**TOPPERS PIZZA - SUPPLEMENTAL HEATH AND SAFETY POLICIES 7/6/2020**

Food Delivery has been deemed an essential service, along with gas stations, pharmacies, grocery stores and other businesses.

To meet this expectation of serving our communities, while continuing to reduce the speed of the spread of the virus and protect team members, Toppers has implemented the following policies. We have developed these policies after review of guidelines offered by the CDC, OSHA, and various Public Health resources.

**Primary Symptoms of COVID-19**

* Fever of 100.4 degrees Farenheit or greater, or chills
* Dry cough
* Difficulty breathing or shortness of breath
* Fatigue
* Muscle/body aches
* Headache
* Sore throat
* Congestion/runny nose
* Nausea/vomiting
* Diarrhea
* Recent loss of taste and/or smell

**If someone appears or reports to have the Primary Symptoms above:**

* They must not work on the day they show or report symptoms
* A reasonable determination must be made by the Team Member if the symptom(s) they have are potentially COVID-19.
  + E.g. If a Team Member has sore muscles because they recently ran a half marathon, it could be determined that the symptoms are NOT likely COVID-19
* If the Team Member or Manager determine the symptoms are potentially a result of COVID-19, the Team Member must follow the “If Someone Has Been Diagnosed” protocol below, and any Team Members potentially exposed must follow the “Potential Exposure to COVID-19” protocol below.

*\*A Team Member may return to work earlier if a doctor confirms the cause of a Team Member's symptoms are not COVID-19 related and releases the Team Member to return to work in writing.*

**If someone has been diagnosed:**

* They must not come into work for any reason
* They may return to work when the following are met:
  + They have had no fever for at least three (3) days without taking medication to reduce fever during that time; AND
  + Any respiratory symptoms have improved; AND
  + Any other COVID-19 related symptoms have improved; AND
  + At least ten (10) days have passed since the symptoms began.

*\*A Team Member may return to work earlier if a doctor confirms the cause of a Team Member's symptoms are not COVID-19 related and releases the Team Member to return to work in writing.*

**Potential Exposure to COVID-19:**

* Notify Toppers Pizza, Inc. immediately
* The store must be thoroughly cleaned and sanitized
  + Closing cleaning procedures are considered sufficient cleaning and sanitizing practices.
  + Depending on the situation, the store may need to be temporarily closed for cleaning/sanitizing
* Protocol regarding other Team Members:
  + Team Members are permitted to continue working following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community.

*\*Potential exposure means being in household contact or having close contact within 6 ft. of someone who has confirmed or suspected COVID-19. The exposure timeframe includes 48 hours prior to the individual showing symptoms.*

* + **Contact tracing**: Determine which Team Members had potential exposure to the Team Member who was diagnosed/likely to have COVID-19. Timeframe is 48 hours before that Team Member showed symptoms through the most current exposure points at work or outside of work.
  + Notify Team Members of their possible exposure to COVID-19, but maintain the confidentiality of the Team Member who tested positive/likely has the virus
  + **Additional Precautions**: All potentially exposed Team Members must adhere to additional precautions:
    - Pre-screen for symptoms, using the Team Member Wellness Check
    - Wear a mask at all times while working
    - Social distance: Stay 6 ft. away from other Team Members
    - Disinfect and clean work spaces – Toppers Sanitization Checklist and Closing Checklist