines to Prevent Pandemic Influenza—United States, 2017 <http://dx.doi.org/10.15585/mmwr.rr6601a1>

Visit <http://www.cdc.gov/flu/pandemic-resources/index.html> for the latest information and resources about pandemic flu

Reaching People of Diverse Languages and Cultures with Flu Communications

<http://www.cdc.gov/healthcommunication/Audience/index.html>

Creating Easy-to-understand Materials http://www.cdc.gov/healthliteracy/pdf/Simply_Put.pdf f

Crisis and Emergency Risk Communication (CERC) <http://emergency.cdc.gov/cerc/index.asp>

CDC Pandemic Flu NPI Planning Guides

Get Ready for Pandemic Flu: Educational Settings <https://www.cdc.gov/nonpharmaceutical-interventions/pdf/gr-pan-flu-ed-set.pdf>

Get Ready for Pandemic Flu: Individuals and Households <https://www.cdc.gov/nonpharmaceutical-interventions/pdf/gr-pan-flu-ind-house.pdf>

Get Ready for Pandemic Flu: Event Planners <https://www.cdc.gov/nonpharmaceutical-interventions/pdf/gr-pan-flu-event-plan.pdf>

Get Ready for Pandemic Flu: Community- and Faith-Based Organizations Serving Vulnerable Populations <https://www.cdc.gov/nonpharmaceutical-interventions/pdf/gr-pan-flu-com-faith-org-serv-vul-pop.pdf>

Get Ready for Pandemic Flu: Health Communicators <https://www.cdc.gov/nonpharmaceutical-interventions/pdf/gr-pan-flu-health-com.pdf>

CDC Trainings

NPI 101—An Introduction to Nonpharmaceutical Interventions for Pandemic Flu

<http://cdc.train.org/DesktopModules/eLearning/CourseDetails/CourseDetailsForm.aspx?courseid=1051645>

CERC Pandemic Influenza Training <http://emergency.cdc.gov/cerc/cerconline/pandemic/index.html>

SECTION 4

COVID-19 SIGNAGE

Page 45	Social Distancing Illustration (AFV, ADC)
Page 47	Social Distancing Sign (AFV, ADC)
Page 49	Social Distancing Floor Sign
Page 50	Covid-19 Fact Sheet Sign (AFV, ADC, No Brand)
Page 53	Social Distancing Signage KIT
Page 62	Guidance on the Essential Critical Infrastructure
Page 63	DHS Essential Worker Travel Document
Page 64	CDC Mask Wearing Sign
Page 65	DIY Mask Signs
Page 67	Covid-19 Digital Sign
Page 68	Pandemic Plan Revision

LET'S ALL DO OUR PART

NOW



1 PERSON



5 DAYS



2.5 PEOPLE
INFECTED

30 DAYS



406 PEOPLE
INFECTED

50% LESS EXPOSURE



1 PERSON



5 DAYS



1.25 PEOPLE
INFECTED

30 DAYS



15 PEOPLE
INFECTED

75% LESS EXPOSURE



1 PERSON



5 DAYS



.625 PEOPLE
INFECTED

30 DAYS



2.5 PEOPLE
INFECTED

WITH SOCIAL DISTANCING

AMERICAN
FOOD & VENDING

@signerlab

LET'S ALL DO OUR PART

NOW



1 PERSON

INFECTS

5 DAYS



2.5 PEOPLE
INFECTED

30 DAYS



406 PEOPLE
INFECTED

50% LESS EXPOSURE



1 PERSON

INFECTS

5 DAYS



1.25 PEOPLE
INFECTED

30 DAYS



15 PEOPLE
INFECTED

75% LESS EXPOSURE



1 PERSON

INFECTS

5 DAYS



.625 PEOPLE
INFECTED

30 DAYS



2.5 PEOPLE
INFECTED

WITH SOCIAL DISTANCING

AMERICAN
DINING
CREATIONS

@signerlab

YOU CAN HELP PREVENT THE SPREAD OF RESPIRATORY DISEASES LIKE COVID-19 (CORONAVIRUS)



Stay Home If You Feel Sick

**Keep 6 feet between you and
others when possible**

**Avoid crowded public places
where close contact with others
may occur**

Avoid mass gatherings



AMERICAN
FOOD & VENDING

YOU CAN HELP PREVENT THE SPREAD OF RESPIRATORY DISEASES LIKE COVID-19 (CORONAVIRUS)



Stay Home If You Feel Sick

**Keep 6 feet between you and
others when possible**

**Avoid crowded public places
where close contact with others
may occur**

Avoid mass gatherings





Covid-19

BACKGROUND

During recent weeks a new flu-like virus, called Covid-19, has originated in Wuhan, Hubei Province, China. This virus is a concern for public health globally because it is being transmitted from human to human and can cause serious illnesses including pneumonia and kidney failure, and in some cases can be fatal.

The virus has spread within China, but also to other countries including the US, South Korea, Japan & Thailand. The situation is evolving rapidly; the symptoms are similar to cold and influenza viruses and the

infection is spread in the same way

– no vaccinations is available at this time.

SYMPTOMS?



FEVER



COUGH



SHORTNESS
OF BREATH



SORE THROAT



HEADACHE

HOW IS IT SPREAD?

Covid-19 is spread from an infected person to other through:

The air by coughing and sneezing
Close personal contact, such as touching or shaking hands

Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing hands.

WHAT TO DO?

- Avoid contact with people who are sick, especially if they are coughing and sneezing
- Wash your hands often and thoroughly using soap and warm water
- Avoid touching your eyes, nose, or mouth
- Clean and sanitize objects and surfaces
- Do not touch Animals or Animal feces and Do not eat wild animals
- Avoid Farmers Markets, live poultry market or farms
- Ensure availability of proper training and personal protective equipment
- The consumption of raw or undercooked animal products should be avoided. Raw meat, milk or animal organs should be handled with care, to avoid cross-contamination with uncooked foods, as per good food safety practices.

If you have fever or other symptoms after traveling home, you should wear a mask and seek medical advice immediately and tell the doctor where you have visited recently.

PREVENTION?

Stay home while you are sick (contact doctor if necessary) and avoid close contact with others

Cover your mouth and nose with a tissue when you cough or sneeze, then throw the tissue in the trash

Wash your hands often and thoroughly using soap and warm water and clean and sanitize objects and surfaces

PROPER HAND WASHING PROCEDURE



1. Wet hands with running water as hot as you can comfortably stand or at least 100°F/38°C.



2. Apply soap.



3. Vigorously scrub your hands and arms for at least 20 sec.



4. Clean under fingernails and between fingers.



5. Rinse thoroughly under running water.



6. Dry hands and arms with a single-use paper towel or warm-air hand dryer.

- **Wash Your Hands...** Before, During and After Preparing Food
- **Wash Your Hands...** Before Eating Food
- **Wash Your Hands...** After Touching Garbage
- **Wash Your Hands...** Before and After Caring for Someone At Home Who is Sick with Vomiting or Diarrhea
- **Wash Your Hands...** Before and After Treating a Cut or Wound
- **Wash Your Hands...** After Using the Toilet
- **Wash Your Hands...** After Changing Diapers or Cleaning Up a Child Who Has Used the Toilet
- **Wash Your Hands...** After Blowing Your Nose, Coughing, or Sneezing
- **Wash Your Hands...** After Touching an Animal, Animal Feed, or Animal Waste
- **Wash Your Hands...** After Handling Pet Food or Pet Treats

Covid-19

BACKGROUND

During recent weeks a new flu-like virus, called Covid-19, has originated in Wuhan, Hubei Province, China. This virus is a concern for public health globally because it is being transmitted from human to human and can cause serious illnesses including pneumonia and kidney failure, and in some cases can be fatal.

The virus has spread within China, but also to other countries including the US, South Korea, Japan & Thailand. The situation is evolving rapidly; the symptoms are similar to cold and influenza viruses and the infection is spread in the same way
– no vaccinations is available at this time.

SYMPTOMS?



FEVER



COUGH



SHORTNESS
OF BREATH



SORE THROAT



HEADACHE

HOW IS IT SPREAD?

Covid-19 is spread from an infected person to other through:

The air by coughing and sneezing
Close personal contact, such as touching or shaking hands

Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing hands.

WHAT TO DO?

- Avoid contact with people who are sick, especially if they are coughing and sneezing
- Wash your hands often and thoroughly using soap and warm water
- Avoid touching your eyes, nose, or mouth
- Clean and sanitize objects and surfaces
- Do not touch Animals or Animal feces and Do not eat wild animals
- Avoid Farmers Markets, live poultry market or farms
- Ensure availability of proper training and personal protective equipment
- The consumption of raw or undercooked animal products should be avoided. Raw meat, milk or animal organs should be handled with care, to avoid cross-contamination with uncooked foods, as per good food safety practices.

If you have fever or other symptoms after traveling home, you should wear a mask and seek medical advice immediately and tell the doctor where you have visited recently.

PREVENTION?

Stay home while you are sick (contact doctor if necessary) and avoid close contact with others

Cover your mouth and nose with a tissue when you cough or sneeze, then throw the tissue in the trash

Wash your hands often and thoroughly using soap and warm water and clean and sanitize objects and surfaces

PROPER HAND WASHING PROCEDURE



1. Wet hands with running water as hot as you can comfortably stand or at least 100°F/38°C.



2. Apply soap.



3. Vigorously scrub your hands and arms for at least 20 sec.



4. Clean under fingernails and between fingers.



5. Rinse thoroughly under running water.



6. Dry hands and arms with a single-use paper towel or warm-air hand dryer.

- **Wash Your Hands...** Before, During and After Preparing Food
- **Wash Your Hands...** Before Eating Food
- **Wash Your Hands...** After Touching Garbage
- **Wash Your Hands...** Before and After Caring for Someone At Home Who is Sick with Vomiting or Diarrhea
- **Wash Your Hands...** Before and After Treating a Cut or Wound
- **Wash Your Hands...** After Using the Toilet
- **Wash Your Hands...** After Changing Diapers or Cleaning Up a Child Who Has Used the Toilet
- **Wash Your Hands...** After Blowing Your Nose, Coughing, or Sneezing
- **Wash Your Hands...** After Touching an Animal, Animal Feed, or Animal Waste
- **Wash Your Hands...** After Handling Pet Food or Pet Treats

Covid-19

BACKGROUND

During recent weeks a new flu-like virus, called Covid-19, has originated in Wuhan, Hubei Province, China. This virus is a concern for public health globally because it is being transmitted from human to human and can cause serious illnesses including pneumonia and kidney failure, and in some cases can be fatal.

The virus has spread within China, but also to other countries including the US, South Korea, Japan & Thailand. The situation is evolving rapidly; the symptoms are similar to cold and influenza viruses and the infection is spread in the same way

– no vaccinations is available at this time.

SYMPTOMS?



FEVER



COUGH



SHORTNESS
OF BREATH



SORE THROAT



HEADACHE

HOW IS IT SPREAD?

Covid-19 is spread from an infected person to other through:

The air by coughing and sneezing
Close personal contact, such as touching or shaking hands

Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing hands.

WHAT TO DO?

- Avoid contact with people who are sick, especially if they are coughing and sneezing
- Wash your hands often and thoroughly using soap and warm water
- Avoid touching your eyes, nose, or mouth
- Clean and sanitize objects and surfaces
- Do not touch Animals or Animal feces and Do not eat wild animals
- Avoid Farmers Markets, live poultry market or farms
- Ensure availability of proper training and personal protective equipment
- The consumption of raw or undercooked animal products should be avoided. Raw meat, milk or animal organs should be handled with care, to avoid cross-contamination with uncooked foods, as per good food safety practices.

If you have fever or other symptoms after traveling home, you should wear a mask and seek medical advice immediately and tell the doctor where you have visited recently.

PREVENTION?

Stay home while you are sick (contact doctor if necessary) and avoid close contact with others

Cover your mouth and nose with a tissue when you cough or sneeze, then throw the tissue in the trash

Wash your hands often and thoroughly using soap and warm water and clean and sanitize objects and surfaces

PROPER HAND WASHING PROCEDURE



1. Wet hands with running water as hot as you can comfortably stand or at least 100°F/38°C.



2. Apply soap.



3. Vigorously scrub your hands and arms for at least 20 sec.



4. Clean under fingernails and between fingers.



5. Rinse thoroughly under running water.



6. Dry hands and arms with a single-use paper towel or warm-air hand dryer.

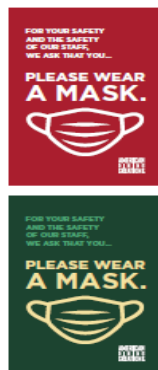
- **Wash Your Hands...** Before, During and After Preparing Food
- **Wash Your Hands...** Before Eating Food
- **Wash Your Hands...** After Touching Garbage
- **Wash Your Hands...** Before and After Caring for Someone At Home Who is Sick with Vomiting or Diarrhea
- **Wash Your Hands...** Before and After Treating a Cut or Wound
- **Wash Your Hands...** After Using the Toilet
- **Wash Your Hands...** After Changing Diapers or Cleaning Up a Child Who Has Used the Toilet
- **Wash Your Hands...** After Blowing Your Nose, Coughing, or Sneezing
- **Wash Your Hands...** After Touching an Animal, Animal Feed, or Animal Waste
- **Wash Your Hands...** After Handling Pet Food or Pet Treats

Entrance Window / Door Graphics

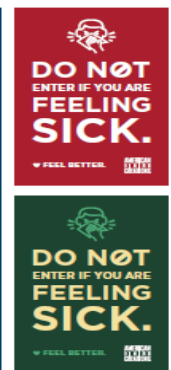
Social Distancing Signage—Entrance Window / Door Graphics



12" w x 18" h adhesive window cling

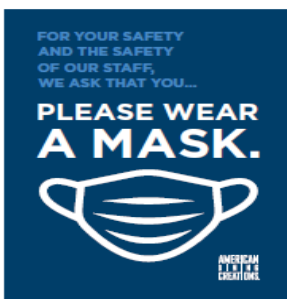


12" w x 18" h adhesive window cling



***Please note:** Any and all colors can be customized for all designs in this deck.*

Social Distancing Signage—Entrance Window / Door Graphics



8.5" w x 11" h adhesive window cling



8.5" w x 11" h adhesive window cling



Limiting Door / Room Usage:



8" circle adhesive window cling



8" circle adhesive window cling

***Please note:** Any and all colors can be customized for all designs in this deck.*

Adhesive Floor Graphics

Social Distancing Signage—Adhesive Floor Graphics



***Please note:** Any and all colors can be customized for all designs in this deck.*

Social Distancing Signage—Adhesive Floor Graphics



***Please note:** Any and all colors can be customized for all designs in this deck.*

Elevator Graphics

Social Distancing Signage—Elevator Graphics



12" w x 18" h low-tack adhesive door graphic w/ laminate



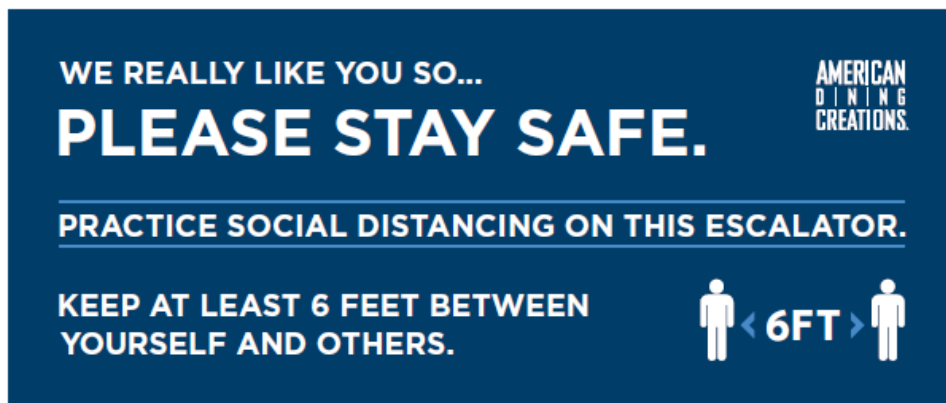
12" circle adhesive vinyl floor graphic w/ non-skid laminate, cut to shape



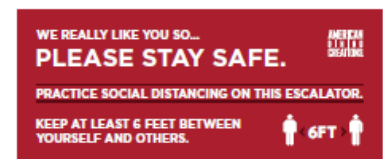
***Please note:** Any and all colors can be customized for all designs in this deck.*

Escalator Graphics

Social Distancing Signage—Escalator Graphics



72" x 30" 2-sided adhesive vinyl graphics



***Please note:** Any and all colors can be customized for all designs in this deck.*

Restroom Graphics

Social Distancing Signage—Restroom Graphics



5' x 5' mirror cling



5' x 5' mirror cling

***Please note:** Any and all colors can be customized for all designs in this deck.*

Auditorium / Cafeteria Graphics

Social Distancing Signage—Auditorium / Cafeteria Graphics



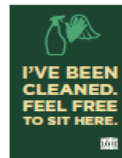
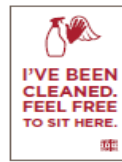
8" square low-tack adhesive vinyl seat (or desk) graphics



8" square low-tack adhesive vinyl seat (or desk) graphics



5" x 7.5" table tent card

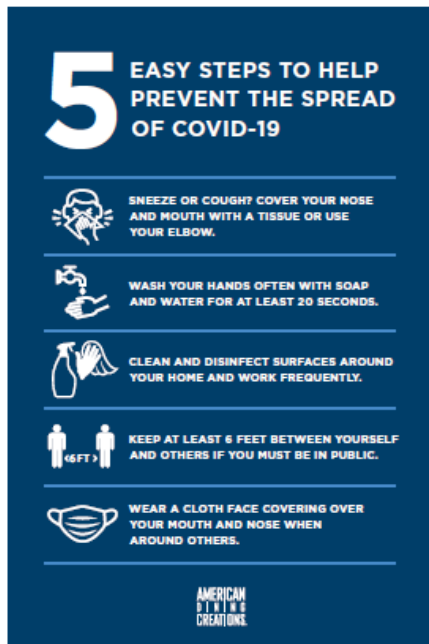


5" x 7.5" table tent card

***Please note:** Any and all colors can be customized for all designs in this deck.*

Sandwich Board / Poster Graphics

Social Distancing Signage—Sandwich Board & Poster Graphics



24" x 36" sandwich board



22" x 28" poster



***Please note:** Any and all colors can be customized for all designs in this deck.*

Pole Banners

Social Distancing Signage—Pole Banners



23.75" x 48" pole banner

***Please note:** Any and all colors can be customized for all designs in this deck.*

Custom Plexiglas Shields

Social Distancing Signage—Custom Plexiglass Shields



36" x 24" plexiglass counter shield with 10" hole (comes with 2 feet for support)

Available in custom sizes. Can also have graphics or messaging upon request.

Guidance on the Essential Critical Infrastructure

The U.S. Department of Homeland Security has issued a “*MEMORANDUM ON IDENTIFICATION OF ESSENTIAL CRITICAL INFRASTRUCTURE WORKERS DURING COVID-19 RESPONSE*”, which I like to share with you.

https://www.cisa.gov/sites/default/files/publications/CISA_Guidance_on_the_Essential_Critical_Infrastructure_Workforce_Version_2.0_Updated.pdf

Below is a quick overview what the DHS considers essential in the food and agriculture industries during a shutdown.

FOOD AND AGRICULTURE

- Workers supporting groceries, pharmacies and other retail that sells food and beverage products
- Restaurant carry-out and quick serve food operations - Carry-out and delivery food employees
- Food manufacturer employees and their supplier employees—to include those employed in food processing(packers, meat processing, cheese plants, milk plants, produce, etc.) facilities; livestock, poultry, seafood slaughter facilities; pet and animal feed processing facilities; human food facilities producing by-products for animal food; beverage production facilities; and the production of food packaging
- Farm workers to include those employed in animal food, feed, and ingredient production, packaging, and distribution; manufacturing, packaging, and distribution of veterinary drugs; truck delivery and transport; farm and fishery labor needed to produce our food supply domestically
- Farm workers and support service workers to include those who field crops; commodity inspection; fuel ethanol facilities; storage facilities; and other agricultural inputs
- Employees and firms supporting food, feed, and beverage distribution, including warehouse workers, vendor-managed inventory controllers and block chain managers
- Workers supporting the sanitation of all food manufacturing processes and operations from wholesale to retail
- Company cafeterias - in-plant cafeterias used to feed employees
- Workers in food testing labs in private industries and in institutions of higher education
- Workers essential for assistance programs and government payments
- Employees of companies engaged in the production of chemicals, medicines, vaccines, and other substances used by the food and agriculture industry, including pesticides, herbicides, fertilizers, minerals, enrichments, and other agricultural production aids
- Animal agriculture workers to include those employed in veterinary health; manufacturing and distribution of animal medical materials, animal vaccines, animal drugs, feed ingredients, feed, and bedding, etc.; transportation of live animals, animal medical materials; transportation of deceased animals for disposal; raising of animals for food; animal production operations; slaughter and packing plants and associated regulatory and government workforce
- Workers who support the manufacturing and distribution of forest products, including, but not limited to timber, paper, and other wood products
- Employees engaged in the manufacturing and maintenance of equipment and other infrastructure necessary to agricultural production and distribution

To Whom It May Concern,

This is to certify that Mr./Mrs. _____ working for American Food and Vending/American Dining Creations are working in a critical infrastructure as outlined in the Department of Homeland Security Memorandum on Identification of Essential Critical Infrastructure during the Covid-19 Response from March 19th, 2020.

All Associates have been trained on the Center of Disease Control (CDC) recommendation to mitigate the risk of Covid-19 and being monitored for compliance as outlined by CDC.

FOOD Essential Critical Infrastructure Workforce as outlined Department of Homeland Security Memorandum dated 3/19/20:

- *Restaurant carry-out and quick serve food operations - Carry-out and delivery food employees*
- *Employees and firms supporting food, feed, and beverage distribution, including warehouse workers, vendor-managed inventory controllers and block chain managers*
- *Workers supporting the sanitation of all food manufacturing processes and operations from wholesale to retail*
- *Company cafeterias - in-plant cafeterias used to feed employees*
- *Workers in food testing labs in private industries and in institutions of higher education*
- *Workers essential for assistance programs and government payments*

Safety is a top priority for American Food and Vending, therefore if you have any questions or concerns as to the nature of this individuals business or travel needs, please do not hesitate to contact me at your convenience at 314-330-2466 or via e-mail at pkestler@afvusa.com

Respectfully,

Peter A. Kestler

Peter A. Kestler
Director of Safety
American Food & Vending
American Dining Creations
Cell: 314-330-2466
E-Fax: 1-888-822-0175
E-Mail: pkestler@afvusa.com



Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

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 cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



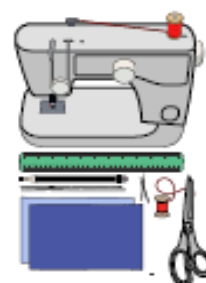
AMERICAN
FOOD & VENDING

cdc.gov/coronavirus

Sewn Cloth Face Covering

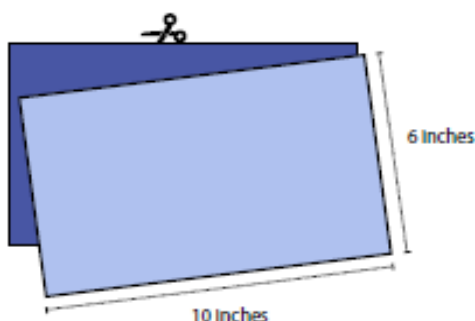
Materials

- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

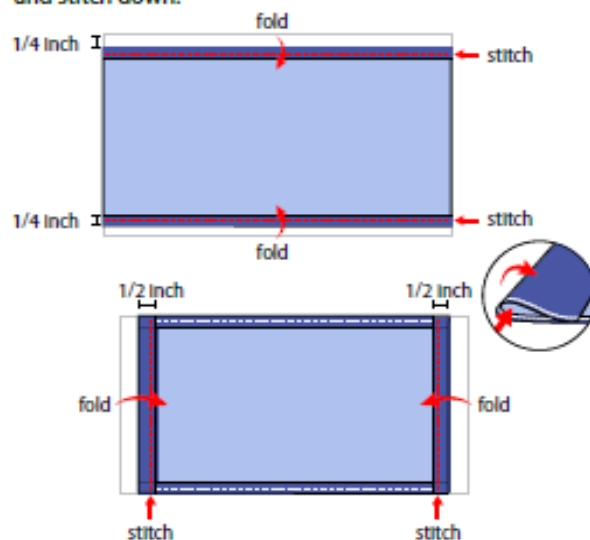


Tutorial

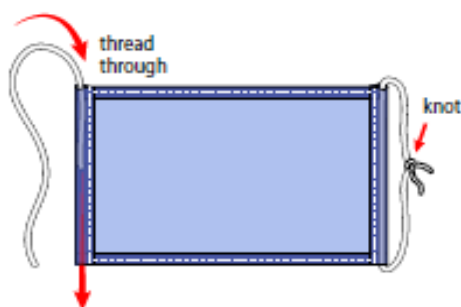
1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the cloth face covering as if it was a single piece of fabric.



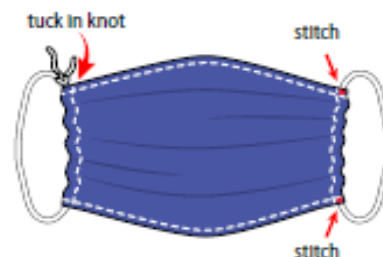
2. Fold over the long sides $\frac{1}{4}$ inch and hem. Then fold the double layer of fabric over $\frac{1}{2}$ inch along the short sides and stitch down.



3. Run a 6-inch length of $\frac{1}{8}$ -inch wide elastic through the wider hem on each side of the cloth face covering. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight. Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the cloth face covering behind your head.



4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the cloth face covering on the elastic and adjust so the mask fits your face. Then securely stitch the elastic in place to keep it from slipping.

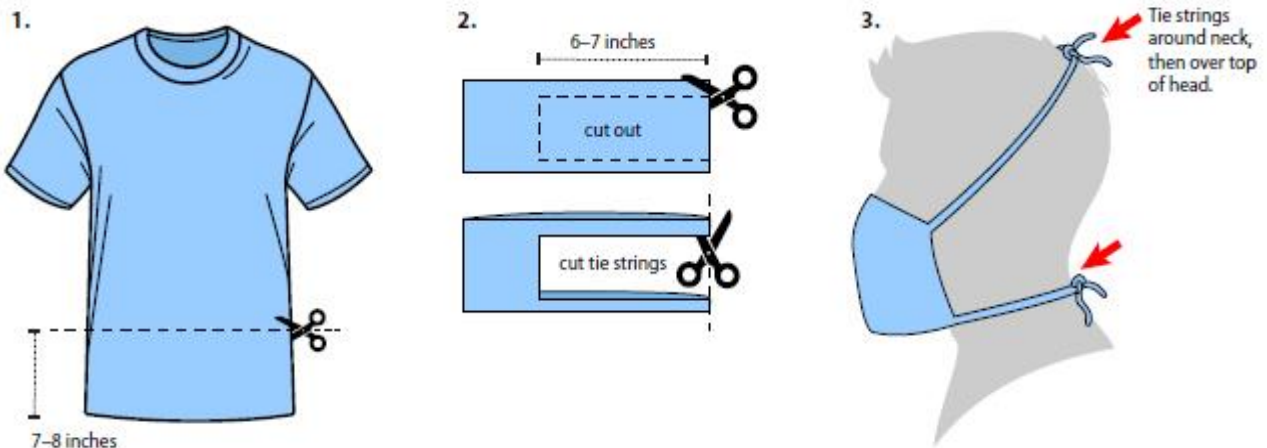


Quick Cut T-shirt Cloth Face Covering (no sew method)

Materials

- T-shirt
- Scissors

Tutorial

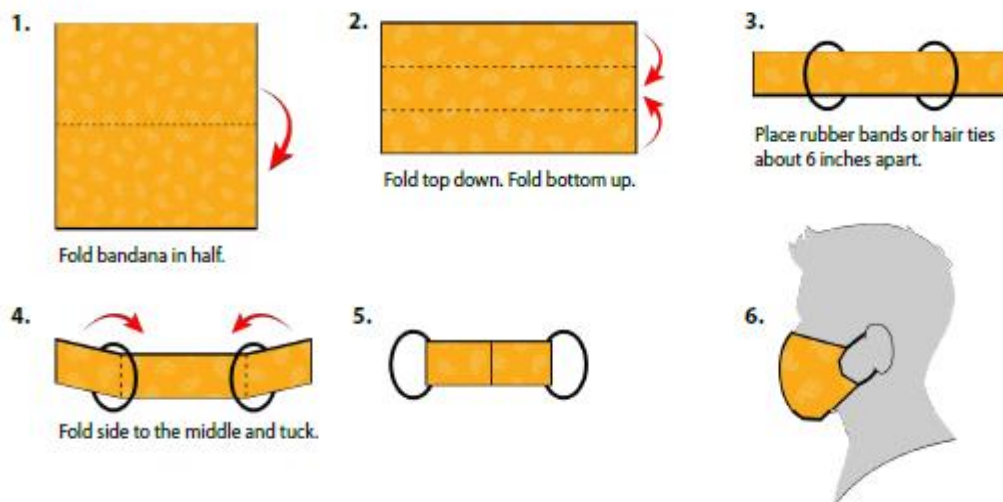


Bandana Cloth Face Covering (no sew method)

Materials

- Bandana (or square cotton cloth approximately 20"x20")
- Rubber bands (or hair ties)
- Scissors (If you are cutting your own cloth)

Tutorial



CORONAVIRUS COVID-19



SYMPTOMS
MAY SHOW UP
2-14 DAYS LATER



TESTS FOR DIAGNOSIS
ARE AVAILABLE



THERE IS
NO VACCINE YET



IF YOU ARE SICK CALL HEALTH
DEPARTMENT AND STAY AT HOME

SYMPTOMS



FEVER



COUGH



SHORTNESS
OF BREATH

PREVENTION



WASH HANDS WITH
WATER AND
SOAP/SANITIZER,
AT LEAST 20 SECONDS



DON'T TOUCH EYES,
NOSE OR MOUTH WITH
UNWASHED HANDS



PRACTICE
SOCIAL DISTANCING



DON'T EAT RAW FOOD,
THOROUGHLY COOK
MEAT AND EGGS



AVOID CONTACT WITH
ANIMALS AND ANIMAL
PRODUCTS

TRAVEL ADVICE



DON'T TRAVEL
TO AFFECTED AREAS



DON'T TRAVEL
IF YOU HAVE FEVER
AND COUGH



IF YOU BECOME SICK
WHILE TRAVELLING
SEEK MEDICAL CARE
IMMEDIATELY

IF YOU FEEL SICK



STAY AT HOME



AVOID CONTACT
WITH OTHERS



COVER YOUR NOSE
AND MOUTH WITH
TISSUE OR ELBOW
WHEN SNEEZING,
DISPOSE TISSUES



WEAR
A SURGICAL MASK



KEEP OBJECTS AND
SURFACES CLEAN

AMERICAN
DINING
CREATIONS

AMERICAN
FOOD & VENDING



How to use Medical Disposable Face Mask



Covid-19 Pandemic Plan Revision

Revision History

Rev.#	Date	Modification
1.0	04-22-2020	Peter Kestler – Social Distancing
2.0	04-22-2020	Peter Kestler - Guidance on the Essential Critical Infrastructure
3.0	04-23-2020	Peter Kestler – Covid 19 Questionnaire
4.0	06-08-2020	Peter Kestler – Close Contact / Exposure Time
5.0	06-09-2020	Peter Kestler – Seasonal Allergen
6.0	06-16-2020	Peter Kestler – Covid-19 Questionnaire for New York
7.0	06-25-2020	Peter Kestler – Reviewed and updated
8.0	06-29-2020	Peter Kestler – Questionnaire update
9.0	07-01-2020	Peter Kestler – Mask SOP update
10.0	07-15-2020	Peter Kestler – Covid Testing update
11.0	09-01-2020	Peter Kestler – Board of Health Covid-19 Notification
12.0	09-01-2020	Peter Kestler – High Density Critical Infrastructure
13.0	09-03-2020	Peter Kestler – Doctor Release Form
14.0	09-14-2020	Peter Kestler – CDC Symptoms and Fever Threshold Limit Change
15.0	10-06-2020	Peter Kestler – CDC Change
16.0	10-22-2020	Peter Kestler – CDC Close Contact Change
17.0	12-04-2020	Peter Kestler –CDC Quarantine Change
18.0	12-07-2020	Peter Kestler – RTW when Exposed to Covid-19 with a Negative Test
19.0	12-08-2020	Peter Kestler – Correction to wording
20.0	01-13-2021	Peter Kestler – Chemical SOP
21.0	01-27-2021	Peter Kestler – AFV 66A Updates
22.0	02-11-2021	Peter Kestler – Vaccinated Associate Covid-19 Exposure Guidance
23.0	04-12-2021	Peter Kestler – Policy Review and ADC Logo Change
24.0	05-19-2021	Peter Kestler – Fully Vaccinated Associates Mask Mandate
25.0	09-07-2021	Peter Kestler – Reviewed CDC Rules ensuring compliance with current standards
26.0	10-04-2021	Peter Kestler – Fully Vaccinated Associates and Close Contact (Page 12)
27.0	12-28-2021	Peter Kestler – Isolation requirement regardless of vaccination
28.0	01-10-2022	Peter Kestler – Grammatical Error
29.0	01-12-2022	Peter Kestler – Fully Vaccinated and Booster Shot
30.0	06-15-2022	Peter Kestler – CDC Quarantine and Isolation Calculator