

Facilities

RE-BOUND PLAYBOOK



UPDATED 5.26.2020

A MANAGER'S GUIDE TO SAFELY DELIVERING HOSPITALITY AND SERVICE



Our commitment...

Our commitment to the safety and health of our employees, occupants and communities we serve has never been more crucial. We must continue our efforts to achieve the highest levels of workplace safety as we navigate our “new normal” in delivering experiences that enrich and nourish lives.

This “Rebound Playbook” has been developed to provide guidance, information, tools and solutions for modification of operations, while prioritizing the safety and wellbeing of employees and occupants.

This Playbook includes practical recommendations, based on guidelines from the Centers for Disease Control and Prevention and World Health Organization that can be customized to meet the needs of businesses as they return to work. Updates will be made to this guidance as regulations change and based on feedback.

The Playbook covers the following topics:

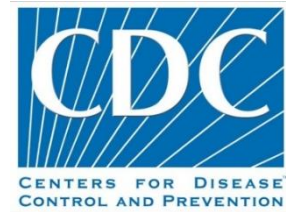
- Employee Safety and Wellbeing
- Client and Occupant Communication
- Operational Modifications
- Additional Service Offerings

We understand that our employees must feel safe when they return to work and our clients expect a sense of stability, safety and confidence in the dining, facilities, uniform and refreshment services we provide. It is our hope that by sharing this resource, we can help your business continue to deliver our promise of service excellence, and I am confident in our resilience and ability to rise up in this time of great need.

If you have any questions or concerns, please reach out to your Line of Business COVID lead, or the Aramark Response Committee (ARC) by emailing coronavirusquestions@aramark.com.

RE-BOUND PLAYBOOK

The most actionable guidance has been issued by the CDC, OSHA, and state & local governments.





Return to Work Checklist

- Reentry**
 - Define Eligibility
 - Temp & Health Check
 - Provide Welcome Back Kit
- Reduce Density**
 - Altered Schedules
 - Communal Spaces
 - Seating Capacity Limits
 - Bathrooms & Fixtures
- Timing**
 - Local Guidelines
- Supply Chain**
 - Sources and availability for PPE and cleaning supplies
- Cleaning Strategy**
 - Frequencies
 - High-Touch Areas
 - Walk-off Mats
- Cost Reduction Strategies**
 - Consolidate Functions
 - Defer Activities
 - Energy Management
- PPE Requirements**
 - Masks / Gloves
 - Hand Sanitizer
- Reduce High-Touch Surfaces**
 - Motion Sensors
 - Voice Recognition
- Ventilation System**
 - Outside Air
 - Filtration
- Food Guidance**
 - Bring From Home
 - Grab and Go / Vending
 - Coffee Stations / Break Areas
- Communication**
 - Pre-Return Messaging
 - On-Site Messaging / Signage
 - Updates
- Mail Delivery**
 - Process
 - Options



EMPLOYEE SAFETY & WELLBEING

Aramark's employees are our greatest asset. There will be high levels of stress and anxiety as employees return to work. It is essential for leadership to not only ensure safe and optimal working conditions, but to reassure employees that they are our primary concern.



Welcome back! We want you to stay safe and well. Your workplace may look different. Here is what you need to know about the changes and why this training is an important part of your return to work.

It is essential that all employees understand the standards, procedures and requirements put in place to prevent the spread of COVID-19 to our people, our families, our customers and the communities we serve. The guidance provided within this Playbook, along with the training approach outlined below, contains key information needed to ensure our employees understand the importance of safe work practices and how to maintain a clean and sanitary workplace where people are protected.

- 1 SAFE TRAINING FOR EMPLOYEES**
- 2 HYGIENE AND INFECTION PREVENTION**
- 3 PERSONAL PROTECTIVE EQUIPMENT**
- 4 EMPLOYEE HEALTH CHECKS**
- 5 HOW TO RE-BUILD EMPLOYEE MORALE**
- 6 PRE-RETURN TO WORK TRAINING FOR MANAGERS**
- 7 FIRST DAY FLA RETURN TO WORK TRAINING**

1

SAFE TRAINING FOR EMPLOYEES

Aramark COVID-19 Training & Tools

- Postings
- SAFE Briefs
- Personal Protective Equipment (PPE)

Refresher SAFE Training & Awareness Tools

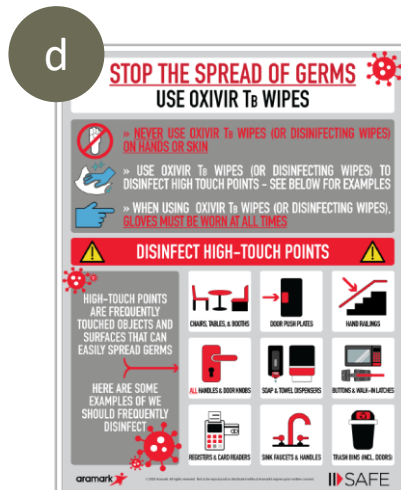
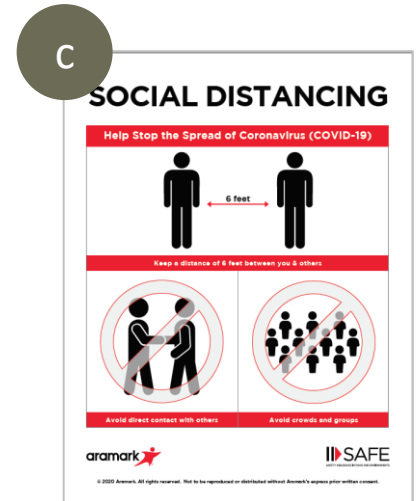
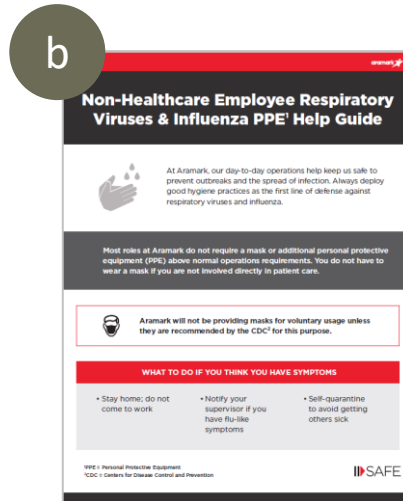
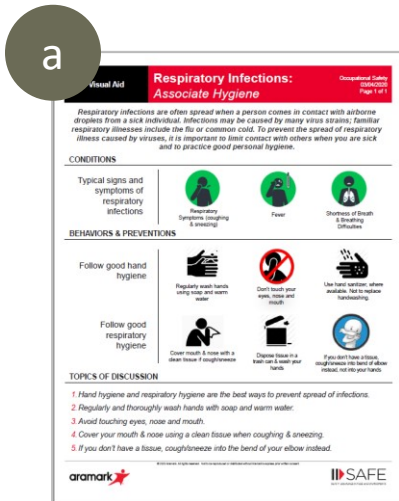
- SAFE Orientation
- SAFE Handbook
- Training Hourly Associates
- Safety Awareness Videos
- [Link to Full Content: SAFE Training for Employees](#)

SAFE TRAINING FOR EMPLOYEES

Aramark COVID-19 Training and Tools: As operations re-open, all managers must review the following COVID-19 guidance and tools with all employees:

1. **Postings** - Here are the postings you should display in your operation. Review the information and become familiar with the expectations.

- a) [Respiratory Infections - Associate Hygiene](#)
- b) [Non-Healthcare Respiratory Viruses & Influenza PPE Guide](#);
- c) [Healthcare Respiratory Viruses & Influenza PPE Guide](#)
- d) Social Distancing [English With Logos](#) [English - No Logos](#)
 - a) [Spanish - No Logos](#)
- e) Mask Coverings Visual Aid - English [With Logos](#) [No Logos](#);
 - a) Spanish [With Logos](#) [No Logos](#)
- f) High Touch Point Visual Aid [With Logos](#) [Without Logos](#)



This Rebound Playbook for Coronavirus Disease 2019 (COVID-19) provides general guidance and resources for an Aramark response to the threat of COVID-19. The guidance is based on the information available at the time of publication of this Rebound Plan and may be subject to change as new information is received or becomes available.

© 2020 Aramark. All rights reserved. May not be reproduced or distributed, in whole or in part, without the prior written permission of Aramark.

2. **SAFE Briefs** - Each week, participate in the SAFE Brief process with your team. Relevant topics are provided below that summarize information and actions that will help keep you and your teammates safe.

- a) Respiratory Infections: Social Distancing [English](#) [Spanish](#) [French Canadian](#)
- b) Respiratory Infections: Workplace Hygiene [English](#) [Spanish](#) [French Canadian](#)
- c) Disposable Gloves & Hand Hygiene [English](#) [Spanish](#) [French Canadian](#)

Please visit the SAFE Portal for a full listing of available [SAFE Briefs](#)

a

b

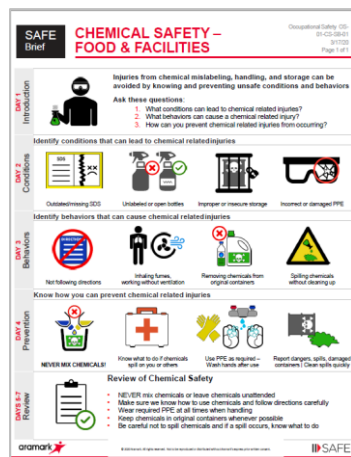
c

3. **Personal Protective Equipment (PPE)** - You may see some workers wearing masks. This is an acceptable practice, but not required unless specified by client or local/state mandate. To make sure workers understand the proper use and care, please review the following information:

- COVID-19 Facial Covering Guidance [English](#) [Spanish](#)
- COVID-19 Facial Covering SAFE Brief [English](#) [Spanish](#)
- N-95 Respirator Guidance [English](#) [Spanish](#)
- Mask Coverings Visual Aid - English [With Logos](#) [No Logos](#); Spanish [With Logos](#) [No Logos](#)
- [Gown and Glove PPE Don and Doff Guidance](#)

4. Cleaning Procedures and Products - You may see some changes in our procedures that include more cleaning and new products. Please review this chemical safety information (e.g., Safety Data Sheets (SDS)) for cleaning chemical used and follow the procedures. Make sure to check with your employees to confirm their understanding of these process changes. Once you review the new SDS' with the team, add them to your HazCom binder and place in an employee accessible location.

- Chemical Safety SAFE Brief [English](#) [Spanish](#) [French Canadian](#)
- Diversey Oxivir Tb Wipe Procedure [English](#)



Refer to Aramark's [SAFE Restart – Manager's Checklist](#) and [SAFE Restart - Employee Checklist \(Spanish\)](#) for a summary of the most critical information and actions to take when re-opening operations.

Refresher SAFE Training and Awareness Tools: If refresher training is needed, the following training and awareness tools can also be reviewed.

- For safety orientation or a refresher, review the [SAFE Orientation Videos](#) and [SAFE Handbook](#)
- [SAFE Compliance Toolkit](#) - The Toolkit provides guidance to eleven foundational Environmental and Occupational Safety programs
- [Stop Motion Safety Awareness Videos – 9 videos for refresher on PPE and workplace safety, as needed](#)

For a full listing of SAFE Training, please visit Aramark's [Coronavirus Information and Resources](#) and the [SAFE Training websites](#)

Respiratory Infections: Associate Hygiene

Respiratory infections are often spread when a person comes in contact with airborne droplets from a sick individual. Infections may be caused by many virus strains; familiar respiratory illnesses include the flu or common cold. To prevent the spread of respiratory illness caused by viruses, it is important to limit contact with others when you are sick and to practice good personal hygiene.

CONDITIONS

Typical signs and symptoms of respiratory infections



Respiratory Symptoms (coughing & sneezing)



Fever



Shortness of Breath & Breathing Difficulties

BEHAVIORS & PREVENTIONS

Follow good hand hygiene



Regularly wash hands using soap and warm water



Don't touch your eyes, nose and mouth



Use hand sanitizer, where available. Not to replace handwashing.

Follow good respiratory hygiene



Cover mouth & nose with a clean tissue if cough/sneeze



Dispose tissue in a trash can & wash your hands



If you don't have a tissue, cough/sneeze into bend of elbow instead, not into your hands

TOPICS OF DISCUSSION

1. Hand hygiene and respiratory hygiene are the best ways to prevent spread of infections.
2. Regularly and thoroughly wash hands with soap and warm water.
3. Avoid touching eyes, nose and mouth.
4. Cover your mouth & nose using a clean tissue when coughing & sneezing.
5. If you don't have a tissue, cough/sneeze into the bend of your elbow instead.



2

HYGIENE AND INFECTION PREVENTION MEASURES

- Employee Responsibilities
- Manager Responsibilities
- Training & Tools

Link to full content: [Hygiene & Infection Prevention Measures](#)

HYGIENE AND INFECTION PREVENTION MEASURES

Respiratory infections and illnesses are often spread when a person comes in contact with airborne droplets from a sick individual. Familiar illnesses include the flu or common cold. To keep our employees and customers healthy and workplace safe, it is important to follow the infection prevention measures outlined below.

Employee Responsibilities:

- Take your temperature at home and if it's at or above 100.4, stay home.
- Seek medical attention if you develop symptoms of COVID-19 (e.g., cough, shortness of breath, sore throat, malaise).
- Wash hands thoroughly and frequently.
- Use good respiratory etiquette, including covering coughs and sneezes.
- Avoid touching your eyes, nose and mouth.
- Use social distancing in the workplace.
- Do not use other workers' phones, desks, offices, or other work equipment, when possible.
- Routinely clean and disinfect surfaces, equipment, and other work-related tools using Aramark-approved products.

Manager Responsibilities:

- Frequently remind workers to stay home if they are sick
- Send workers home if they are sick.
- Promote frequent and thorough hand washing, including providing workers, customers, and worksite visitors with a place to wash their hands.
- In customer areas where soap and running water are not immediately available, provide alcohol-based hand sanitizers containing at least 60% alcohol.
- Encourage respiratory etiquette, including covering coughs and sneezes.
- Provide customers and the public with tissues and trash receptacles.
- Where practical, consider flexible work hours (e.g., staggered shifts) and social distancing strategies, to increase the physical distance among employees and between employees.
- Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
- If sharing of equipment among workers is necessary, clean and disinfect between uses.
- Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other work-related tools utilizing approved cleaning products.
- Communicate regularly to workers to adhere to good hygiene practices and social distancing both at work and at home.

Please refer to Aramark's SAFE Return – Manager's Checklist and SAFE Return - Employee Checklist for a summary of most important information and actions to take when re-opening operations.

a

SAFE Return - Manager Checklist

REVIEW

- Review status of your **COVID-19** readiness in readiness
- Have been about new **COVID-19** cases and when they begin
- Understand your local and state requirements and how they affect you
- Understand your local and state requirements and how they affect you
- Understand your local and state requirements and how they affect you

BE HEALTHY

- Monitor employee health
- Confirm masks & coverings worn correctly (if required)
- Reinforce good personal hygiene

BE SAFE

- Enable & follow social distancing
- Verify proper use of PPE
- Ensure frequent cleaning & sanitizing common


BE READY

TAKE ACTION

- Visit our **COVID-19** resources
- Visit our **COVID-19** resources
- Visit our **COVID-19** resources
- Visit our **COVID-19** resources

Visit our **COVID-19** resources page for a full listing of **SAFE** Briefs, Visuals, Aids, SDS, etc. in English and Spanish at www.aramark.com/COVID-19

Alternatively, scan this QR code with the Camera App on your smartphone for site access



SAFE

b

SAFE Return - Employee Checklist

WELCOME BACK

- Review all new safety posters to keep you and guests safe
- Take notice of banner or directional markings
- Participate in all safety meetings and pre-service huddles
- Talk to your manager if you have questions

BE HEALTHY

- Monitor employee health
- Confirm masks & coverings worn correctly (if required)
- Reinforce good personal hygiene

BE SAFE

- Enable & follow social distancing
- Verify proper use of PPE
- Ensure frequent cleaning & sanitizing common

BE WELL

- Visit our **COVID-19** resources
- Visit our **COVID-19** resources
- Visit our **COVID-19** resources
- Visit our **COVID-19** resources

Visit our **COVID-19** resources page for a full listing of **SAFE** Briefs, Visuals, Aids, SDS, etc. in English and Spanish at www.aramark.com/COVID-19

Alternatively, scan this QR code with the Camera App on your smartphone for site access



SAFE

SAFE Restart - Manager Checklist

REVIEW

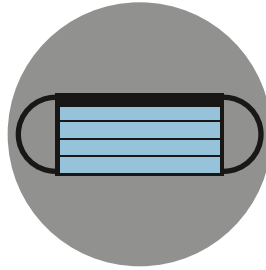
- Keep informed of new [Local or State requirements](#) or mandates
- Learn more about new [employee health checks](#) and when they apply
- Understand [new mask/facial covering guidance](#) and ensure adequate PPE supplies
- Familiarize yourself with new [cleaning products and procedures](#) (incl. proper use and hazards)
- For all tools and resources, visit our [Coronavirus Information & Resources page](#)



BE HEALTHY



Monitor employee health



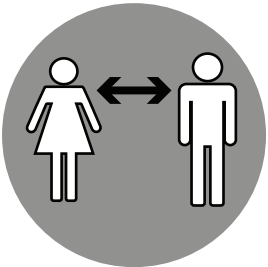
Confirm masks & coverings worn correctly (if required)



Reinforce good personal hygiene



BE SAFE



Establish & follow social distancing



Verify proper use of PPE



Ensure frequent cleaning & sanitizing occurs



BE READY

TAKE ACTION

- Lead SAFE Brief Process - discuss and reinforce safety daily for team
- Post safety posters and visual aids prominently in employee spaces
- Obtain Safety Data Sheets (SDS) for new products and update SDS books
- For all tools and resources, visit our [Coronavirus Information & Resources page](#)



Visit our Coronavirus Information & Resources page for a full listing of SAFE Briefs, Visuals Aids, SDS, etc. in English and Spanish at: bit.ly/3cU3rSQ

Alternatively, scan this QR code with the Camera App on your smartphone for site access

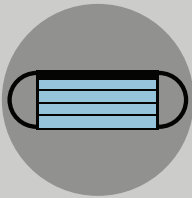
SAFE Restart - Employee Checklist

WELCOME BACK

- Review all new safety posters to keep you and guests safe
- Take notice of barriers or directional markings
- Participate in all safety meetings and pre-service huddles
- Talk to your manager if you have questions



BE HEALTHY



- Wearing masks or coverings is acceptable
- Ask your manager about mask usage at your site



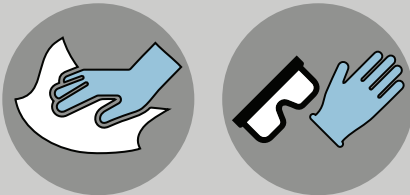
- Frequently wash hands with soap & water
- Avoid touching your face with unwashed hands
- Never touch Ready-to-Eat foods with bare hands



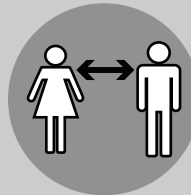
- Take your temperature before coming to work
- Stay home if you're sick or have these symptoms: cough, short of breath, fever, chills, muscle pain, headache, sore throat, new loss of taste or smell



BE SAFE



- Read product labels before use - follow instructions
- Know the hazards for all cleaning products
- Clean and sanitize surfaces often - wear proper PPE



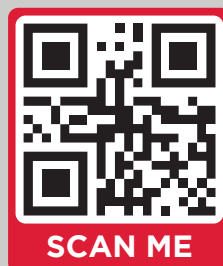
- Maintain at least 6 feet between you & others
- Be mindful of all social distancing practices
- Follow posted signs and directional markings



BE WELL



- If changes are unclear - speak with your manager
- If you are stressed, confused, or angry, please call the confidential, toll-free, & 24/7 Employee Assistance Program (EAP) at: +1 (888) 636-6717



- Another way to call the EAP is to scan this QRcode via the Camera App on your smartphone

(Be sure to enable "Scan QR Codes" in Settings)



Take care of your mind & body - Eat well, exercise, and get plenty of rest!

3

PERSONAL PROTECTIVE EQUIPMENT (PPE) & CLEANING SUPPLIES

- Overview
- Personal Protective Equipment (PPE) Use
- Masks/Facial Coverings
- Gloves
- Inventory of PPE & Cleaning Supplies

Link to full content: [PPE & Cleaning Supplies Guidance](#)

PERSONAL PROTECTIVE EQUIPMENT (PPE) & CLEANING SUPPLIES

Your safety and wellness remains our top priority, and we will continue to take steps to ensure you remain safe and secure while working in any Aramark operation. Increased handwashing, cleaning and sanitizing common touch surfaces, donning appropriate PPE and social distancing are the most effective means of keeping our workplace safe and people healthy.

In some of Aramark's operations, the use of PPE may be required based on your job duties, client requirements or governing regulations. This section provide guidance on the use of PPE and ensuring the availability of PPE, as well as disinfecting supplies to keep our employees and operations safe.

Personal Protective Equipment (PPE) Use:

PPE - such as gloves, slip-resistant shoes and safety glasses - is used by employees every day as part of Aramark's normal operations and employee job duties. However, employees may now be required to wear additional PPE to further protect themselves and others from COVID-19. Refer to **Facilities Operation - Hazard Assessment and PPE Matrix** ([Cleaning](#), [Grounds](#), [Maintenance](#)) and review the additional guidance below for masks and gloves, when required.

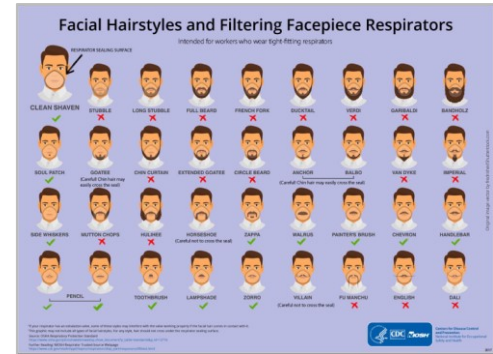
REOPENING - GROUNDS - HAZARD ASSESSMENT & PPE										
1. Distribute: A copy of this document to all employees for review and discussion throughout the week.										
2. Review: Managers and site leads must review the contents of this document daily 1 week prior to reopening and during the reopening week.										
3. Engage: Assign employees to lead discussions Tues - Thurs. Encourage all to observe & correct each other and report unsafe conditions and acts.										
4. Educate: Managers should attend and participate at a minimum three (3) SAFE brief sessions per week to reinforce quality execution.										
5. Validate: Managers must perform frequent observations and ask associates about tasks, potential injuries, safe behaviors and preventative actions.										
6. Motivate: Routinely recognize employees using Encore Encore for working safely, demonstrating safe behaviors and following the guidance below.										
QUICK REFERENCE GUIDE Review Quick Reference Guide precautions below, prior to performing identified tasks/activities.										
REOPENING - OPERATIONS MAINTENANCE - HAZARD ASSESSMENT & PPE										
1. Distribute: A copy of this document to all employees for review and discussion throughout the week.										
2. Review: Managers and site leads must review the contents of this document each day for 1 week prior to reopening and during the reopening week.										
3. Engage: Assign employees to lead discussions Tues - Thurs. Encourage all to observe & correct each other and report unsafe conditions and acts.										
4. Educate: Managers should attend and participate at a minimum three (3) SAFE brief sessions per week to reinforce quality execution.										
5. Validate: Managers must perform frequent observations and ask associates about tasks, potential injuries, safe behaviors and preventative actions.										
6. Motivate: Routinely recognize employees using Encore Encore for working safely, demonstrating safe behaviors and following the guidance below.										
QUICK REFERENCE GUIDE Review Quick Reference Guide precautions below, prior to performing identified tasks/activities.										
REOPENING - OPERATIONS MAINTENANCE - HAZARD ASSESSMENT & PPE										
TASK OR ACTIVITY	Hand	Eye	Head	Foot	Respiratory	Other	Other	Other	Other	Other
Grounds keeping - mowers, weed eaters, trimming										
Chain saw use										
Moving equipment and supplies										
Cleaning / Organizing Storage areas										
Freightloads / stadium repairs - Wood floor replacement										
Grinding concrete & tar patch work										
Chain Saws, Lawn Irrigation										
WORKPLACE SAFETY TIPS Take your time and DON'T RUSH! PPE & RESOURCES: Be aware of PPE & RESOURCES, the source of your training! COMMUNICATE: Communicate frequently with team employees to announce your intent. Control unsafe behaviors when observed.										

Important Note: Mandatory use of PPE can vary by state and locale. For the most updated information on PPE requirements for your location(s), please visit Aramark's [Coronavirus Guidance by State website](#) and/or contact the attorney supporting your business for guidance.

This Rebound Playbook for Coronavirus Disease 2019 (COVID-19) provides general guidance and resources for an Aramark response to the threat of COVID-19. The guidance is based on the information available at the time of publication of this Rebound Plan and may be subject to change as new information is received or becomes available.

© 2020 Aramark. All rights reserved. May not be reproduced or distributed, in whole or in part, without the prior written permission of Aramark.

Masks/Facial Coverings: Using a mask or facial covering is required by Aramark. Aramark will be providing facial coverings for employees. If there are concerns or issues with the provided face coverings, please contact your human resources and legal representatives (example: pre-existing health condition or sizing issue that might require an exemption for an employee provided facial covering). Aramark [COVID-19 Facial Covering Guidance](#).

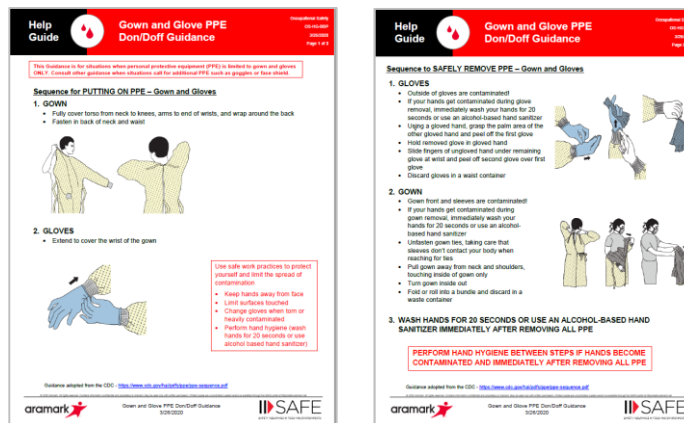


Aramark requires masks for **all personnel**. These include (but not limited to):

- Health Screeners taking employee temperatures
- Cleaning staff for all sites; and
- Those with exposure to other employees (e.g. front of house cafeteria workers) or customers.

Refer to Aramark's [COVID-19 Facial Covering Guidance](#) for proper use instruction and reference the [Facial Hairstyles Guide](#) to ensure proper fit of masks.

Gloves: Employees are required to wear gloves when using cleaning products for disinfecting common surfaces. At the time of re-opening, some operations may have additional glove requirements if mandated by local/state laws or client. When gloves are required, ensure [proper removal practices](#).



According to the CDC, the COVID-19 virus does not harm your hands. Therefore, wearing gloves does not provide additional protection to the employee. Additionally, touching your face with contaminated hands, whether gloved or not, poses an additional risk of infection. Therefore, it is important to be aware that employees wearing glove may be less inclined to wash their hands and good hand hygiene is the best defense against any virus.

This Rebound Playbook for Coronavirus Disease 2019 (COVID-19) provides general guidance and resources for an Aramark response to the threat of COVID-19. The guidance is based on the information available at the time of publication of this Rebound Plan and may be subject to change as new information is received or becomes available.

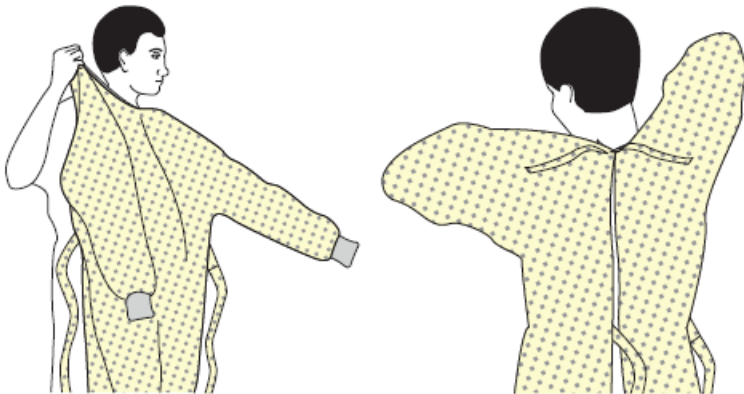


This Guidance is for situations when personal protective equipment (PPE) is limited to gown and gloves ONLY. Consult other guidance when situations call for additional PPE such as goggles or face shield.

Sequence for PUTTING ON PPE – Gown and Gloves

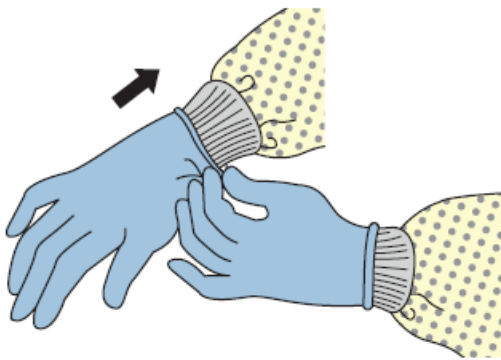
1. GOWN

- Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
- Fasten in back of neck and waist



2. GLOVES

- Extend to cover the wrist of the gown



Use safe work practices to protect yourself and limit the spread of contamination

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene (wash hands for 20 seconds or use alcohol based hand sanitizer)

Guidance adopted from the CDC - <https://www.cdc.gov/hai/pdfs/ppe/ppe-sequence.pdf>

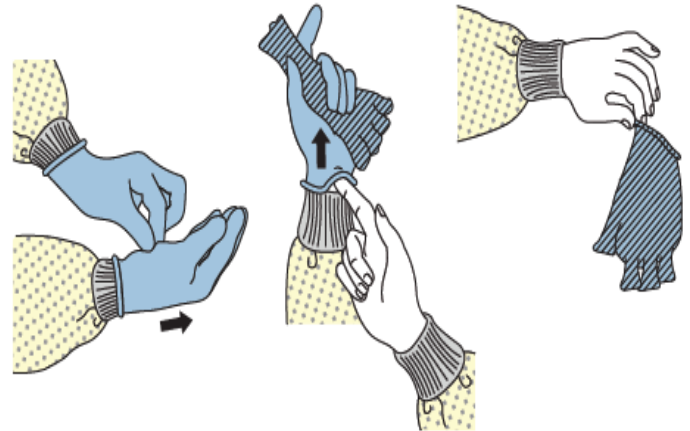
© 2020 Aramark. All rights reserved. Contains information confidential and proprietary to Aramark. May be used only with written permission. Printed copies are uncontrolled—Lasted version is available through the SAFE portal at <https://safe.aramark.net>



Sequence to SAFELY REMOVE PPE – Gown and Gloves

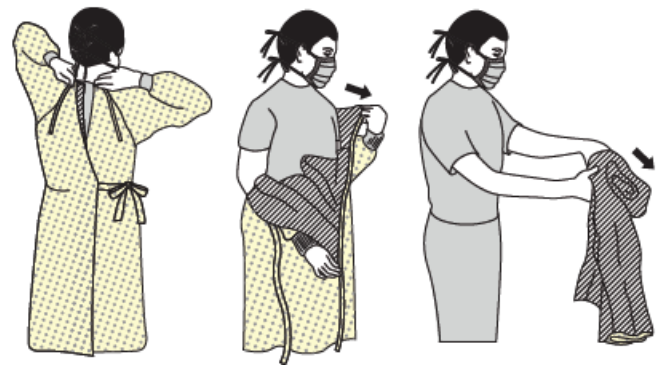
1. GLOVES

- Outside of gloves are contaminated!
- If your hands get contaminated during glove removal, immediately wash your hands for 20 seconds or use an alcohol-based hand sanitizer
- Using a gloved hand, grasp the palm area of the other gloved hand and peel off the first glove
- Hold removed glove in gloved hand
- Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
- Discard gloves in a waist container



2. GOWN

- Gown front and sleeves are contaminated!
- If your hands get contaminated during gown removal, immediately wash your hands for 20 seconds or use an alcohol-based hand sanitizer
- Unfasten gown ties, taking care that sleeves don't contact your body when reaching for ties
- Pull gown away from neck and shoulders, touching inside of gown only
- Turn gown inside out
- Fold or roll into a bundle and discard in a waste container



3. WASH HANDS FOR 20 SECONDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE

PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS BECOME CONTAMINATED AND IMMEDIATELY AFTER REMOVING ALL PPE

Guidance adopted from the CDC - <https://www.cdc.gov/hai/pdfs/ppe/ppe-sequence.pdf>

© 2020 Aramark. All rights reserved. Contains information confidential and proprietary to Aramark. May be used only with written permission. Printed copies are uncontrolled—Lasted version is available through the SAFE portal at <https://safe.aramark.net>

Inventory of PPE and Cleaning Supplies:

The Location Manager, with support from your Supply Chain Director of Distribution, is responsible for ensuring there are adequate supplies for re-opening operations. Recommendations for ensuring adequate supplies for the safety of our employees and customers is provided below.

Personal Protective Equipment (PPE)

- Confirm stock of respirators (N95) face masks, gloves, safety glasses/goggles on-site and on-order with proper lead time.
- Operations should keep a minimum quantity of 15-day supply of PPE, preferably up to 30 days.
- Health screeners, customer facing employees, and cleaning crews are required to wear surgical masks where mandated by the local/state government or client
- Supply other PPE as required for the work – slip-resistant shoes, gloves, safety glasses, etc.

Disinfecting Supplies

- Confirm operation has an adequate supply of cleaning and disinfecting supplies, soap/hand sanitizer (foam or gel), paper towels and tissue.
- Operation should keep a minimum quantity of 15-day supply of disinfectant supplies
- Refer to your LOB pandemic plan for specific cleaning processes.

#	Item	Spec	Quantity
1	Facial covering	See the PPE/COVID Supplies Matrix	5 per employee
2	Disinfectant	See the PPE/COVID Supplies Matrix	Min. 15-day rotating supply
3	Wipes	See the PPE/COVID Supplies Matrix	Min. 15-day rotating supply
4	Nitrile gloves	See the PPE/COVID Supplies Matrix	Min. 15-day rotating supply
5	Hand sanitizer (refills)	See the PPE/COVID Supplies Matrix	Min. 15-day rotating supply
6	Hand soap	Contact Director of Distribution	Min. 15-day rotating supply
7	Paper towels	Contact Director of Distribution	Min. 15-day rotating supply
8	Safety glasses/goggles	Safety glasses / Polycarbonate	Min. 15-day rotating supply
9	Infrared thermometer	Non-contact thermometer: Style 21306. How to Order	Variable by location
10	Thermometer probe wipes	Ecolab Probe Wipes Item Number: 40807-01-11	Min. 15-day rotating supply

COVID-19 Facial Covering Guidance

Updated Aramark Guidance on Facial Coverings for all U.S. Locations:

Handwashing, cleaning and sanitizing, social distancing and use of PPE, remain the focus in our goal to protect the safety and wellness of our employees. This guidance addresses the use of facial coverings in public settings that is consistent with [CDC¹ recommendations](#).

Key Information to Know:

- Wearing a facial covering is **required** in customer / public facing jobs, such as front-of-house food service, and any situation where 6ft. social distancing is not possible.
- Facial coverings are not a substitute for our focused efforts to prevent COVID-19, such as frequent hand washing, cleaning and sanitizing of high touch surfaces and social distancing.
- If you feel sick or believe you have been exposed to COVID-19, **take proper actions** by notifying your manager and staying home.

Masks and Respirators:

The cloth facial coverings are **not surgical masks or N-95 respirators**. Those (surgical masks and N-95 respirators) are critical supplies that must continue to be reserved for healthcare workers and other medical first responders. - CDC¹

Facial coverings are just one more measure we use as an added protection for our employees and the public. The CDC is advising the use of simple cloth face coverings to slow the spread of the virus, and we want to enable our employees to follow CDC guidance.

TURN PAGE FOR ADDITIONAL INFORMATION

Requirements for implementing these practices are not limited to listed information, as CDC¹ updates information frequently

¹CDC = Centers for Disease Control and Prevention

COVID-19 Facial Covering Guidance

DO's

- Do keep facial covering clean, neat and in good condition
- Do ensure facial coverings allow you to communicate clearly without lifting or removing
- Do make sure the facial covering is covering over the mouth, nose and chin
- Do ensure facial covering remains secure to face at all times, limit need to touch or adjust

DON'Ts

- Don't wear a facial covering with holes, tears, typography, or large logos
 - Especially graphic images or inappropriate language (e.g., obscene, profane, racist or sexual in nature)
- Don't wear anything that would create a food or safety hazard
- Don't share your mask

While Wearing:

- Wash hands before and after putting on, adjusting or removing a facial covering
- Avoid touching as much as possible
- Position firmly in place, keeping mouth, nose and chin covered
- If soiled, damaged or becomes hard to breathe - remove and discard or launder (before next usage)
- Remove while eating and/or drinking – check condition before continuing usage
 - If removed, ensure facial covering is placed on a sanitized surface
- **Remember, use of facial coverings does not reduce the need for social distancing and hand hygiene**

Cleaning/Laundry:

- Launder as soon as possible, and at least weekly
- Follow manufacturer's laundry instructions
- Use the warmest appropriate water setting and dry items completely
- Wash hands after handling

Requirements for implementing these practices are not limited to listed information, as CDC¹ updates information frequently

¹CDC = Centers for Disease Control and Prevention

May 14, 2020

This document provides general guidance related to use of masks and is based on information available at the time of publication of this document. This guidance is subject to change as additional information becomes available.

Guidance for U.S. Employees on the Use of Masks and Other Facial Coverings

Nothing is more important to Aramark than the safety of our employees and people we serve. Handwashing, cleaning and sanitizing, social distancing and use of personal protective equipment (PPE), when required, are all ways that we can maintain our safety and wellness. This FAQ addresses the most common questions asked related to the use of masks and facial coverings and is consistent with CDC and other public health agency recommendations.

*Note: Unlike N95 respirators, **non-medical masks and facial coverings are NOT personal protective equipment (PPE)**, since their capability to protect you is unknown. These coverings have not been industry tested, nor are they CDC/NIOSH approved.*

Q: Will Aramark be providing facial coverings for employees?

A: Yes, Aramark is committed to providing each of our associates with the appropriate facial coverings for their jobs. Going forward, Aramark will require our associates to wear facial coverings in customer/public facing jobs, such as front-of-house food service and any situation where 6 ft. social distancing is not possible. Back of house employees – such as cooks, utility, managers, etc. - need to wear masks whenever they are in public/front of house areas.

Q: What should be worn if site cannot provide facial coverings?

A: An order should be placed immediately using [Mask Ordering Form](#). While waiting for masks to arrive employees are temporarily permitted to provide their own mask or you may also choose to have employees construct coverings at work. You can assign one employee to construct multiple coverings for distribution, or allow each employee to construct their own. Replace these coverings with Aramark-provided masks as soon as they arrive.

Guidance for Constructing Facial Coverings

- Find at your site (or procure) appropriate materials to construct a facial covering (e.g. t-shirts, thin towels, aprons, etc.)
- When they next come to work and after they clock in, provide scissors, and the instructions attached, so they can construct the facial coverings
- [CDC instructions for constructing facial coverings.](#)

Guidance for Reimbursing Employees for Self-Procured Masks

- Each employee that provides their own covering will be reimbursed \$2/day for the cost
 - In order to do this, [download this form](#) that should be completed and emailed to Payment Services at: paymentservices@aramark.com
 - The form includes an example of all required fields – utilize the UUNIF earn code in column B (Uniform Reimbursement Dollar)
 - Complete one lump sum line entry by associate, per pay cycle
 - Include all impacted employees at the account requiring reimbursement (can include employees from multiple profit centers)
 - Once emailed, a ticket will be created and the reimbursement will be processed on the employee's next pay cycle

- If your employees are represented by a union, contact your Labor Relations Director to discuss the appropriate notification to the union prior to discussing the amount of the reimbursement with your employees

Q: What do I say if asked about masks or other facial covering use at Aramark?

A: A mask or other facial covering is just one more measure we use as an added protection for our employees and the public. The CDC is advising the use of simple cloth face coverings to slow the spread of the virus, and we want to enable our employees to follow CDC guidance. In the meantime, we continue to take all other precautionary measures to prevent the spread of COVID-19, such as increased handwashing, cleaning and sanitizing and social distancing.

Q: What do I say if a customer sees an employee wearing a facial covering and asks if they have COVID-19?

A: Our employees do not work while sick. If an employee is sick, they stay home and self-isolate. We are taking all precautionary measures to prevent the spread of COVID-19, such as increased handwashing, cleaning and sanitizing and social distancing. The facial covering gives our employee one more tool for protection, as recommended by CDC.

Q: I prefer not to wear a facial covering. Is that okay?

A: Not at this time, wearing a facial covering is a requirement. Exceptions for medical or personal reasons should be reviewed with your Human Resources Representative.

Q: Will employees wearing facial wearing coverings require additional breaks/rest periods?

A: Use of masks or facial coverings may require an adjustment period for some associates. Managers should monitor associates and consider offering additional breaks to the extent operations permit.

Q: Do I have to wear a facial covering during breaks or meal periods?

A: As long as you can maintain social distancing of 6 ft., masks are not required to be worn in employee break rooms or other back of house/non-public areas. Remind employees to practice proper hygiene (i.e., wash hands) after removing masks.

Q: Are there any special requirements in wearing a mask or facial covering if I have facial hair?

A: Some facial hair styles interfere with how well the face masks works. Facial hair that lies along the mask sealing area, such as beards, sideburns or some mustaches, will interfere with certain masks and N95 respirators that rely on a tight seal to achieve maximum protection. Refer to the [CDC Guidance for Facial Hair with Masks](#) for information on accepted facial hairstyles that will not interfere with mask effectiveness.

Please note that employees in foodservice may still need to wear a beard guard underneath to ensure facial hair longer than ¼ inch is completely covered and to prevent food contamination.

Employees who are required to wear N95 masks and have questions concerning facial hair interference as a result of religious or medical concerns should reach out to their designated HR professional.

Q: Can these facial coverings be laundered?

A: Yes, employees have been provided with cloth facial coverings and should launder these according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely. These coverings can be washed with other items.

If you have questions not covered by this FAQ or have any other coronavirus-related questions or concerns, please reach out to your manager or email coronavirusquestions@aramark.com.

4

EMPLOYEE HEALTH CHECKS

- Explanation of when required
 - Self-Monitoring and Attestation
 - Temp Taking Process and Guidance
 - Determination if Employee Can Enter Workplace
 - Links to related guidance: Self-monitoring and attestation
- Link to full content: [Employee Health Check Guidance](#)

EMPLOYEE HEALTH CHECKS

The following documents provide guidance, direction and processes for locations conducting employee health screening and temperature checks prior to returning to work. Locations and/or LOBs may adapt these to the specific needs of the operation(s) or state and local requirements, where more restrictive. To the extent possible, it is important that temperature taking activities align with all CDC guidelines, such as social distancing, PPE usage, and hygiene procedures to minimize spread of COVID-19.

The following protocol should be implemented for all Aramark employees – associates, managers and visiting managers:

STEP 1 - Self-Monitoring and Employee Acknowledgement: **STEP 1** – Establish health screening protocols in accordance with Aramark’s [Employee Temperature and Health/Respiratory Screening](#) procedure and ensure all management staff receives training on these protocols.

STEP 2– Employee Health Self-Monitoring: All employees should monitor their own condition, including, where possible, taking their own temperature at home before reporting to work. If an employee has a fever or is ill he/she SHOULD NOT report to work.

STEP 3 – Employee Health Self-Monitoring: Upon arrival at work, all employees should follow social distancing, review the [Employee Questionnaire Poster](#) (in [Spanish](#)), and acknowledge “NO” to all questions before proceeding to temperature screening.

STEP 4 - Temperature Taking Process and Guidance: Once employees complete Step 3, the location should follow the [Infrared Thermometer Usage Guidance](#) to take the temperature of each employee, allowing only those employees whose temperature is **below** 100.4° F to enter the workplace.

STEP 5 – Determine if Employee Can Enter Workplace:

If the temperature reading is below 100.4 °F, **Do not record** the temperature reading. The employee may begin work.

If the temperature reading is at or above 100.4 °F, notify management immediately as this employee is not permitted to enter the facility. See the [Manager Guide for Employee Issues Related to Coronavirus](#) for information on next steps.

If an employee is sent home as a result of screening, s/he should be permitted to utilize any available paid time off benefits. If such benefits are exhausted, the time can be unpaid. Hourly and salaried non-exempt employees in California who are not using paid time off benefits should be paid reporting pay for the day. Contact your Human Resources Director with questions.

SLOW THE SPREAD OF COVID-19

RETURN TO WORK SAFELY

Review these **3 questions**
before you work

In the last 2 weeks, have you:

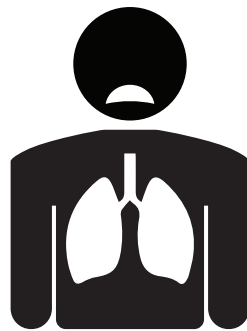


**Traveled outside
the USA?**

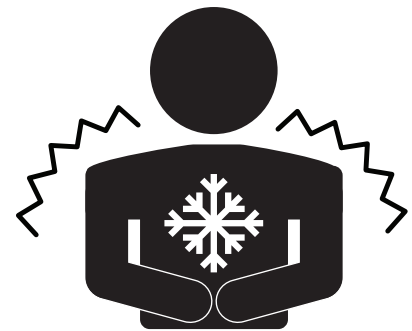


**Been near anyone
with COVID-19 or
flu-like symptoms?**

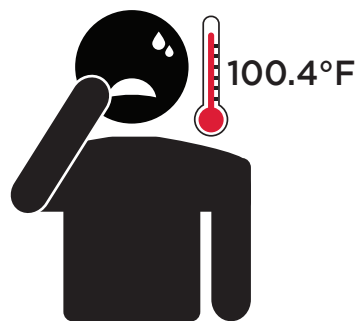
**Experienced cold or flu-like symptoms
including but not limited to:**



Coughing, shortness
of breath, difficulty
breathing



Chills, muscle pain,
shaking with chills



Fever, sore throat,
or headache



New loss of
taste or smell

If you can answer **“yes”** to any of these questions,
Speak to your manager immediately

Additional information and tools to support the employee health check process include:

[Temperature Taking Poster](#)

[Employee Health and Temperature Screening FAQ](#)

SLOW THE SPREAD OF COVID-19
RETURN TO WORK SAFELY

Review these **3 questions** before you work

In the last 2 weeks, have you:

- Traveled outside the USA?** (Icon: globe with airplane)
- Experienced cold or flu-like symptoms including but not limited to:**
 - Coughing, shortness of breath, difficulty breathing (Icon: person coughing)
 - Chills, muscle aches, shaking with chills (Icon: person with fever)
- Been near anyone with COVID-19 or flu-like symptoms?** (Icon: person in bed with red cross)

100.4°F (Icon: person with thermometer)

New loss of taste or smell (Icon: crossed-out nose)

If you can answer **"yes"** to any of these questions, **Speak to your manager immediately**

aramark © 2020 Aramark. All rights reserved. This document is for informational purposes only. It is not intended to constitute an offer of any financial product or service. Please contact your manager for more information. SAFE

Introduction:

Following CDC Guidance, every Aramark location must conduct a health screening and temperature check to identify individuals who may be infected with COVID-19 in order to protect our staff, our clients, and the public. The temperature check allows rapid identification of employees who have an elevated body temperature (fever). Although not everyone with a fever is infected with COVID-19 (coronavirus), a fever is frequently one of the symptoms of being infected.

This document outlines the steps required to properly screen Aramark employees before they enter the workplace. Aramark locations may choose to implement this procedure or outsource this activity to an appropriate third party at their own expense.

Scope:

The screening procedures outlined below apply to all Aramark locations and should be used **ONLY for Aramark employees**. However, it is permissible to utilize client screenings for Aramark employees instead of these procedures if required by the client.

All screening procedures must be clearly communicated to impacted employees before they are implemented. This can be accomplished by sharing and reviewing the [temperature screening](#) and [employee health check](#) postings with employees.

Employee screening includes the following key requirements:

- Employees are not permitted to enter the workplace if they have a fever at or above 100.4 degrees Fahrenheit.
- Temperature checks will be conducted in a non-invasive manner, generally through the use of touchless (i.e., forehead/temporal artery) thermometers.
- Managers should not record employee health information, including temperatures, except as expressly directed by Human Resources.
- All screenings should be conducted discreetly and efforts should be made to maintain confidentiality of information about the employee's health.
- Temperature checks will be conducted only by managers who have received appropriate training.
- Social distancing will be maintained, e.g., by establishing multiple employee health/temperature check stations, barriers/participations, markings, and other COVID-19 related precautions.

Training:

Before conducting any screenings, managers must review this procedure, as well as any location-specific requirements. In addition, training must also include:

- Personal Protective Equipment (PPE) requirements – What PPE staff must wear during the screening, how to [don/doff](#) safely, and where to obtain the PPE – facemask, safety goggles/glasses or face-shield and disposable gloves that are required.
- Review Aramark’s [Social Distancing Guidance](#) and [Social Distancing Poster](#), which provides guidance for setup of employee screening areas and how social distancing can be maintained – barriers, markings, etc.
- Review hand hygiene procedures and [Handwashing Postings](#). Are employees using water and soap or hand-sanitizing stations? How are soap and sanitizer supplies maintained daily?
- Become familiar with the [Employee Temperature Taking](#) process and [Infrared Thermometer Usage Guidance](#), review equipment directions and practices for taking temperature and cleaning of equipment
- Review [Employee Temperature Screening FAQ](#) to provide clear direction for commonly asked questions

Procedure

The following procedure is to be followed to ensure a safe and effective screening process. Managers of unionized employees must contact their Labor Relations Director prior to communicating with employees about or implementing this procedure.

1. Staging –managers will need to develop a staging process for employees so that social distancing is maintained while waiting to be screened. Each screening area should have the following postings visible: [Handwashing](#), [Social Distancing](#), [Temperature Taking](#), [Respiratory Symptoms Chart](#), and [Employee Questionnaire](#) (in [Spanish](#)). Also, provide supplies—tissues, hand sanitizing rubs, soap at sinks and trash cans. Place chairs 6 feet apart, use barriers (i.e., plastic or glass screens) or floor cues/ markings to maintain 6 feet of social distancing, if possible.
2. Employees should be encouraged to monitor their health condition at home, including taking their own temperature, before reporting to work. If an employee has a fever or is ill, they SHOULD NOT report to work.

3. A designated manager should greet all Aramark employees as they enter the screening area, where possible. The manager should remind employees to review the [Employee Questionnaire](#) (in [Spanish](#)) posting.
4. If possible, the number of designated managers should be sufficient to cover all shifts, schedules and breaks in such a way that at any time an Aramark employee enters the screening facility, a trained manager is available to complete the screening.
5. All managers who will conduct screening must be trained, and when a physical barrier (glass/or plastic window) is not possible, must wear all necessary PPE. These include a facemask, eye protection (e.g., safety glasses or face shield), and disposable gloves at all times. A gown could be considered if extensive contact with an employee is anticipated.
6. Before taking an employee's temperature, managers should look for signs of illness using the [Symptoms Chart](#), and each employee should be asked:

"Can you answer NO to all of the following three questions:

In the last two weeks have you:

- Traveled outside the country (USA)?
- Been near anyone with COVID-19 or flu-like symptoms?
- Experienced cold or flu-like symptoms, such as: shortness of breath, coughing, chills, muscle pain, fever or sore throat, headache or new loss of taste or smell?"

If they can answer NO to all three questions, then proceed to the next step. If they answer YES to any question, they should not proceed to the temperature screening and should be sent home.

7. Next, take the employees' temperature following the [Temperature Screening using Infrared Thermometers Guidance](#). Other than disposable gloves, no other PPE is required if the screener stands behind a physical barrier, such as a glass or plastic window or partition, that can protect the screener's face and mucous membranes from respiratory droplets that may be produced when the employee sneezes, coughs, or talks. In some cases, the manager conducting the screening will not have a physical barrier or be able to maintain social distancing of 6 ft. and must be provided with the additional PPE. However, make every effort to limit the amount of time you are closer than 6 feet from the employee.
 - If the temperature reading is below 100.4 °F, the employee may enter the workplace. **Do not record the temperature reading.**

- If the temperature reading is at or above 100.4 °F, notify management immediately as this employee is not permitted to enter the facility for work. Contact your Human Resources Director for guidance on returning employees to work.
8. If performing a temperature check on multiple individuals, ensure the thermometer has been thoroughly cleaned in between each individual. Clean and disinfect the thermometer using Ecolab Probe Wipes Item Number: 40807-01-11. As long as the wipe is wet, it can be reused.

Alternatively, follow the manufacture's instruction for cleaning. A common cleaning method is the use of alcohol wipes following this simple procedure for cleaning infrared thermometer:

- Use a soft cloth or cotton swab with water or medical alcohol (never use soap or chemicals)
 - Carefully wipe first the lens and then the body of the thermometer
 - Allow the lens to dry fully before using the thermometer
9. If performing a temperature check on multiple individuals, ensure that a clean pair of disposable gloves is used for each individual. If a non-contact thermometers is used and you did not have physical contact with an individual, you do not need to change your gloves before the next check.
 10. At conclusion of the screenings, dispose of facemask and gloves as regular waste, clean the face shield/glasses per mfg. instructions, and wash hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol.

Employee Pay

If an employee is sent home as a result of screening, s/he should be permitted to utilize any available paid time off benefits. If such benefits are exhausted, the time can be unpaid. Hourly and salaried non-exempt employees in California who are not using paid time off benefits should be paid reporting pay for the day. Contact your Human Resources Director with questions.

References

Additional information and tools can be found on the [COVID Information and Resources](#) page on the SAFE Portal:

- [Handwashing Poster](#)
- [Social Distancing Poster](#)
- [Temperature Taking Visual Aid](#)
- [Employee Questionnaire](#) (in [Spanish](#))
- [Respiratory Symptoms Chart](#)
- [Infrared Thermometer Usage Guidance](#)

COVID-19 Infrared Thermometer Usage Guidance

Summary:

The guidance below provides instruction in the use of infrared thermometers for temperature taking of Aramark employees prior to entry. Locations should have an infrared thermometer*, and use a barrier and/or PPE when performing the task, as proximity to the employee is required. Upon employee arrival, a designated person(s) takes the temperature of all employees with an infrared thermometer. Any employee whose temperature is **at or above 100.4°F is required to leave for the day¹** and not return until the employee's temperature is below 100.4°F.

* **Note:** *These devices do not work through glass or other transparent barriers.*

Steps for an Accurate Temperature Reading

1. Ask employee to push back their hair, remove glasses and/or hats, and wipe off any moisture/perspiration from their forehead.
2. Avoid thermometer making direct contact with person's skin, **avoid pointing device at eyes.**
3. Hold thermometer 2 inches from the employee forehead while taking temperature. (This is **very important** for accurate readings – distance depends on manufacturer of device used).
4. Press and hold the thermometer trigger to take the employee's temperature. A final beep and temperature reading should be observed within 1 to 3 secs.
5. Release the trigger and evaluate the reading, which should display for approximately 7 secs. **Do Not Record.**
6. If employee's temperature is **at or above 100.4°F**, have employee wait a few minutes (using social distancing) and take temperature again to confirm.
7. If **both** readings **are at or above 100.4°F**, the employee's temperature is above normal and the employee is **required to leave for the day.** Contact your Human Resources Director for guidance on excluding employees and on returning employees to work

Key Information:

- Review manufacturer's recommendations for specific temperature taking distances for device used. This may vary depending on manufacturer.
- Taking temperature outside can give inaccurate readings. Temperature taking should occur as close to employee entrance as possible, to avoid employee contact with others prior to readings.
- Thermometer and employees should be in same ambient temperature for a min of 10 minutes before taking temperature.
- Ensure thermometer is in "forehead mode."
- Thermometer may have a "fever alert – beep @ 100° F," which doesn't signal final reading.
- Clean the thermometer between uses with *Ecolab Probe Wipes Item Number: 40807-01-11* . You can reuse the same wipe as long as it remains wet.

CDC¹ Centers for Disease Control updates information frequently

April 22nd, 2020

This document provides general guidance related to use of thermal thermometers to take employee temperatures to evaluate readiness for return to work and is based on information available at the time of publication of this document. This guidance is subject to change as additional information becomes available.

Remember: Aramark employees do not work while sick. If an employee is sick, they stay home and self-isolate. In addition to pre-work screening, we should remain committed to taking all precautionary measures to prevent the spread of COVID-19, including increased handwashing, cleaning and sanitizing and social distancing

Q: Do all employees need to be screened?

A: Where employee pre-screening is required by local government, client, or Aramark, all employees should be screened when they first enter the facility. Screening should be completed as close as possible to the employee entry. Managers of union employees must contact their [Labor Relations Director](#), prior to implementing this process.

Q: Should I Maintain Social Distancing When Conducting Employee Temperature Checks?

A: Yes, to the best of your ability. Where social distancing can't be maintained, look to limit person-to-person contact by staying behind barriers/Plexiglas shields.

Sites should select a single location that all employees will have temperature checked. Employees waiting to have temperatures checked should maintain social distancing guidelines, as well as any additional recommendations by the CDC, local health department or governmental agency.

Q: When should employees be screened?

A: Each employee should be screened prior the start of each shift following the process outlined in the [guidance document](#) and [visual aid](#).

Q: If an employee takes their own temperature at home can we accept that result?

A: No, only on-site temperature checks at the time of arrival will be accepted. This is necessary to provide process consistency and confidence in the results for all employees coming into the workplace.

Q: Do I need to take temperatures multiple times/day, for example, after returning from lunch or being off site?

A: No, only one time per day is required, taken at the time of first arrival in the designated area.

Q: Does the thermometer need to be in contact with the person's forehead to get a correct temperature?

A: No, this distance is based on the specific manufacturer and model. Read the manufacturer's instruction for details. The Aramark sourced thermometer recommended distance is 2" or less.

Q: Where do I get the necessary equipment and tools?

A: Order a non-contact thermometer ([Style 21306](#)) for your location at: [SCM Smartsheet Request Form](#) .

Q: How do I take the temperature?

A: Follow instruction outlined in the [guidance document](#) and [visual aid](#). If the temperature is between **98°F and 103°F** assume it is an accurate measurement. Refer to the thermometer manufacturer's instructions for additional details.

Q: How do I clean the thermometer?

A: Wipe the thermometer between each use with the **Ecolab Probe Wipes Item Number: 40807-01-11**. As long as the wipe is wet, it can be reused. If performing a temperature check on multiple individuals, ensure the thermometer has been thoroughly cleaned in between each individual check.

Q: Where do I record the temperatures?

A: Do not record temperatures. These are not kept as part of the employee record.

Q: What if the employee refuses to accept a screening?

A: Employees refusing to take the temperature screening will be refused entry. Contact your Human Resources Director with questions. Managers of union employees must contact their [Labor Relations Director](#), prior to implementing this process.

Q: What PPE is required for the screener?

A: In most cases, the employees conducting the screening will not be able to maintain social distancing of 6 ft. and must be provided with proper PPE – including at a minimum a surgical mask, safety glasses or face-shield, gown, and disposable gloves. This PPE must be worn during temperature taking. If performing a temperature check on multiple individuals, ensure that a clean pair of gloves is used for each individual. Here are links to employee [training](#) and additional instruction on [respirators](#). At conclusion of the activity, **always properly wash hands**.

Q: When can the employee return to work?

A: Any employee whose temperature is **at or above 100.4°F** *CDC*¹ will be required to leave for the day. CDC recommends no fever for 72 hours without the use of fever reducing medicine before returning to work. Advise employee to seek medical attention if other COVID19 symptoms develop (cough, shortness of breath). If the employee becomes sick during the day, they should be [sent home immediately](#). Managers of union employees with temperature must contact their [Labor Relations Director](#), before they are allowed to come back to work. *Note: CDC¹ Centers for Disease Control and Prevention updates information frequently.*

Q: Who conducts the screening?

A: Testing must be completed by Aramark management personnel.

Q: What happens if an employee fails the temperature screening?

A: Contact your Human Resources Director for direction. Managers of union employees must contact their [Labor Relations Director](#), prior to implementing this process.

Q: Are employees paid for their time to be screened or if they are sent home?

A: Contact your Human Resources Director and Legal for guidance.

Q: Is there a 3rd party that can do this testing?

A: We are in process of evaluating the capabilities of several staffing partners. More will be shared as information becomes available.

5

HOW TO RE-BUILD EMPLOYEE MORALE

- Review and execute daily safety briefs relating to Coronavirus Information and Resources
 - [Resource Link](#)
 - Refer to posters, daily safety briefs and more.
- Reiterate Employee Hotline availability ([resource Link](#))
- Continue to leverage Encore!Encore! to recognize employee contributions but to also keep spirits up and employees engaged during the reopen period. ([resource Link](#))
- Encourage the use of EAP to promote wellbeing, personal, work, or family issues as they return to work. ([resource Link](#))
- Re-leverage Engagement Playbook ([resource Link](#))
- Engaging our Furloughed Team Members during COVID-19 ([resource link](#))

Reach out to Radice-Jennifer@Aramark.com with any questions

WE CAN HELP YOU WITH THAT.

Employee Assistance Program

When you experience life's challenges, Cigna's Employee Assistance Program is here to help. Our library of programs and services listed on the back of this sheet is a great place to start. If you can't seem to find exactly what you're looking for, we're always just a call or click away.

Call us anytime, any day.

We're here when you need us, 24/7/365. Our dedicated staff of personal advocates can get you the information you need and guide you toward the right solution.

We can:

- › Assess your needs and find a solution to help resolve your concerns
- › Get you the help you need when you're in a crisis situation
- › Provide up to 6 face-to-face sessions per issue per year with a mental health or substance use professional
- › Connect you with the right mental health or substance use professional in your Cigna network
- › Direct you to a variety of helpful resources in your community
- › Show you how to get discounts on many health and wellness products through the Healthy Rewards® program*

Get the support you need conveniently online.

- › Search for a mental health or substance use professional in your network
- › Get educational materials on almost any work or life issue
- › Take a self-assessment to see how you're doing
- › Take advantage of the Savings Center - free program for everyday savings of up to 25% on name brands and luxury items*
- › Access our interactive tools and much more!

Together, all the way.®



Everyday resources to help make your everyday easier.

Give us a call or go online under “Find/Work Life Resources” to get up to five qualified referrals through LiveCONNECT.



Adoption: Adopting a child is one of the most wonderful times in an adoptive parent’s life. But it can also be stressful. Our adoption services provide all the support you need to help find the right adoption specialists and support groups to get you headed in the right direction.

Children and Families

- › **Parenting:** Receive guidance on child development, sibling rivalry, separation anxiety and much more.
- › **Prenatal Care:** Get the information you need for a healthier pregnancy and delivery.
- › **Child Care:** Whether you need care all day or just after school, find a place that’s right for your family.
- › **Children with Special Needs:** Let us help you better understand care for your unique family needs.
- › **Summer Care:** Our summer care services provide parents with the resources to help find the right summer camps and programs for your children.



Education: We understand the importance of your child’s education. That’s why we offer a full suite of education services for parents. From kindergarten to public schools to special programs and college preparation, we’ll get the information you need to make the best decisions throughout your child’s life.



Financial Services: When it comes to finances, most of us need a little help now and then. Get a free 30-minute consultation with a qualified financial services specialists. In addition, you can get 25% off on tax preparation when you take advantage of this service.



Identity Theft: If you think you might be a victim of identity theft, talk to a fraud resolution specialist. To start, you’ll get a free 60-minute consultation and resources to help you protect yourself.



Legal: Some of life’s events call for expert advice. When you need legal assistance, contact us. You can be connected to a lawyer in your area for a free 30 minute consultation and up to a 25% discount on usual fees for most legal issues.



Pet Care: Your pet is part of your family, so we understand the importance of finding solutions to any number of needs. From vets to dog walkers, our pet care services will help connect you with the right resources to ensure that your furry friends are well taken care of.



Senior Care: When it comes to managing important senior citizen care issues that arise in your family, making the right decisions can be difficult. That’s why we provide the information you need along with a support system to help guide you through the process.



* These are discount programs and NOT insurance. You are responsible for paying the entire discounted charge directly to participating third party suppliers who are solely responsible for all products and services provided. Some programs may not be available in all areas and programs may be discontinued at any time.

All Cigna products and services are provided exclusively by or through operating subsidiaries of Cigna Corporation, including Cigna Behavioral Health, Inc. The Cigna name, logo, and other Cigna marks are owned by Cigna Intellectual Property, Inc.

850504 b 12/15 FFPS © 2015 Cigna. Some content provided under license.



Engaging Our Furloughed Team Members During COVID-19

As the COVID-19 crisis continues, it is critical that we continue to connect with employees who have been affected by recent furloughs. While they must not perform any work during the furlough, these individuals are crucial to the success of our business and their return will be critical when we resume our operations. For that reason, it is important that our furloughed team members know how much we value them. To ensure that message is delivered, we are asking managers to be intentional about the frequency and the way they connect with furloughed employees.

Communication and Empathy

Team members who are informed and included are more likely to demonstrate commitment and pride and go the extra mile. If we want our furloughed team members to commit to returning to Aramark, managers and leaders need to show genuine care and concern for their team. In fact it is estimated that more than **70% of an individual's engagement with an organization is tied to their direct manager**. As their leader, we are counting on you to focus on and incorporate the activities below into your connection with furloughed team members. By completing these activities on a regular basis, it will help the members of your team stay connected to Aramark and will increase the likelihood that they will return to the company after the furlough.

1. Consistency is Key

It is always important for team members to hear from you on a consistent basis, but it becomes critical during a crisis. If you have not done so already, make sure to schedule consistent touch points with those impacted by the furlough. This will show them they are valued and that their return is a top priority.

- **How often should I reach out?** You should connect with each of your impacted employees every 3 - 4 weeks. The touch points need not be long, but there *should not* be long periods of time where a team member does not hear from you directly.
- **How should I reach out?** Make sure to call your team members rather than just sending an email or text message. A call shows a deeper level of commitment and consideration than other forms of communication. Only use text and email if you are unable to reach your employee by phone or if they express a preference to communicating through that medium.
- **What should I say?** See below for more details on how to lead with empathy during a crisis. Keep the conversation focused on the well-being of your team member(s), providing access to information or resources they may need, and reiterating their value to Aramark. You must not ask furloughed employees to perform any work during the conversation.





2. Leading with Empathy

Although this is a difficult time for everyone, those impacted by the furlough are facing an unprecedented time of uncertainty and instability. Showing empathy to our team members during this moment is critical to driving engagement and belonging. You can be intentional about this by following some of the guidelines below for structuring your conversations.

General Conversation Structure

- ❑ Inquire about the wellbeing of your team member and their family.
- ❑ Ask if they require access to or information about Aramark support resources (MyHR, Benefit Services, etc.).
- ❑ Express optimism for the future and that you are excited for their return post-furlough.
- ❑ Let your team member know they can follow company news on [this page](#) and by following us on [Facebook](#), [Twitter](#), [Instagram](#), [LinkedIn](#) and [AramarkTV](#) on YouTube.
- ❑ Schedule a time to connect again in the next 3 -4 weeks.

Always Remember...

- ✓ One of the key components in empathy is listening. These touch points should be centered on your team member and not you. Let them drive the conversation rather than making it about your own sentiments.
- ✓ You *must not* discuss work or ask work-related questions with your team member. If the person inquires about work, reassure them that everything is being handled and that you look forward to their return to the team.
- ✓ See the [FAQ Guide](#) if you have additional questions regarding what you can or cannot discuss with employees.

[Click here](#) for a job aid on how you can better connect with your team members through conversations utilizing emotional intelligence and empathy.

3. Follow-up and Follow Through

Consistency is perhaps one of our most reassuring tools as leaders and managers in times of crisis. Your team members are looking to you for guidance. With that in mind, make sure to honor your commitments after each conversation. If you commit to providing information or following up on a request, make sure to follow through. By following-up on requests from furloughed employees in a timely manner, you show them they are a priority for you, the team, and the organization.



6

PRE-RETURN TO WORK TRAINING FOR MANAGERS

- Review Pre-Return to Work Checklist ([resource link](#))
- Review Return to Work presentation for FLA with talking points ([resource link](#))
- Review Policy Refresher Guidance ([resource link](#))
- Review How to Rebuild Employee Morale Document ([resource link](#))
- Reiterate and Review Updated Reasonable Accommodations process ([resource link](#))
- Review available signage (safety, employee hotline) ([resource link](#))

Reach out to Radice-Jennifer@Aramark.com with any questions

Pre-Return to Work HR List



Plan/Create your return to work labor schedules

Start your recall process

Staffing Plan:

Managers must use rigorous and purely objective criteria, and adhere to applicable social distancing requirements, when identifying which associates to return to work. Managers should identify positions necessary to reopen the location. For each position, *e.g.*, FSW, Custodians, Chefs, use non-discriminatory, objective criteria to identify associates to return to work, *e.g.*, associate has a unique skill set or availability. If no objective basis is available, return associates within each position based on seniority. Review your reopening staffing plan with your HRD before calling associates back.

Return to Work:

For associates who have been excluded because they're confirmed positive, presumptive positive, exhibiting symptoms, or there is strong reason to believe they've been exposed to COVID-19, managers should follow Return to Work guidance in the Manager Guidance available on [aramark.net](https://www.aramark.net)

https://www.aramark.net/uploads/files/Corporate/Coronavirus/Coronavirus_MgrGuidance.pdf

All other associates should be returned to work per the staffing plan listed above

Recruiting:

Contact Hourly Recruiting/Contingent Staffing with any open gaps

<https://www.aramark.net/myStaffing/home/basic.aspx?id=5519>

Union Accounts: Refer to your Collective Bargaining Agreement and Connect with your Labor Relations Director prior to recalling union associates. Reference the Labor Relations Recall Document for additional guidance.

PEOPLE READY!

- Review updated SAFE training materials for FLAs
[Coronavirus Information and Resources](#) and the [SAFE Training websites](#)
- Review and share SAFE Return Checklist with Managers, Supervisors and FLAs
[https://safe.aramark.net/Home/Forms/Coronavirus Information and Resources/](https://safe.aramark.net/Home/Forms/Coronavirus%20Information%20and%20Resources/)
- Review available signage (safety, employee hotline)
[https://safe.aramark.net/Home/Forms/Coronavirus Information and Resources/](https://safe.aramark.net/Home/Forms/Coronavirus%20Information%20and%20Resources/)
- Review the job aid link below on how you can better connect with your team members through conversations utilizing emotional intelligence and empathy upon their return
 - [Communication Job Aid](#)



Policy Refreshers

CONTENT

Attendance Policy:

- Associates returning to work will be subject to standard application of Aramark's attendance policy with the exception of COVID-19 related absences/tardies/early departures, *e.g.*, caring for a sick family member, COVID-19 diagnosis, etc., which should NOT be counted as attendance occurrences under the policy (consult with HRD or Manager Guidance on .net).
- Wage & Hour: Provide detail on reporting pay requirements for hourly associates who are sent home after temperature check due to fever, or direct managers/associates to a resource on reporting pay on aramark.net. Where applicable, managers that if possible, they should be taking associates temperatures before they clock in for their shift, but only if they can do so while adhering to social distancing guidelines and only if doing so doesn't force associates to clock in late.
- Staffing Plan: Managers must use rigorous and purely objective criteria, and adhere to applicable social distancing requirements, when identifying which associates to return to work. Managers should identify positions necessary to reopen the location. For each position, *e.g.*, FSW, Chefs, Custodians, use non-discriminatory, objective criteria to identify associates to return to work, *e.g.*, associate has a unique skill set or availability. If no objective basis is available, return associates within each position based on seniority. Review your reopening staffing plan with your HRD before calling associates back.
- Work Attire/Discipline: Strict adherence to uniform requirements to ensure associates were PPE. Managers are to follow progressive discipline for associates not wearing PPE.
- Return to Work:
 - For associates who have been excluded because they're confirmed positive, presumptive positive, exhibiting symptoms, or there is strong reason to believe they've been exposed to COVID-19, managers should follow Return to Work guidance in the Manager Guidance available on aramark.net.
 - All other associates should be returned to work per the staffing plan.
 - If an associate has been recalled, and they aren't willing to return, managers should treat that as a resignation. For these associates, we should inform the state that the associate resigned, but otherwise not interfere with the associate's request for unemployment.
 - The only exception is if an associate tells us they are afraid to come into work because of their own health or the health of a family member, in which case, we should offer the option of taking unpaid personal leave, and we should handle unemployment delicately.
 - Managers confirm that Location Guides do not contradict the updated EE Handbook. Questions about Location Guides should be directed to HRD.

Updated Reasonable Accommodation

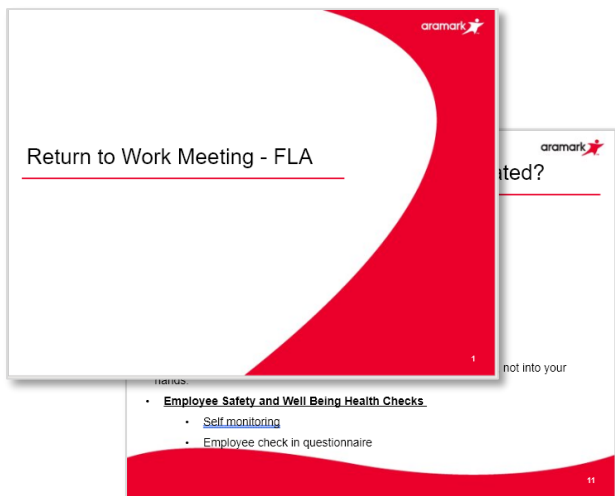
CONTENT

- Reasonable Accommodations process
 - Reiterate, review and access Aramark's ADA process w/ Sedgwick; identify location of applicable forms
<https://www.aramark.net/EmploymentRelations/home/localdft.aspx?id=835&contentid=16495>
 - Please reference the [HR Portal](#) or contact myHR at myHR@aramark.com or (844) 441-myHR (6947) before responding to any accommodation requests.
 - The ADA typically prohibits an employer from making disability-related inquiries and requiring medical examination of employees, except under limited circumstances.
 - Anti-discrimination laws, including the ADA and Rehabilitation Act, continue to apply during the COVID-19 pandemic, but they do not interfere with or prevent Aramark from following COVID-19 guidance by the CDC or local/state public health authorities.
 - For example, during the COVID-19 pandemic:
 - Managers may ask associates who call in sick or report to work feeling ill questions about their symptoms to determine if they are experiencing COVID-19 symptoms, *e.g.*, fever, cough, shortness of breath or sore throat.
 - Managers may measure associates' body temperatures BUT the fact that an associate has a fever or symptoms is subject to ADA confidentiality requirements and cannot be recorded or shared.
 - Managers may ask associates who are returning from travel whether they have traveled to or from a country for which the CDC issued a travel advisory in the last 14 days (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>), and whether associates may have had contact with someone who is COVID-19 confirmed positive, presumptive positive or exhibiting COVID-19 symptoms.
 - Aramark may require its employees to wear PPE, but where an employee with a disability needs a related reasonable accommodation under the ADA, *e.g.*, non-latex gloves, gowns designed for individuals in wheelchairs, remote work, etc., Aramark should provide these absent undue hardship.

FIRST DAY FLA RETURN TO WORK TRAINING

- Facilitate [Return to Work presentation](#) with talking points to hourly associates. Included in presentation:
 - What Was Done During Shutdown
 - What Has Changed or Been Updated (Policy Refreshers)
 - Everyone's Role
 - Safety Requirements
 - Social Distancing requirements
 - Keeping Employees Happy and Engaged
- Promote and utilize Employee Morale Guide ([resource link](#))
- Signage (visible signage regarding safety, employee hotline, LOB localized signage) ([resource link](#))

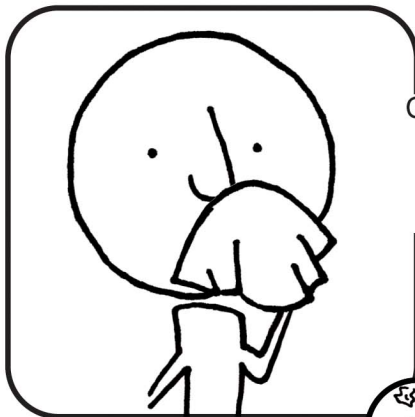
Reach out to Radice-Jennifer@Aramark.com with any questions



POSTERS

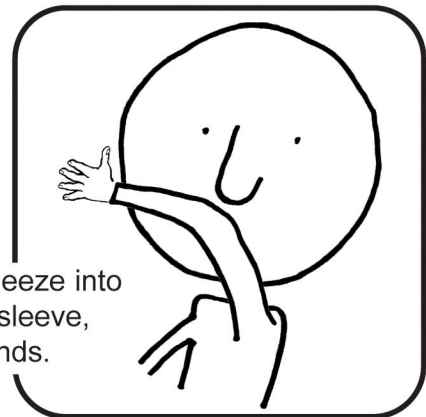
Stop the spread of germs that make you and others sick!

Cover your Cough



Cover your mouth and nose with a tissue when you cough or sneeze

or
cough or sneeze into your upper sleeve, not your hands.

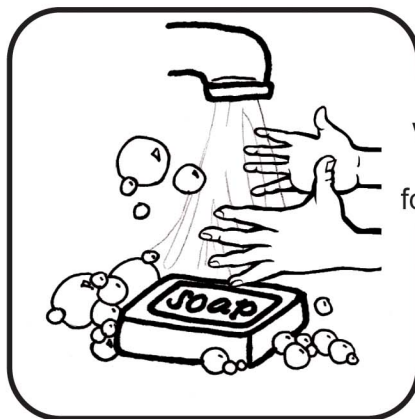


Put your used tissue in the waste basket.



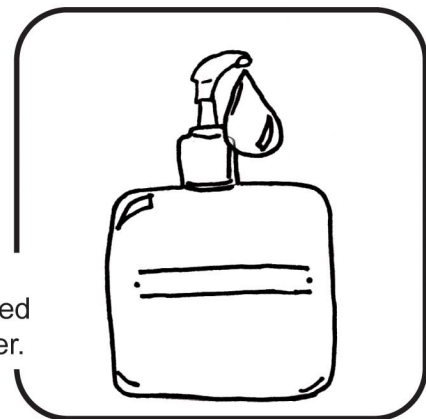
Clean your Hands

after coughing or sneezing.



Wash hands with soap and warm water for 20 seconds

or
clean with alcohol-based hand cleaner.



Minnesota Department of Health
717 SE Delaware Street
Minneapolis, MN 55414
612-676-5414 or 1-877-676-5414
www.health.state.mn.us

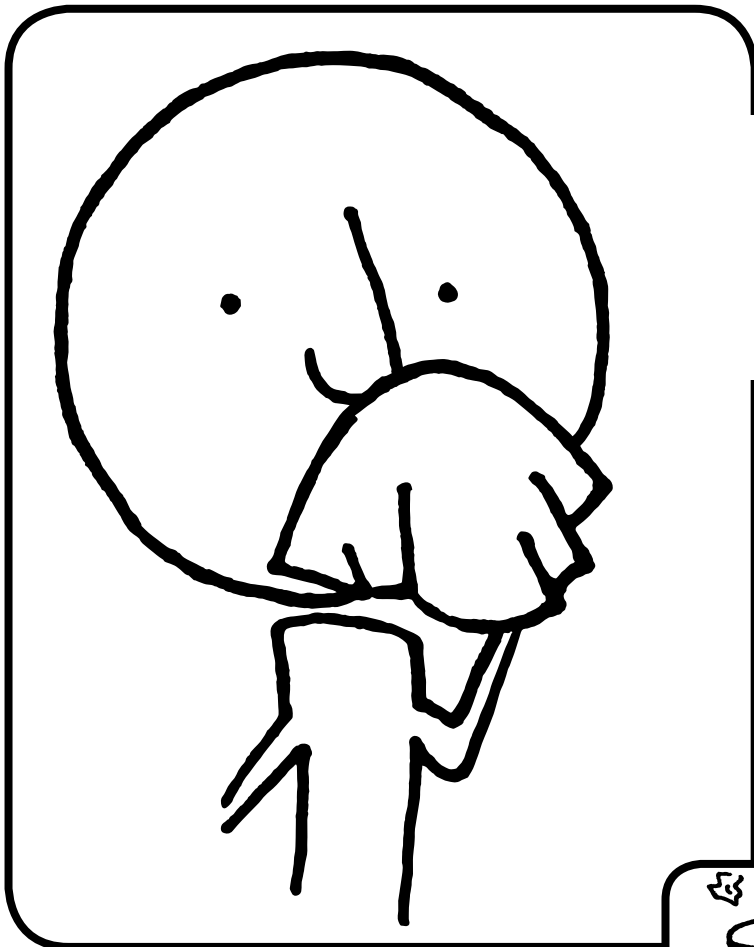


Minnesota
Antibiotic
Resistance
Collaborative



¡Pare la propagación de gérmenes que lo enferman a usted y a otras personas!

Cubra su tos



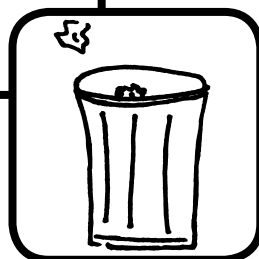
Cubra su boca y
nariz con un
kleenex cuando
tosa o estornude

o

tosa o estornude en la
manga de su camisa,
no en sus manos.



Deseche el kleenex
sucio en un basurero.

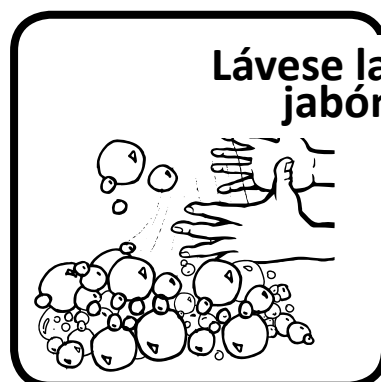


Quizás le pidan ponerse una
mascarilla quirúrgica para
proteger a otras personas.



Lávese las manos

después de toser o estornudar



Lávese las manos con
jabón y agua tibia

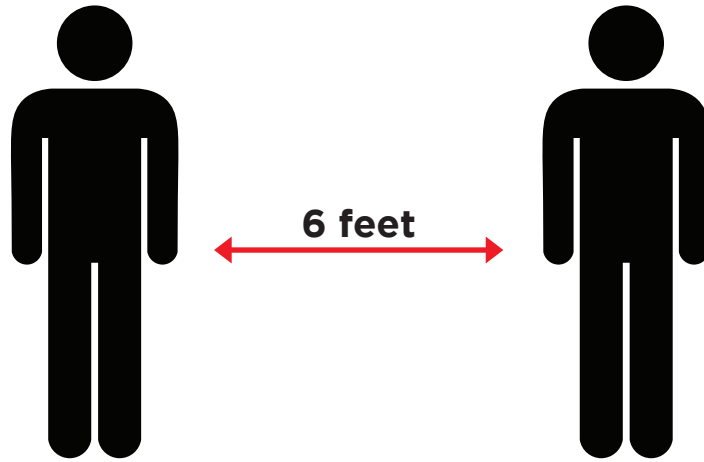
o

límpielas con un
limpiador de manos
a base de alcohol.



SOCIAL DISTANCING

Help Stop the Spread of Coronavirus (COVID-19)



Keep a distance of 6 feet between you & others



Avoid direct contact with others

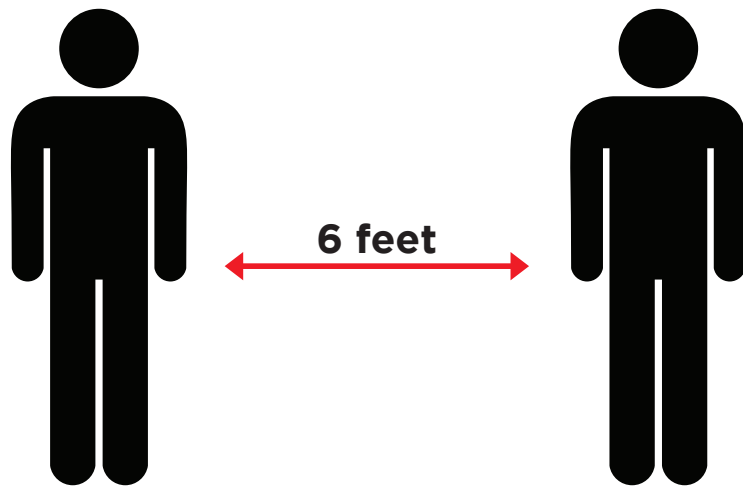


Avoid crowds and groups



SOCIAL DISTANCING

Help Stop the Spread of Coronavirus (COVID-19)



Keep a distance of 6 feet between you & others



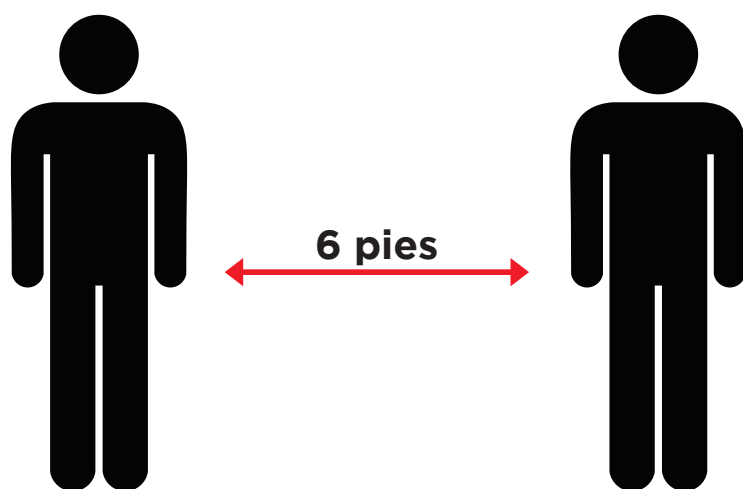
Avoid direct contact with others



Avoid crowds and groups

DISTANCIAMIENTO SOCIAL

Ayude a detener la propagación del coronavirus (COVID-19)



Mantenga una distancia de 6 pies entre usted y otras personas



Evite el contacto directo con otras personas



Evite las multitudes y los grupos

HELP SLOW THE SPREAD OF COVID-19

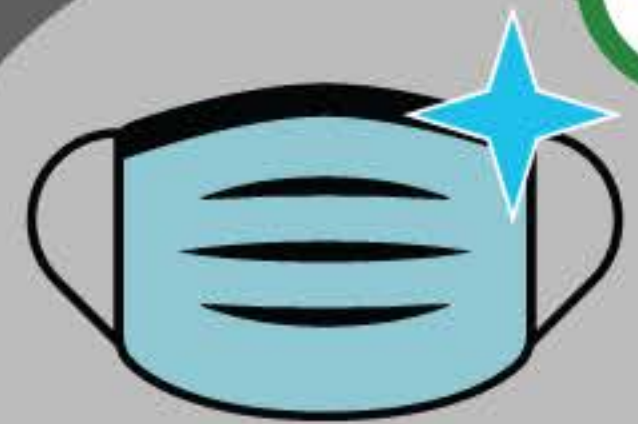
FOLLOW THESE TIPS FOR MASKS & FACIAL COVERINGS



WASH HANDS
BEFORE & AFTER
USING



ENSURE THEY
COVER MOUTH,
NOSE, & CHIN



ALWAYS KEEP
CLEAN, NEAT,
& DRY



AVOID TOUCHING
OR ADJUSTING
WITH HANDS



DON'T WEAR UNSUITABLE
MASKS OR
COVERINGS



DON'T SHARE MASKS
OR FACIAL
COVERINGS

AYUDANOS A DISMINUIR LA PROPAGACION DEL COVID-19

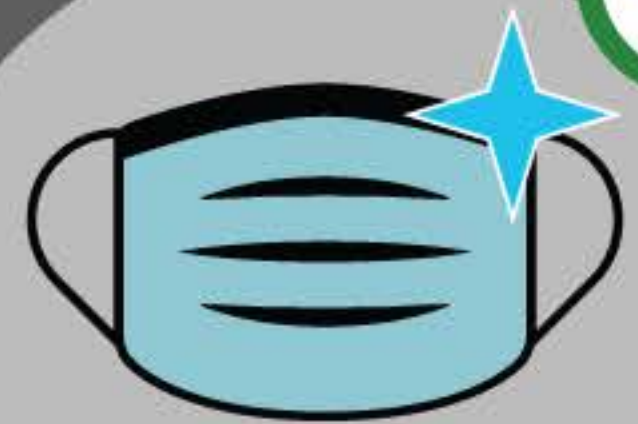
SIGA ESTAS ORIENTACIONES RELACIONADAS CON LAS MASCARILLAS Y COBERTURAS FACIALES



LAVE SUS MANOS ANTES DE SE USO



ASEGÚRESE QUE CUBRA BOCA, NARIZ, Y MENTÓN



SIEMPRE MANTÉNGALA LIMPIA, SECA, Y EN BUEN ESTADO



EVITE TOCAR O AJUSTAR CON SUS MANOS



NO USE MASCARAS O COBERTURAS INADECUADAS



NUNCA COMPARTA SU RESPIRADOR O COBERTURA FACIAL

HELP SLOW THE SPREAD OF COVID-19

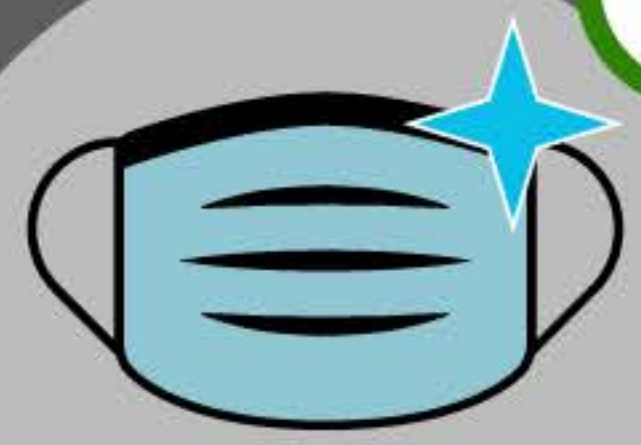
FOLLOW THESE TIPS FOR MASKS & FACIAL COVERINGS



WASH HANDS
BEFORE & AFTER
USING



ENSURE THEY
COVER MOUTH,
NOSE, & CHIN



ALWAYS KEEP
CLEAN, NEAT,
& DRY



AVOID TOUCHING
OR ADJUSTING
WITH HANDS



DON'T WEAR UNSUITABLE
MASKS OR
COVERINGS



DON'T SHARE MASKS
OR FACIAL
COVERINGS

AYUDANOS A DISMINUIR LA PROPAGACION DEL COVID-19

SIGA ESTAS ORIENTACIONES RELACIONADAS CON LAS MASCARILLAS Y COBERTURAS FACIALES



LAVE SUS MANOS ANTES DE SE USO



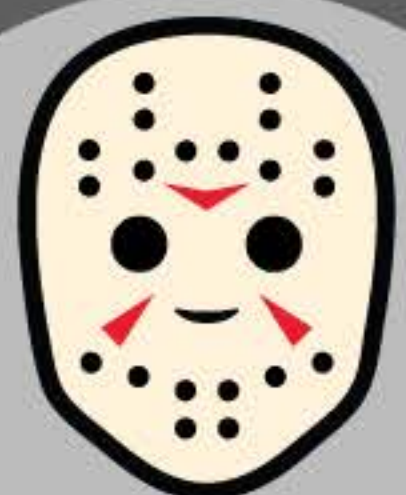
ASEGÚRESE QUE CUBRA BOCA, NARIZ, Y MENTÓN



SIEMPRE MANTÉNGALA LIMPIA, SECA, Y EN BUEN ESTADO



EVITE TOCAR O AJUSTAR CON SUS MANOS



NO USE MASCARAS O COBERTURAS INADECUADAS



NUNCA COMPARTA SU RESPIRADOR O COBERTURA FACIAL



STOP THE SPREAD OF GERMS



USE OXIVIR T_B WIPES



» NEVER USE OXIVIR T_B WIPES (OR DISINFECTING WIPES) ON HANDS OR SKIN



» USE OXIVIR T_B WIPES (OR DISINFECTING WIPES) TO DISINFECT HIGH TOUCH POINTS - SEE BELOW FOR EXAMPLES



» WHEN USING OXIVIR T_B WIPES (OR DISINFECTING WIPES), GLOVES MUST BE WORN AT ALL TIMES



DISINFECT HIGH-TOUCH POINTS



HIGH-TOUCH POINTS ARE FREQUENTLY TOUCHED OBJECTS AND SURFACES THAT CAN EASILY SPREAD GERMS



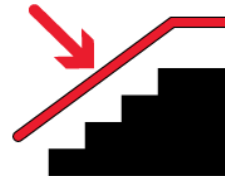
HERE ARE SOME EXAMPLES OF WE SHOULD FREQUENTLY DISINFECT



CHAIRS, TABLES, & BOOTHS



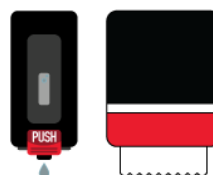
DOOR PUSH PLATES



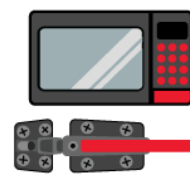
HAND RAILINGS



ALL HANDLES & DOOR KNOBS



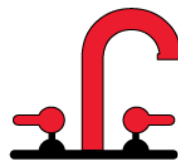
SOAP & TOWEL DISPENSERS



BUTTONS & WALK-IN LATCHES



REGISTERS & CARD READERS



SINK FAUCETS & HANDLES



TRASH BINS (INCL. DOORS)

STOP THE SPREAD OF GERMS



USE OXIVIR T_B WIPES



» NEVER USE OXIVIR T_B WIPES (OR DISINFECTING WIPES) ON HANDS OR SKIN



» USE OXIVIR T_B WIPES (OR DISINFECTING WIPES) TO DISINFECT HIGH TOUCH POINTS - SEE BELOW FOR EXAMPLES



» WHEN USING OXIVIR T_B WIPES (OR DISINFECTING WIPES), GLOVES MUST BE WORN AT ALL TIMES



DISINFECT HIGH-TOUCH POINTS



HIGH-TOUCH POINTS ARE FREQUENTLY TOUCHED OBJECTS AND SURFACES THAT CAN EASILY SPREAD GERMS



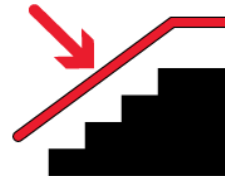
HERE ARE SOME EXAMPLES OF WE SHOULD FREQUENTLY DISINFECT



CHAIRS, TABLES, & BOOTHS



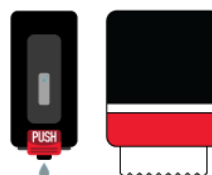
DOOR PUSH PLATES



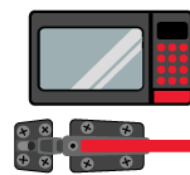
HAND RAILINGS



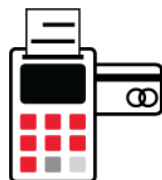
ALL HANDLES & DOOR KNOBS



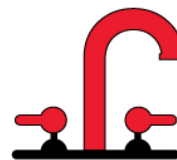
SOAP & TOWEL DISPENSERS



BUTTONS & WALK-IN LATCHES



REGISTERS & CARD READERS

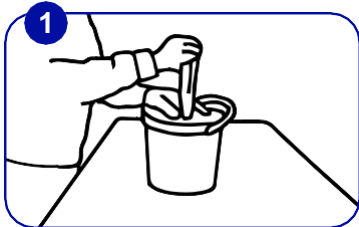


SINK FAUCETS & HANDLES

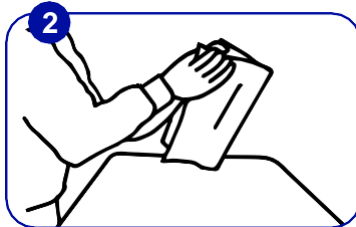


TRASH BINS (INCL. DOORS)

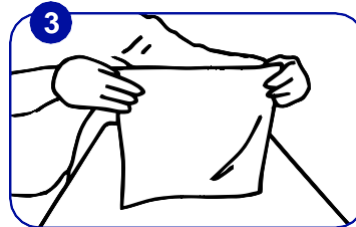
Procedure for Using Disinfectant/Cleaner Wipes



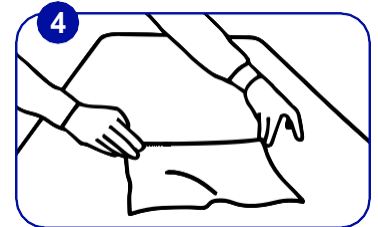
To dispense wipes, pull wipe up and out of dispenser. Separate wipe at perforation. Always close lid when finished.



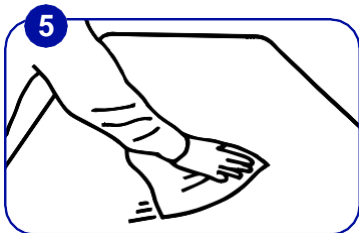
Use fingers to grab wipe at top corners and unfold wipe.



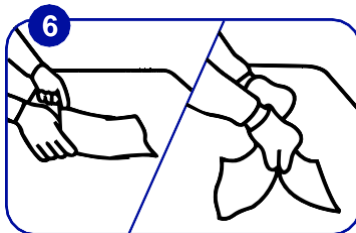
Gently pull wipe taut so that it is completely unfolded.



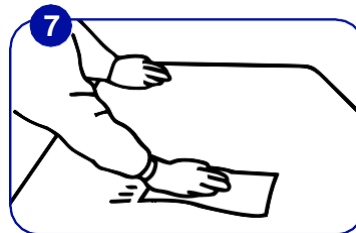
Lay wipe flat on surface to be cleaned and disinfected.



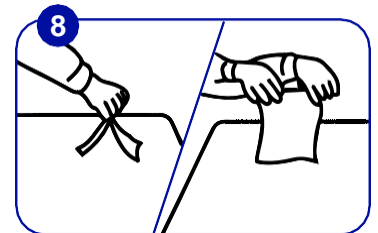
Keeping the wipe as flat as possible of the surface, begin wiping.



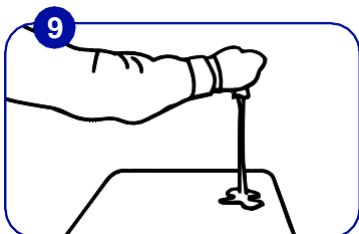
When wipe just begins to feel dry, stop wiping. Use fingers to grab wipe at corners and fold wipe in half.



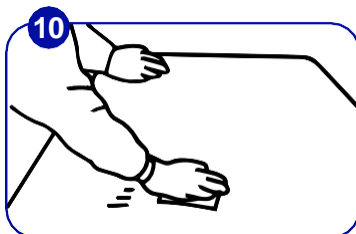
Continue wiping with folded wipe, keeping the wipe as flat as possible.



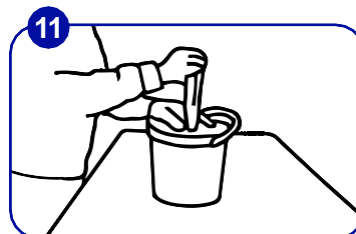
Repeat steps 6 and 7, successively folding the wipe in half and wiping the surface two more times or until the surface is cleaned.



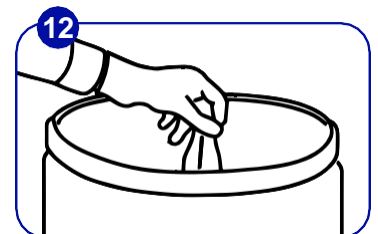
If the wipe is still wet after four folds and wiping, squeeze the cleaning liquid onto the surface.



Flip over the folded wipe and use the liquid to finish wiping.



Dispense a new wipe for each new surface repeat above steps. When a wipe is visibly soiled, discard and use a new wipe.



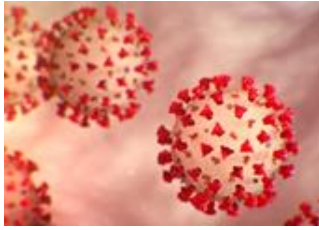
Always dispose of used wipes per facility protocol.

www.diverse.com

If you have any questions, please contact your supervisor.

SAFE BRIEFS

DAY 1
Introduction



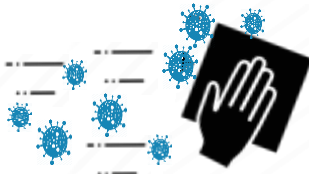
Good hand hygiene, respiratory hygiene & workplace hygiene are important in preventing respiratory illnesses like the flu or common cold. To prevent the spread of respiratory illness caused by a virus it is important to practice good hygiene practices. This SAFE brief focuses on workplace hygiene.

Ask these questions:

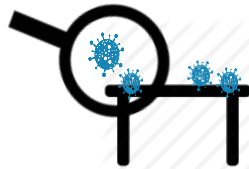
1. Why is workplace hygiene so important in preventing the spread of respiratory Infections?
2. When cleaning do I need to focus on anything in particular?

DAY 2
Conditions

Good workplace hygiene is important:



Prevent the spread of a virus on surfaces



A virus may survive for hours or days depending of the surface



Contact with contaminated surfaces can spread a virus

DAY 3
Behaviors

Particular attention should be paid to surfaces frequently touched by hands:



Handles/doorknobs on doors



Faucets/hand-wash sinks



Handrails



Telephones

DAY 4
Preventions

Cleaning and disinfecting is important:



Reinforce cleaning procedures / schedules



Use correct chemicals & follow manufacturer's instructions



Remember contact time is important for chemicals to work effectively

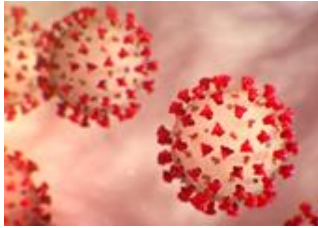
DAY 5-7
Review



Review:

1. A virus that causes respiratory illnesses may survive for hours on non-porous surfaces (i.e. stainless steel tables), or even days on porous surfaces (i.e. uniforms).
2. Cleaning and disinfecting is important to prevent the spread of the virus.
3. Pay particular attention to surfaces touched by hands.
4. Use correct chemicals and always follow manufacturer's instructions.
5. Contact time is important for chemicals to work effectively.

DÍA 1
Introducción



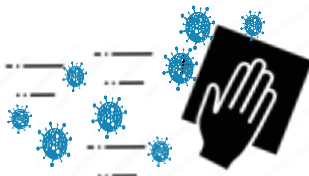
La buena higiene de las manos, la higiene respiratoria y la higiene en el lugar de trabajo son importantes para prevenir enfermedades respiratorias como gripe o resfriado común. Para evitar la propagación de enfermedades respiratorias causadas por un virus es importante practicar buenas prácticas de higiene. Este resumen SAFE se enfoca en la higiene en el lugar de trabajo.

Haga estas preguntas:

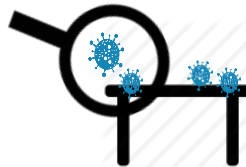
1. ¿Por qué es tan importante la higiene en el lugar de trabajo para prevenir la propagación de infecciones respiratorias?
2. Al limpiar, ¿necesito concentrarme en algo en particular?

DÍA 2
Condiciones

La buena higiene en el lugar de trabajo es importante:



Prevenga la propagación de un virus en las superficies



Un virus puede sobrevivir durante horas o días dependiendo de la superficie



El contacto con superficies contaminadas puede propagar un virus

DÍA 3
Conductas

Se debe prestar especial atención a las superficies que se tocan frecuentemente con las manos:



Manijas/perillas en las puertas



Grifos y lavamanos



Pasamanos



Teléfonos

DÍA 4
Previsiones

La limpieza y la desinfección son importantes:



Extreme los procedimientos y horarios de limpieza



Use los productos químicos apropiados y siga las instrucciones del fabricante



Recuerde que el tiempo de contacto es importante para que los productos químicos funcionen con eficacia

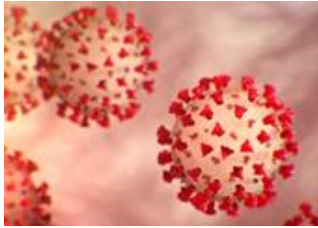
DÍA 5-7
Revisión



Revisión:

1. Un virus que causa enfermedades respiratorias puede sobrevivir durante horas en superficies no porosas (por ejemplo, mesas de acero inoxidable), o incluso días en superficies porosas (por ejemplo, uniformes).
2. La limpieza y la desinfección son importantes para prevenir la propagación del virus.
3. Preste especial atención a las superficies que se tocan con las manos.
4. Use los productos químicos apropiados y siga siempre las instrucciones del fabricante.
5. El tiempo de contacto es importante para que los productos químicos funcionen con eficacia.

Infections respiratoires : hygiène au travail

JOUR 1
Introduction

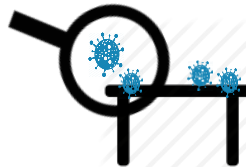
Une bonne hygiène des mains, respiratoire et au travail est importante pour prévenir les maladies respiratoires comme la grippe ou le rhume banal. Afin de prévenir la propagation de maladies respiratoires causées par un virus, il est important d'adopter de bonnes pratiques d'hygiène. Cette séance SST porte sur l'hygiène au travail.

Posez-vous ces questions :

1. Pourquoi l'hygiène au travail est-elle importante pour prévenir la propagation d'infections respiratoires?
2. Lorsque je nettoie, dois-je me concentrer sur quelque chose en particulier?

JOUR 2
Conditions**Une bonne hygiène au travail est importante :**

Prévient la propagation des virus sur les surfaces.



Un virus peut survivre pendant des heures ou des jours sur une surface.



Le contact avec des surfaces contaminées peut propager le virus.

JOUR 3
Comportements**Une attention particulière doit être portée sur les surfaces fréquemment touchées par des mains :**

Les poignées de porte



Les robinets et les éviers



Les mains courantes



Les téléphones

JOUR 4
Prévention**Il est important de nettoyer et désinfecter :**

Faire appliquer les procédures et les calendriers de nettoyage.



Utiliser les bons produits chimiques et suivre les instructions du fabricant.



Ne pas oublier que la durée du contact est importante pour que les produits chimiques fonctionnent bien.

JOURS 5 À 7
Passer en revue**Passez en revue ces éléments :**

1. Un virus qui cause des maladies respiratoires peut survivre des jours sur des surfaces non poreuses (comme des tables en acier inoxydable).
2. Il est important de nettoyer et désinfecter afin de prévenir la propagation du virus.
3. Porter une attention particulière aux surfaces touchées par les mains.
4. Utiliser les bons produits chimiques et suivre les instructions du fabricant.
5. Ne pas oublier que la durée du contact est importante pour que les produits chimiques fonctionnent bien.

Respiratory infections are often spread when a person comes in contact with airborne droplets from a sick individual. Infections may be caused by many virus strains; familiar respiratory illnesses include the flu or common cold. To prevent the spread of respiratory illness caused by viruses, it is important to limit contact with others when you are sick and to practice good personal hygiene.

CONDITIONS

Typical signs and symptoms of respiratory infections



Respiratory Symptoms (coughing & sneezing)



Fever



Shortness of Breath & Breathing Difficulties

BEHAVIORS & PREVENTIONS

Follow good hand hygiene



Regularly wash hands using soap and warm water



Don't touch your eyes, nose and mouth



Use hand sanitizer, where available. Not to replace handwashing.

Follow good respiratory hygiene



Cover mouth & nose with a clean tissue if cough/sneeze



Dispose tissue in a trash can & wash your hands



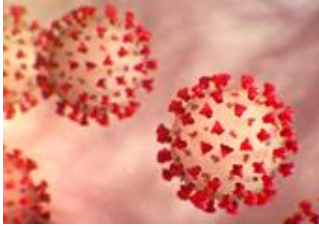
If you don't have a tissue, cough/sneeze into bend of elbow instead, not into your hands

TOPICS OF DISCUSSION

1. Hand hygiene and respiratory hygiene are the best ways to prevent spread of infections.
2. Regularly and thoroughly wash hands with soap and warm water.
3. Avoid touching eyes, nose and mouth.
4. Cover your mouth & nose using a clean tissue when coughing & sneezing.
5. If you don't have a tissue, cough/sneeze into the bend of your elbow instead.

Respiratory Infections: Associate Hygiene

Day 1
Introduction



Respiratory infections are often spread when a person comes in contact with airborne droplets from a sick individual. Infections may be caused by many virus strains; familiar respiratory illnesses include the flu or common cold. To prevent the spread of respiratory illness caused by viruses, it is important to limit contact with others when you are sick and to practice good personal hygiene.

Ask these questions:

1. What are the typical signs and symptoms of respiratory infections?
2. How can I help prevent the spread of infection?
3. What is respiratory hygiene?

Day 2
Conditions

Typical signs and symptoms of respiratory infections:



Respiratory Symptoms
(coughing & sneezing)



Fever



Shortness of Breath &
Breathing Difficulties

Day 3
Behaviors/
Preventions

Hand hygiene is the most effective measure to prevent spread of infection:



Regularly wash hands
using soap and warm water



Don't touch your
eyes, nose and mouth



Use hand sanitizer, where available.
Not to replace handwashing.

Day 4
Behaviors/
Preventions

Follow good respiratory hygiene:



Cover mouth & nose with a
clean tissue if cough/sneeze



Dispose tissue in a trash
can & wash your hands



If you don't have a tissue, cough/sneeze into
bend of elbow instead, not into your hands

Day 5 - 7
Review

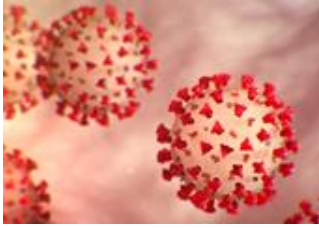


Review:

1. Hand hygiene and respiratory hygiene are the best ways to prevent spread of infections.
2. Regularly and thoroughly wash hands with soap and warm water.
3. Avoid touching eyes, nose and mouth.
4. Cover your mouth & nose using a clean tissue when coughing & sneezing.
5. If you don't have a tissue, cough/sneeze into the bend of your elbow instead.

Día 1

Introducción



Las infecciones respiratorias suelen propagarse cuando una persona entra en contacto con las partículas transportadas por el aire de una persona enferma. Las infecciones pueden ser causadas por muchas cepas de virus; las enfermedades respiratorias conocidas incluyen gripe o resfriado común. Para evitar la propagación de enfermedades respiratorias causadas por virus, es importante limitar el contacto con otras personas cuando se está enfermo y practicar una buena higiene personal.

Haga estas preguntas:

1. ¿Cuáles son los signos y síntomas típicos de las infecciones respiratorias?
2. ¿Cómo puedo ayudar a prevenir la propagación de la infección?
3. ¿Qué es la higiene respiratoria?

Día 2

Condiciones

Signos y síntomas típicos de las infecciones respiratorias:



Síntomas respiratorios (tos y estornudos)



Fiebre



Falta de aliento y dificultad para respirar

Día 3

Conductas/
Previsiones

La higiene de las manos es la medida más eficaz para evitar la propagación de las infecciones respiratorias:



Lávese las manos regularmente con jabón y agua tibia



No se toque los ojos, la nariz ni la boca.



Utilice un desinfectante de manos, cuando haya disponible. No sustituye el lavado de manos.

Día 4

Conductas/
Previsiones

Mantenga una buena higiene respiratoria:



Cúbrase la boca y la nariz con un pañuelo limpio si tose o estornuda.



Deseche el pañuelo en la basura y lávese las manos.



Si no tiene un pañuelo, tosa/estornude en arco del codo, no en las manos.

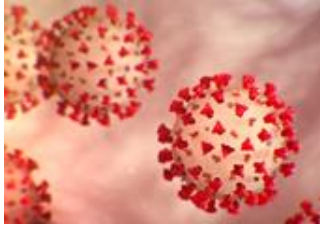
Día 5-7

Revisión



Revisión:

1. La higiene de las manos y la higiene respiratoria son las mejores maneras de prevenir la propagación de las infecciones.
2. Lávese las manos con regularidad y cuidadosamente con jabón y agua tibia.
3. Evite tocarse los ojos, la nariz y la boca.
4. Cúbrase la boca y la nariz con un pañuelo limpio al toser y estornudar.
5. Si no tiene un pañuelo, entonces tosa/estornude en el arco del codo.

Jour 1
Introduction

Les infections respiratoires sont souvent propagées lorsqu'une personne entre en contact avec des gouttelettes en suspension dans l'air d'une personne malade. Les infections peuvent être causées par plusieurs souches de virus. Parmi les maladies respiratoires courantes, on retrouve la grippe ou le rhume banal. Afin de prévenir la propagation de maladies respiratoires causées par des virus, il est important de limiter le contact avec d'autres personnes si vous êtes malade et d'adopter de bonnes pratiques d'hygiène personnelle.

Posez-vous ces questions :

1. Quels sont les signes et symptômes typiques des infections respiratoires?
2. Comment puis-je contribuer à prévenir la propagation de l'infection?
3. Qu'est-ce que l'hygiène respiratoire?

Jour 2
Conditions

Signes et symptômes typiques des infections respiratoires :

Symptômes respiratoires
(toux et éternuements)

Fièvre

Essoufflement et difficultés
respiratoiresJour 3
Comportements/
Prévention

L'hygiène des mains est la mesure la plus efficace pour prévenir la propagation de l'infection :



Se laver les mains fréquemment
au moyen de savon et d'eau chaude.



Éviter de se toucher les
yeux, le nez ou la bouche.



Utiliser du désinfectant pour les mains,
lorsque disponible. Ne remplace pas le
lavage des mains.

Jour 4
Comportements/
Prévention

Adopter de bonnes pratiques d'hygiène respiratoire :



Se couvrir la bouche et le nez
avec un papier-mouchoir propre
si on doit éternuer ou tousser.



Jeter le mouchoir à la poubelle
et se laver les mains.



Si vous n'avez pas de papier-mouchoir,
éternuer et tousser dans le creux de
votre coude plutôt que dans vos mains.

Jours 5 et 7
Passer en revue

Passez en revue ces éléments :

1. L'hygiène respiratoire et celle des mains sont la meilleure façon de prévenir la propagation des infections.
2. Se laver les mains fréquemment et soigneusement avec du savon et de l'eau chaude.
3. Éviter de se toucher les yeux, le nez ou la bouche.
4. Se couvrir la bouche et le nez avec un papier-mouchoir propre si on doit éternuer ou tousser..
5. Si vous n'avez pas de papier-mouchoir, éternuer et tousser dans le creux de votre coude plutôt que dans vos mains.

Respiratory Infections: Social Distancing

DAY 1
Introduction



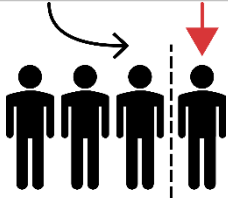
Social distancing is the practice of reducing close contact between people to slow the spread of infections or diseases. Social distancing measures include limiting large groups of people coming together, close buildings and cancelling events.

Ask these questions:

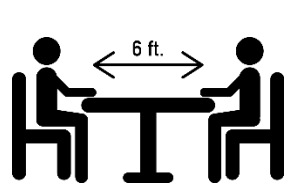
1. What conditions support social distancing in offices, café/restaurants & retail?
2. What behaviors can you encourage to reduce close personal contact?
3. How can you help slow the spread of respiratory infections?

DAY 2
Conditions

Conditions that can support social distancing in offices, cafes, restaurants and retail outlets



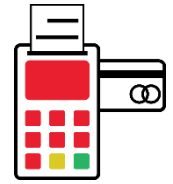
Reduce number of people
Staggered breaks, work days and start times



Space seats 6 feet apart
Remove furniture if needed



Alternative service type
Grab & Go, Takeaway, Drop off service



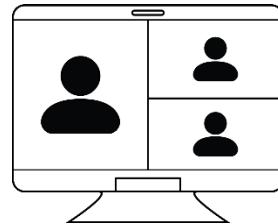
Reduce total transaction time
Use card payment/contactless

DAY 3
Behaviors

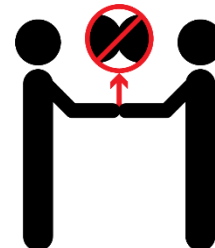
Behaviors that can reduce close personal contact



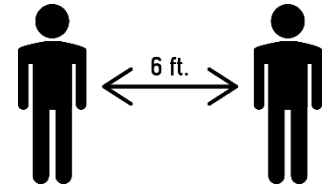
Work from home if possible



Use technology
Phone & Skype meetings



Avoid crowds and limit unnecessary social contact



Keep 6 feet away from others

DAY 4
Prevention

Slow the spread of respiratory infections. Promote;



Good hand hygiene



Good respiratory hygiene



Effective home / workplace hygiene



Cancel nonessential visits or appointments, reschedule it.

DAYS 5-7
Review



Review

- Social distancing is important to slow the spread of respiratory infections
- It means keeping a space of 6 feet between people
- Help to minimise close contact by reducing number of people present at one time in offices, cafes, restaurants and retail outlets
- Work form home if possible; use technology
- Good hand hygiene, respiratory hygiene and workplace hygiene are also important in preventing the spread of respiratory infections.

Infecciones Respiratorias: Distancia Social

DIA 1
Introducción



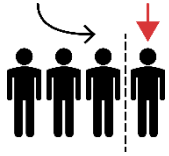
La distancia social es la práctica de reducir el contacto entre personas para limitar la dispersión de infecciones o enfermedades. Las medidas de distancia social incluye limitar la reunión de grupos grandes de personas, cerrar edificios y cancelar eventos.

Haga estas preguntas:

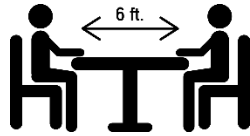
1. ¿Qué condiciones ayudan a la distancia social en oficinas, cafés/restaurantes o puntos de venta?
2. ¿Qué conductas pueden servir para reducir el contacto cercano entre personas?
3. ¿Cómo puede usted ayudar a limitar la dispersión de infecciones respiratorias?

DIA 2
Condiciones

Condiciones que ayudan a la distancia social en oficinas, cafés, y puntos de venta



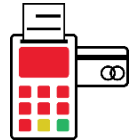
Reducir el No. de personas
Escalonar descansos, días laborales y horas de inicio



Espaciar las sillas a 6 pies
Remueva mobiliario de ser necesario



Alternativas de servicio
Autoservicio, para llevar, entrega a domicilio,



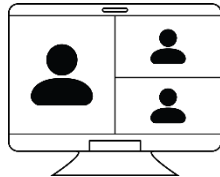
Reducir el tiempo total de transacciones.
Pagar con tarjetas/sin contacto

Conductas que pueden reducir el contacto cercano personal

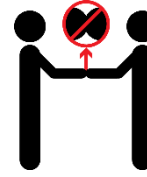
DIA 3
Conductas



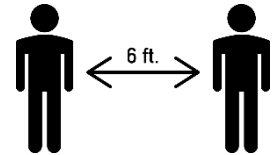
Trabajar desde casa de ser posible



Usar la tecnología
Reuniones telefónicas / Skype



Evite aglomeraciones y limite contacto social innecesario.



Mantenga una distancia de 6 pies (2 m) y límite el tiempo de contacto menos de 15 min.

Para una lenta propagación de infecciones respiratorias. Promueva;

DIA 4
Prevención



Buena higiene de manos



Buena higiene respiratoria



Una higiene efectiva en casa y trabajo



Cancelar citas o visitas no esenciales, re agendarlas.

DIAS 5-7
Revisión



Revisión

- La distancia social es importante para hacer más lenta la dispersión de infecciones respiratorias.
- Significa mantener una distancia de 6 pies (2 m) entre personas.
- Ayudar a minimizar el contacto cercano reduciendo el número de personas presentes al mismo tiempo en oficinas, cafés, restaurantes y otros sitios de ventas.
- Trabajar desde casa en caso de ser posible; usar la tecnología.
- Una buena higiene de manos, respiratoria y en el trabajo son también importantes para prevenir la dispersión de infecciones respiratorias.

Infections respiratoires : Distanciation sociale

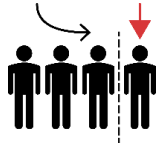


La distanciation sociale est une pratique consistant à réduire les contacts étroits avec les gens afin de réduire la propagation d'infections ou de maladies. Les mesures en ce sens consistent à limiter les rassemblements de grands groupes de personnes, fermer les bâtiments et annuler les événements.

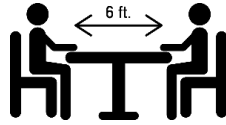
Posez-vous ces questions :

1. Quelles mesures permettent d'appliquer la distanciation sociale dans les bureaux, les cafés, les restaurants et les commerces de détail?
2. Quels comportements dois-je encourager pour réduire les contacts étroits avec d'autres personnes?
3. Comment puis-je contribuer à prévenir la propagation des infections respiratoires?

Mesures qui permettent d'appliquer la distanciation sociale dans les bureaux, les cafés, les restaurants et les commerces de détail



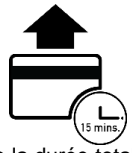
Réduire le nombre de gens.
Pauses, journées de travail et heures de début décalées



Espacer les sièges de 2 m (6 pieds).
Retirer des meubles, au besoin



Proposer d'autres types de services.
À emporter, service de livraison

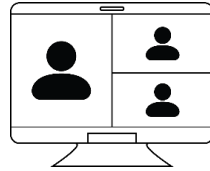


Réduire la durée totale des transactions à moins de 15 minutes.
Accepter le paiement par carte/sans contact

Comportements pouvant réduire les contacts étroits



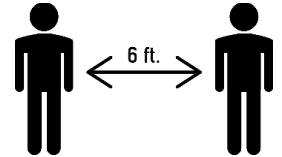
Travailler à la maison si possible.



Utiliser la technologie.
Réunions Skype et par téléphone.



Éviter les foules et limiter les contacts non nécessaires avec les gens.



Rester à 2 m (6 pi) de distance des gens. Durée de contact < 15 min.

Ralentir la propagation des infections respiratoires. Promouvoir :



Une bonne hygiène des mains.



De bonnes pratiques d'hygiène respiratoire.



De bonnes pratiques d'hygiène à la maison/au travail.



Annuler ou reporter les visites et rendez-vous non essentiels.



Passer en revue

- La distanciation sociale est importante pour ralentir la propagation des infections respiratoires.
- Ça signifie qu'il faut garder une distance de 2 m (6 pi) entre les gens.
- Minimiser le contact étroit entre les gens en réduisant le nombre de personnes qui se trouvent dans les bureaux, les cafés, les restaurants et les commerces de détail en même temps.
- Si possible, travailler de la maison et utiliser la technologie.
- Une bonne hygiène des mains, respiratoire et au travail est également nécessaire pour prévenir la propagation d'infections respiratoires.

JOUR 1
Introduction

JOUR 2
Mesures

JOUR 3
Comportements

JOUR 4
Prévention

Introduction
DAY 1

Proper handwashing remains the most effective way of removing germs like harmful **bacteria & virus** from our hands and arms, especially during flu season.

Ask these questions:

1. Why should you wash your hands?
2. When should you wash your hands?
3. How long should it take to wash your hands?

Where to Wash
DAY 2**Where to Wash Hands**

Always use designated hand sinks



Do not wash in food prep, warewash or utility/slop sinks

When to Wash
DAY 3**When to Wash Hands**

- » At the start of work
- » After touching any potentially contaminated surfaces (door knobs, elevator buttons) and/or person (s)
- » After sneezing, coughing, using the restroom

How to Wash
DAY 4**How to Wash Hands**

Wet hands & arms under warm running water



Apply soap



Scrub vigorously



Rinse thoroughly and dry

Review
DAYS 5-7**Follow-up Questions**

- » Why should you wash your hands?
- » When should you wash your hands?
- » Why must you only use a hand wash sink?
- » How long should it take to wash your hands?



PREMIER JOUR

Introduction

Un bon lavage des mains demeure la manière la plus efficace d'éliminer les germes, comme les bactéries et virus nocifs, qui se trouvent sur vos mains et vos bras, tout particulièrement pendant la saison grippale.

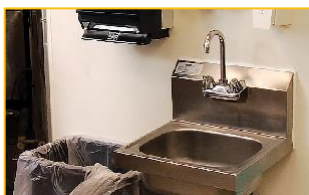
Il convient de se poser ces questions :

1. Pourquoi doit-on se laver les mains?
2. Quand doit-on se laver les mains?
3. Combien de temps faut-il compter pour se laver les mains?



DEUXIÈME JOUR

Où se laver les mains



Toujours utiliser les éviers désignés pour le lavage des mains.



Ne pas se laver les mains dans les éviers destinés à la préparation des aliments, à la plonge ni dans les vidoirs.

TROISIÈME JOUR

Quand se laver les mains

Quand se laver les mains

- » Au début de son quart de travail.
- » Après avoir touché des personnes et surfaces potentiellement contaminées (poignées de portes, boutons d'ascenseur).
- » Après avoir éternué et toussé, et après être allé aux toilettes.



QUATRIÈME JOUR

Comment se laver les mains

Comment se laver les mains



Se mouiller les mains et les bras sous l'eau tiède courante



Appliquer le savon



Frotter vigoureusement



Rincer abondamment et se sécher


JOURS 5 À 7

Révision

Questions de suivi

- » Pourquoi doit-on se laver les mains?
- » Quand doit-on se laver les mains?
- » Pourquoi doit-on uniquement utiliser un évier destiné au lavage des mains?
- » Combien de temps faut-il compter pour se laver les mains?



<p>Introducción DÍA 1</p>	<p>El lavado de manos correcto sigue siendo la manera más eficaz de eliminar de nuestras manos y brazos los gérmenes como bacterias y virus perjudiciales, especialmente durante la temporada de gripe.</p> <p>Haga estas preguntas:</p> <ol style="list-style-type: none"> 1. ¿Por qué debe lavarse las manos? 2. ¿Cuándo debe lavarse las manos? 3. ¿Cuánto tiempo debería tardar lavarse las manos? 	
<p>Dónde lavarse DÍA 2</p>	<p>Dónde lavarse las manos</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="261 632 570 827">  <p>Siempre utilice los lavamanos designados</p> </div> <div data-bbox="613 632 922 827">  <p>No se lave las manos en los lavaderos de preparación de alimentos, lavado de platos, o de servicio/aguas sucias</p> </div> </div>	
<p>Cuándo lavarse DÍA 3</p>	<p>Cuándo lavarse las manos</p> <ul style="list-style-type: none"> » Al comenzar a trabajar » Después de tocar superficies potencialmente contaminadas (perillas, botones del ascensor) o personas » Después de estornudar, toser y de ir al baño 	
<p>Cuándo lavarse DÍA 4</p>	<p>Cómo lavarse las manos</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="261 1346 548 1541">  <p>Mójese manos y brazos con agua tibia</p> </div> <div data-bbox="581 1346 868 1541">  <p>Aplique jabón</p> </div> <div data-bbox="885 1346 1172 1541">  <p>Frote vigorosamente</p> </div> <div data-bbox="1188 1346 1476 1541">  <p>Enjuague bien y seque</p> </div> </div>	
<p>Revisión DÍAS 5 a 7</p>	<p>Preguntas de seguimiento</p> <ul style="list-style-type: none"> » ¿Por qué debe lavarse las manos? » ¿Cuándo debe lavarse las manos? » ¿Por qué debe utilizar únicamente un lavamanos? » ¿Cuánto tiempo debería tardar en lavarse las manos? 	

Non-Healthcare Employee Respiratory Viruses & Influenza PPE¹ Help Guide



At Aramark, our day-to-day operations help keep us safe to prevent outbreaks and the spread of infection. Always follow good hygiene practices as the first line of defense against respiratory viruses and influenza.

Most roles at Aramark do not require a N95 respirators or additional personal protective equipment (PPE) above normal operations requirements. You are required to wear a facial covering for daily usage when respirators are not a required PPE.



Employees are expected to wear the Aramark provided facial coverings, unless an exemption is necessary due to medical conditions.

WHAT TO DO IF YOU THINK YOU HAVE SYMPTOMS

- Stay home; do not come to work
- Notify your supervisor if you have **COVID-19** like symptoms
- Self-quarantine to avoid getting others sick

¹PPE = Personal Protective Equipment

²CDC = Centers for Disease Control and Prevention 05/20/20

DAY 1
Introduction



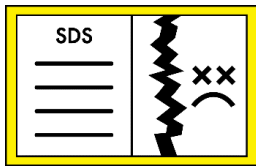
Injuries from chemical mislabeling, handling, and storage can be avoided by knowing and preventing unsafe conditions and behaviors

Ask these questions:

1. What conditions can lead to chemical related injuries?
2. What behaviors can cause a chemical related injury?
3. How can you prevent chemical related injuries from occurring?

DAY 2
Conditions

Identify conditions that can lead to chemical related injuries



Outdated/missing SDS



Unlabeled or open bottles



Improper or insecure storage



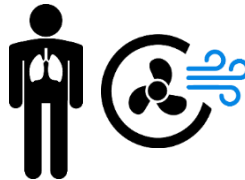
Incorrect or damaged PPE

DAY 3
Behaviors

Identify behaviors that can cause chemical related injuries



Not following directions



Inhaling fumes,
working without ventilation



Removing chemicals from
original containers



Spilling chemicals
without cleaning up

DAY 4
Prevention

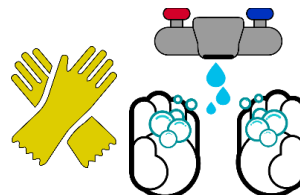
Know how you can prevent chemical related injuries



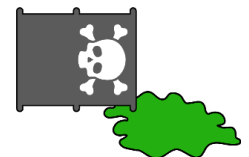
NEVER MIX CHEMICALS!



Know what to do if chemicals
spill on you or others



Use PPE as required –
Wash hands after use



Report dangers, spills, damaged
containers | Clean spills quickly

DAYS 5-7
Review



Review of Chemical Safety

- NEVER mix chemicals or leave chemicals unattended
- Make sure we know how to use chemicals and follow directions carefully
- Wear required PPE at all times when handling
- Keep chemicals in original containers whenever possible
- Be careful not to spill chemicals and if a spill occurs, know what to do

JOUR 1
Introduction



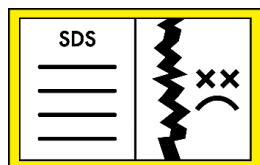
En connaissant les conditions et les comportements dangereux et en les évitant, nous pouvons prévenir les blessures qui découlent d'erreurs d'étiquetage, de manutention, de stockage ou d'utilisation de produits chimiques

Posez-vous ces questions :

1. Quelles sont les conditions qui peuvent entraîner des blessures liées à des produits chimiques?
2. Quels sont les comportements qui peuvent causer des blessures liées à des produits chimiques?
3. Que pouvez-vous faire pour prévenir les blessures liées à des produits chimiques?

JOUR 2
Conditions

Reconnaissez les conditions qui peuvent entraîner des blessures liées aux produits chimiques



FDS manquante ou pas à jour



Bouteilles ouvertes ou sans étiquette



Stockage erroné ou dangereux



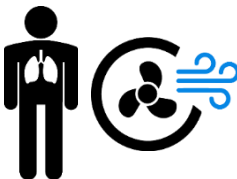
Mauvais ÉPI ou ÉPI endommagé

JOUR 3
Comportements

Reconnaissez les comportements qui peuvent causer des blessures liées aux produits chimiques



Ne pas suivre les directives



Inspirer des émanations
Travailler sans ventilation



Retirer les produits chimiques de leurs
contenants originaux



Déverser des produits chimiques
sans nettoyer l'environnement

JOUR 4
Prévention

Comment prévenir les blessures liées aux produits chimiques



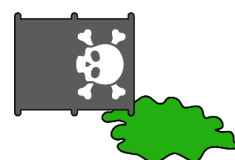
**NE FAITES JAMAIS DE MÉLANGE DE
PRODUITS CHIMIQUES!**



Sachez quoi faire si une autre personne ou
vous-même êtes aspergés de produits
chimiques



Utilisez l'ÉPI requis
Lavez vos mains après avoir utilisé le
produit



Signalez les dangers, les déversements et les
contenants endommagés | Nettoyez les
déversements rapidement

JOURS 5 À 7
Récapitulation



Récapitulation de la sécurité en matière de produits chimiques

- Ne laissez JAMAIS des produits chimiques sans surveillance et ne faites JAMAIS de mélange.
- Assurez-vous de savoir comment utiliser les produits chimiques et suivez les instructions à la lettre.
- Si vous manipulez des produits chimiques, portez l'ÉPI requis en tout temps.
- Dans la mesure du possible, gardez les produits chimiques dans leurs contenants originaux.
- Soyez prudents et tâchez de ne pas déverser de produits chimiques. Si ça se produit, vous devez savoir quoi faire.

SEGURIDAD QUIMICA – Alimentos e Instalaciones

DIA 1
Introducción

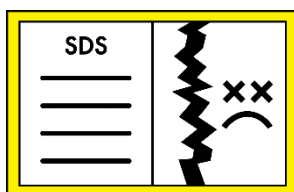
Las lesiones por fallas en etiquetado, manejo y almacenamiento de químicos pueden ser evitadas conociendo las condiciones y conductas inseguras.

Haga estas preguntas:

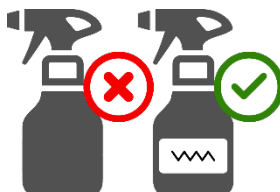
1. ¿Qué condiciones pueden contribuir a las lesiones relacionadas con químicos?
2. ¿Qué conductas pueden causar una lesión relacionada con químicos?
3. ¿Cómo se pueden prevenir la ocurrencia de lesiones relacionadas con químicos?

DIA 2
Condiciones

Identifique las condiciones que contribuyen a las lesiones relacionadas con químicos



Hojas de Seguridad (SDS)
Ausentes/Desactualizadas



Botellas etiquetar o abiertas



Almacenamiento inadecuado
o inseguro



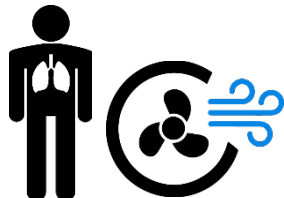
Equipo de Protección (EPP)
inadecuado o dañado

DIA 3
Conductas

Identifique las conductas que pueden contribuir a las lesiones relacionadas con químicos



No leer o seguir las
instrucciones / etiquetas



Usar químicos en sitios sin
adecuada ventilación



Remover los químicos de sus
empaques originales



Ausencia de limpieza de
derrames químicos

DIA 4
Prevención

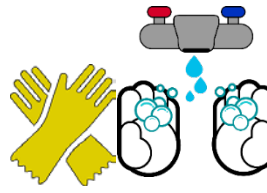
Saber como prevenir la ocurrencia de lesiones relacionadas con los químicos



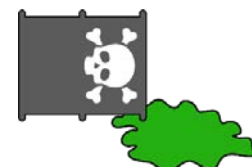
¡Nunca mezcle químicos!



Conozca que hacer en caso de
derrames o accidentes



Use los EPP – lávese las manos
después de usar químicos



Reporte condiciones inseguras,
derrames. Limpie los derrames
inmediatamente.

DIAS 5-7
Revisión

Revisión de la seguridad con químicos



- NUNCA mezcle químicos, o deje químicos olvidados.
- Asegúrese que sabe el uso de los químicos y siga las instrucciones cuidadosamente.
- Use los EPP requeridos todo el tiempo mientras manipula los químicos.
- Mantenga los químicos en su empaque/contenedor original.
- Sea cuidadoso de no causar derrames y si suceden, sepa que hacer.

COVID-19 FACIAL COVERING

DAY 1
Introduction



A respirator, mask, or facial covering is one measure that provides added protection to wearers.

The CDC is advising the use of face coverings to slow the spread of the COVID-19 virus. We want to enable our employees to follow CDC guidance.

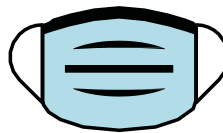
Unlike N95 respirators or surgical masks (for healthcare use), non-medical masks and homemade facial coverings are **NOT** personal protective equipment (PPE).

DAY 2
Conditions

Understand the difference between face masks, respirators and face coverings



N95 Respirators reduce exposure to particles as small particle aerosols and large droplets (NIOSH approved)



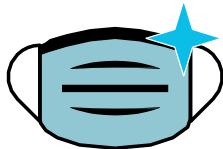
Surgical Masks are fluid resistant and provides protection against large droplets, splashes or sprays (cleared by FDA)



Non medical masks & homemade facial coverings, provide some barrier from respiratory droplets

DAY 3
Behaviors

DO's (with a face mask, respirator or face covering)



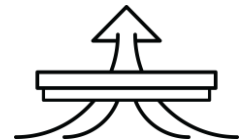
Keep facial covering clean, neat and in good condition



Use facial covering that covers mouth, nose and chin



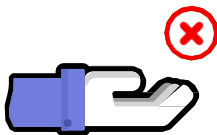
Ensure facial covering remains secure to face at all times



Do wear facial covering of a breathable material

DAY 4
Preventions

DON'Ts (with a face mask, respirator or face covering)



Never share your face mask



Avoid wearing facial covering with holes, tears or large logos



Don't wear a facial covering that covers full face or head



Don't wear anything that would create a food or safety hazard

DAY 5-7
Review



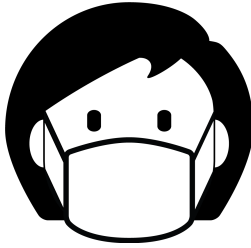
REVIEW:

- Use of masks and facial coverings does not reduce or replace social distancing and hand hygiene
- Masks and facial coverings should be disposed of or laundered following daily use
- For more guidance from CDC on masks and face coverings, please scan the QR code to the right with the Camera app on your smartphone or visit this hyperlink: qrd.by/a9vh4o



COVID-19 COBERTURAS FACIALES

DIA 1
Introducción



Una mascarilla u otra cobertura facial es una medida que provee alguna protección adicional.

El CDC¹ esta recomendando el uso de coberturas faciales para disminuir la propagación del virus COVID-19. Queremos permitir a nuestro empleados que sigan las orientaciones del CDC¹.

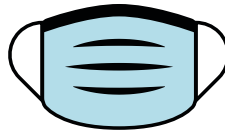
A diferencia de los respiradores N95 o las mascarillas quirúrgicas, las mascarillas no medicas o las coberturas de fabricación casera **NO** son elementos de protección personal (EPP).

DIA 2
Condiciones

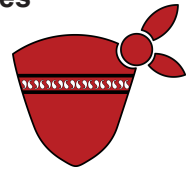
Entender la diferencia entre mascarillas, respiradores y coberturas faciales



Respiradores N95, reducen la exposición a partículas como partículas atomizadas o gotas grandes (Aprobado NIOSH)



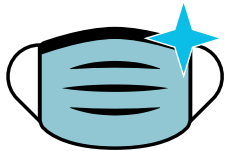
Mascarillas quirúrgicas, son resistentes a los fluidos y proveen protección contra gotas, salpicaduras o partículas atomizadas (Autorizado FDA)



Mascarillas no quirúrgicas y coberturas caseras, proveen algún tipo de barrera frente a gotas respiratorias.

DIA 3
Comportamientos

QUE HACER (con mascarillas, respiradores y coberturas faciales)



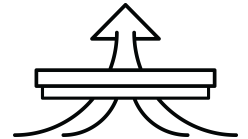
Mantenga la cobertura facial limpia y en buena condición



Use la cobertura facial cubriendo boca, nariz y mentón



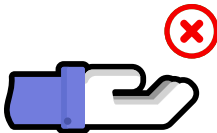
Asegúrese que permanezca asegurada al rostro todo el tiempo



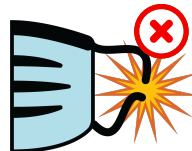
Use una cobertura facial de un material respirable

DIA 4
Prevención

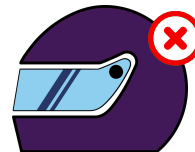
QUE NO HACER (con mascarillas, respiradores y coberturas faciales)



Nunca comparta su mascarilla, respirador o cobertura facial



Evite usar coberturas faciales con huecos, rasgaduras, o logos grandes



No use coberturas faciales que cubran todo el rostro o cabeza.



No use nada que pueda crear riesgos a la inocuidad o la seguridad

DIAS 5-7
Revisión



Revisión:

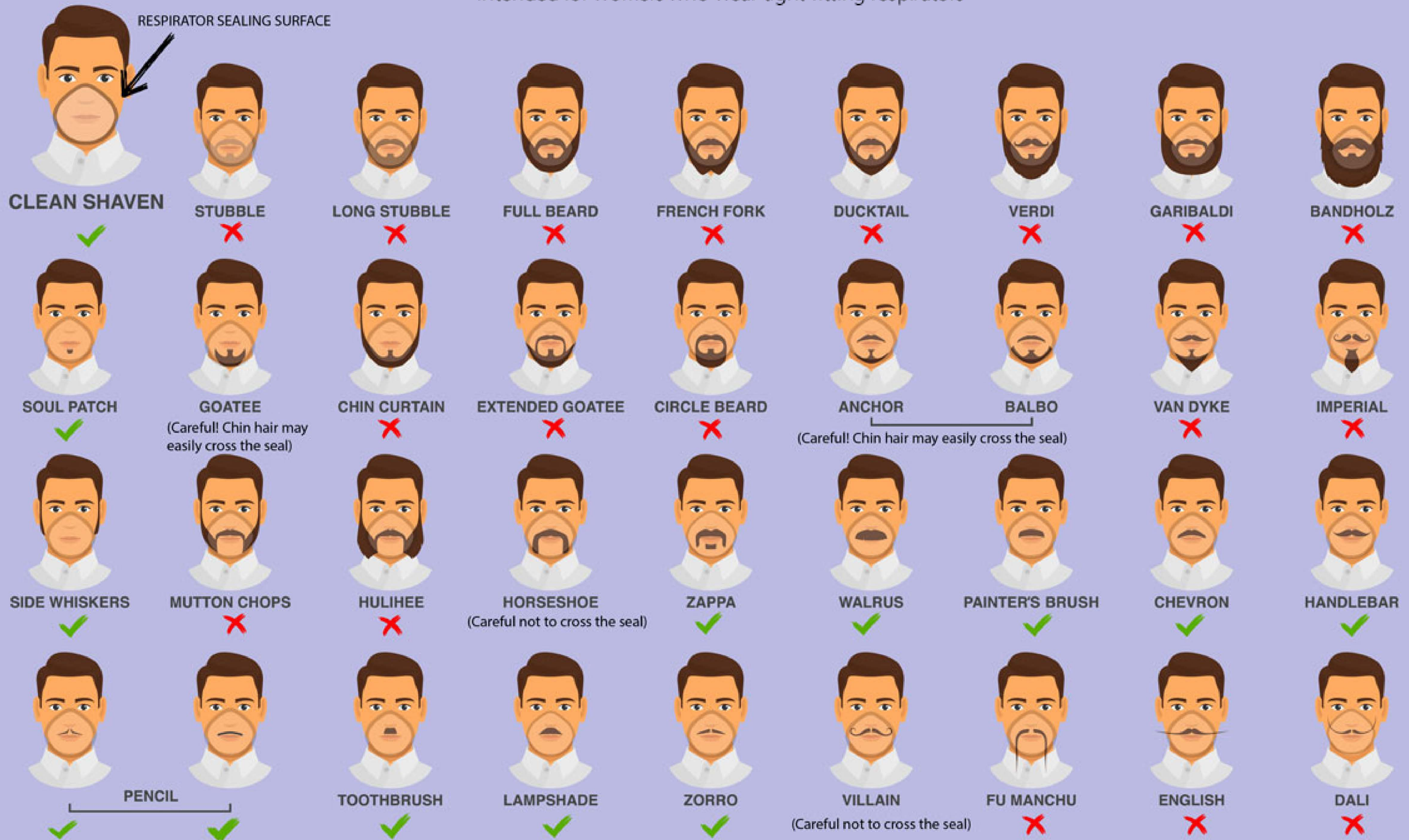
- Recuerde, el uso de la cobertura facial no reduce la necesidad de mantener la distancia social y la higiene de manos.
- La cobertura facial no debe abandonarse después de su uso – Deseche o lave después de su uso diario.
- Para más información del CDC¹ sobre las mascarillas y coberturas faciales, escanee el código QR de la derecha usando el app en su teléfono celular o visite el link: qr.d.by/a9vh40



1. CDC: CDE. Centro de Control y Prevención de Enfermedades

Facial Hairstyles and Filtering Facepiece Respirators

Intended for workers who wear tight-fitting respirators



Original image vector by fredriser/Shutterstock.com

*If your respirator has an exhalation valve, some of these styles may interfere with the valve working properly if the facial hair comes in contact with it.
*This graphic may not include all types of facial hairstyles. For any style, hair should not cross under the respirator sealing surface.

Source: OSHA Respiratory Protection Standard
https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=standards&p_id=12716

Further Reading: NIOSH Respirator Trusted-Source Webpage
https://www.cdc.gov/niosh/nppt/topics/respirators/disp_part/respsource3fittest.html



Centers for Disease Control and Prevention
National Institute for Occupational Safety and Health

DAY 1
Introduction



Disposable gloves can help prevent contamination between people, surfaces, and food. If gloves are worn inappropriately or for too long without hand washing, gloves can contaminate just as many surfaces as bare hands.

Gloves are **NOT** a substitute for good hand hygiene, proper hand washing, or social distancing.

Ask these questions:

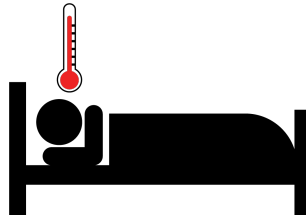
1. What are some of the reasons we wear gloves?
2. When should we change our gloves and wash our hands?

DAY 2
Conditions

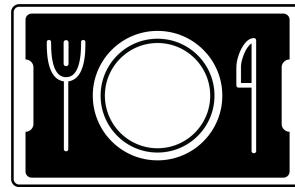
In what conditions should we wear disposable gloves



When required as Personal Protective Equipment (PPE)



When interacting with people that might be sick



When preparing Ready-to-Eat foods or meals



When cleaning, sanitizing, or disinfecting

DAY 3
Behaviors

What behaviors can lead to contamination when wearing gloves



Not changing gloves and washing hands when required



Touching face, nose, mouth, skin with gloves on



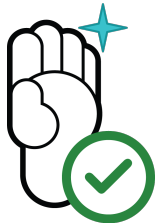
Overusing or not replacing damaged gloves



Washing or reusing gloves

DAY 4
Prevention

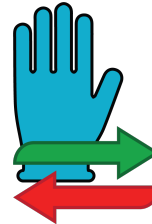
Ways to prevent contamination



Practicing good hand hygiene



Frequently and thoroughly washing your hands



Changing gloves when damaged or required



Using gloves correctly, not washing or reusing

DAYS 5-7
Review



Review

- Gloves are **NOT** a substitute for good hand hygiene and proper hand washing
- Washing your hands and wearing gloves when required can help prevent cross-contamination
- Know when it is required to wear or change gloves

JOUR 1

Introduction



Les gants jetables peuvent prévenir la contamination croisée entre les personnes, les surfaces et les aliments. Si les gants ne sont pas portés comme il se doit, ou si on les porte durant une trop longue période sans se laver les mains, ils peuvent par contre contaminer tout autant de surfaces que des mains non gantées. Les gants ne peuvent **PAS** remplacer une bonne hygiène des mains et un lavage des mains convenable, ou la distance sociale.

Posez-vous ces questions :

1. Quelles sont les raisons pour lesquelles nous portons des gants?
2. Quand devons-nous changer nos gants et laver nos mains?

JOUR 2

Mesures

Dans quelles circonstances devons-nous porter des gants jetables?



Quand ils font partie de l'équipement de protection individuelle (ÉPI) à porter



Quand nos interagissons avec des personnes qui pourraient être malades



Quand nos préparons des repas ou des aliments prêts à manger



Pour nettoyer et désinfecter

Quels comportements peuvent entraîner une contamination lors du port de gants?

JOUR 3

Comportements



Ne pas se laver les mains ou changer de gants quand il le faut



Toucher à son visage, son nez, sa bouche ou sa peau avec les gants



Porter les mêmes gants durant une trop longue période



Laver o réutiliser les gants

Façons de prévenir la contamination

JOUR 4

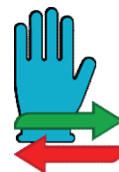
Prévention



Bonne hygiène des mains



Lavage des mains fréquent et complet



Changer de gants lorsqu'ils sont endommagés ou requis



Porter des gants correctement, ne pas laver et réutiliser

JOURS 5 à 7

Passer en revue



Passez en revue ces éléments :

- Les gants ne peuvent **PAS** remplacer une bonne hygiène des mains et un lavage des mains convenable
- Le lavage des mains et le port de gants peuvent, s'ils sont effectués convenablement, prévenir la contamination croisée
- Il faut reconnaître le bon moment pour porter des gants ou changer de gants

Guantes Desechables e Higiene de Manos

DIA 1

Introducción



Los guantes desechables pueden ayudar a prevenir la contaminación entre personas, superficies y alimentos. Si los guantes se usan inapropiadamente o por mucho tiempo sin lavarse las manos, pueden contaminar tanto las superficies como las manos descubiertas. Los guantes **NO** son un sustituto de una buena higiene de manos, un lavado de manos adecuado o la distancia social.

Haga estas preguntas:

¿Menciona algunas de las razones por las que usamos guantes?

¿Cuándo debemos cambiar nuestros guantes y lavarnos las manos?

DIA 2

Condiciones

En que condiciones debemos usar guantes desechables



Quando se requiere como elemento de Protección Personal (EPP)



Quando se interactúa con personas que pueden estar enfermas



Quando se preparan alimentos listos para consume o comidas



Quando se limpia, sanitiza o desinfecta

Que comportamientos pueden llevar a una contaminación mientras se usan guantes

DIA 3

Comportamientos



No cambiarse los guantes y lavarse las manos cuando sea necesario



Tocarse la cara, nariz, boca o piel con los guantes puestos



Usar demasiado y no reemplazar guantes dañados



Lavar o reusar guantes

Formas de prevenir la contaminación

DIA 4

Prevención



Practique una buena higiene de manos



Lavarse mas manos con frecuencia a fondo



Cambiar los guantes cuando se dañen o sea requerido



Usar los guantes correctamente, no lavando y reusando

DIAS 5-7

Revisión



Revisión

- Los guantes **NO** sustituyen la buena higiene y lavado adecuado de las manos.
- Lavarse las manos y usar guantes adecuadamente puede evitar la contaminación cruzada
- Sepa cuando se requiere usar y cambiar sus guantes.

REOPENING - CLEANING - HAZARD ASSESSMENT & PPE

- 1. Distribute:** A copy of this document to all employees for review and discussion throughout the week.
- 2. Review:** Managers and site leads must review the contents of this document daily for 1 week prior to reopening and during the reopening week.
- 3. Engage:** Assign employees to lead discussions Tues - Thurs. Encourage all to observe & correct each other and report unsafe conditions and acts.
- 4. Educate:** Managers should attend and participate at a minimum three (3) SAFE brief sessions per week to reinforce quality execution.
- 5. Validate:** Managers must perform frequent observations and ask associates about tasks, potential injuries, safe behaviors and preventative actions.
- 6. Motivate:** Routinely recognize employees **using Encore Encore** for working safely, demonstrating safe behaviors and following the guidance below.

QUICK REFERENCE GUIDE: Review Quick Reference Guide precautions below, prior to performing identified tasks/activities.

TASK OR ACTIVITY	Injury Types/Hazards							PPE					Desired Safe Behaviors	
	Bodily Motion	Slip/Trip/Fall	Bumps / Bruises	Eye injury/exposure	Chemical Burns	Cuts	Falls from Ladders	Heat Stress	Slip-resistant Shoes	Grippers for strippers	Safety Glasses	Chemical or Work Gloves		Chemical goggles, Gloves, Apron
Trash Hauling - Books, Paper, Heavy items, Class party trash,	X	X	X			X		X	X			X		Check contents of trash cans and liners before lifting. Plan every lift before doing it. Use proper lifting techniques to include tilting the trash can if necessary. Use hand trucks or carts and ask for help when needed.
Scraping/cleaning desks, tables, counters, trash cans	X	X	X			X		X	X			X	X	Be very careful using scrapers. Scrape away from your body or other hand. Always wear work gloves.
Moving Furniture, Desks, Chairs Cafeteria and other Tables and Equipment and Supplies.	X	X	X			X		X	X			X		Always use safe lifting technique. When possible, use a hand cart/hand trucks. Check your path (trip hazards, doorways, overheads). Talk to team members when entering doorways. Watch for pinch points when stacking/unstacking chairs and tables. Stack items neatly and at a safe height. Plan every lift before doing it.
High dusting or cleaning walls, doors/frames, ceilings, blinds, lights, windows, vents, ledges, shelves.	X	X	X	X		X	X	X	X		X	X	X	Check ladder conditions and placement (DON'T USE CHAIRS or OTHER FURNITURE). Use 3 points of contact on ladders and watch overhead when climbing and moving ladders. Avoid sprinkler systems. Watch for sharp edges on light covers. Visually check above shelves and ventilation versus blind reaching or cleaning. have someone hold the ladder while working.
Changing Light bulbs/ceiling tiles	X	X	X	X		X	X	X	X		X	X		Eye & Hand protection, check ladder conditions and placement (DON'T USE CHAIRS), avoid sprinklers and over reaching from ladders. Secure or have another teammate hold the ladder.
Floor buffing, stripping, burnishing, scrubbing.	X	X	X	X	X	X		X	X	X	X	X	X	Wear special shoes / boots when stripping floors. Be extremely careful when walking on a wet / damp surface. Walk slowly and take small steps. Watch body movement & avoid twisting, watch for walls, doorways, other objects. Use chemical & gloves when necessary.
Cleaning/Organizing Lockers and Storage Areas	X	X	X				X	X	X			X		Work at a safe work pace and be aware of surroundings. Use safe lifting techniques and carts if necessary. Check for slip / trip hazards.
Changing Filters	X	X	X	X		X	X	X	X		X	X		Use eye protection to prevent dirt and debris from entering eyes. If using a ladder, please follow ladder safety guidelines and have another employee wear safety glasses and hold the ladder.
Lift Work - Bucket Truck, Single Man or Scissor Lift	X	X	X	X		X		X	X		X	X		Check Fall protection and review appropriate use, head & eye protection, be aware of pinch points when raising and lowering lifts, check lift condition, ensure use on flat/stable surface, chock wheels as needed.

Additional safety tips prior to shut down and during the reopening week. ENGAGE Employees daily.

- WORK PACE:** Take your time and DON'T RUSH! Work safely at all times! Plan your work. Be aware of surroundings and fellow employees.
- SLIP/TRIP/FALLS:** Wear slip resistant shoes or shoe covers. Clean up spills, warn others and use floor signs. Keep walkways and paths clear and don't rush.
- BUMPS & BRUISES:** Be aware of surroundings. Look up, forward and around for obstructions & pinch points like doorways & tight spaces especially when working at low levels.
- BURNS:** Wear appropriate burn prevention PPE and communicate with team mates when working with or moving hot items.
- HEAT STRESS:** Take frequent breaks. Rest in a cool or shaded area with air flow. Drink 4 oz. of water per hour prior to and during work. Check on team mates frequently.
- COMMUNICATION:** Communicate frequently with fellow employees to announce your intent. Correct unsafe behaviors when observed.

REOPENING - OPERATIONS MAINTENANCE - HAZARD ASSESSMENT & PPE

- 1. Distribute:** A copy of this document to all employees for review and discussion throughout the week.
- 2. Review:** Managers and site leads must review the contents of this document each day for 1 week prior to reopening and during the opening week
- 3. Engage:** Assign employees to lead discussions Tues - Thurs. Encourage all to observe & correct each other and report unsafe conditions and acts.
- 4. Educate:** Managers should attend and participate at a minimum three (3) SAFE brief sessions per week to reinforce quality execution.
- 5. Validate:** Managers must perform frequent observations and ask associates about tasks, potential injuries, safe behaviors and preventative actions.
- 6. Motivate:** Routinely recognize employees using Encore Encore for working safely, demonstrating safe behaviors and following the guidance below.

QUICK REFERENCE GUIDE . Review Quick Reference Guide precautions below prior to performing identified tasks/activities.

TASK OR ACTIVITY	Injury Types/Hazards								PPE						Desired Safe Behaviors
	Bodily Motion	Slip/Trip/Fall	Bumps / Bruises	Eye injury/exposure	Chemical Burns	Energy Control (LOTO)	Falls from Ladders	Heat Stress	Steel Toed Work Boots	Bump/Hard Hat	Hearing Protection	Safety Glasses	Chemical or Work Gloves	Chemical Goggles, Gloves, Apron	
Moving equipment and parts/supplies.	X	X	X	X				X	X			X			Be sure to unplug equipment before moving. Use safe lifting techniques and carts / hand trucks if necessary. Check paths for trip hazards and talk to team members about transporting equipment and supplies through doorways. Always wear work gloves for gripping equipment.
Painting	X	X	X	X			X	X	X			X		X	Always wear eye protection when painting overhead. If using a ladder, check ladder conditions and placement. DON'T USE CHAIRS or OTHER FURNITURE. Maintain 3 points of contact on ladders and if working in a high place, have someone hold the ladder. while working. Watch for sharp edges while painting.
Cleaning/Organizing Storage Areas	X	X	X	X			X	X	X			X	X		Practice safe lifting, use carts / hand trucks when necessary. Check paths for trip hazards and talk to team members about transporting items through doorways. Always wear work gloves to protect hands.
Retrofitting lighting, replacing ceiling tiles.	X	X	X	X		X	X	X	X			X	X		Always wear eye protection. Follow Lock Out/Tag Out (LOTO) procedures. Check ladder for condition and placement and have another employee hold ladder if necessary. Never use chairs or furniture. Watch for pinch points when working in tight areas.
Changing Filters	X	X	X	X		X	X	X	X	X		X	X		Eye & Hand protection, check ladder conditions and placement (DON'T USE CHAIRS), avoid sprinklers and over reaching from ladders. Secure or have another teammate hold the ladder. Wear work gloves
Maintaining HVAC or other equipment	X	X	X		X	X	X	X	X	X	X	X	X		Follow Lock Out/Tag Out (LOTO) procedures. Watch for pinch points when working in tight areas. Wear work gloves.
Lift Work - Bucket Truck, Single Man or Scissor Lift, Articulating Lifts		X		X		X	X		X	X		X			Check Fall protection and review appropriate use, head & eye protection, be aware of pinch points when raising and lowering lifts, check lift condition, ensure use on flat/stable surface, chock wheels as needed.

Additional safety tips prior to reopening and during the reopening week. ENGAGE Employees daily.

- WORK PACE:** Take your time and DON'T RUSH! Work safely at all times! Plan your work. Be aware of surroundings and fellow employees.
- SLIP/TRIP/FALLS:** Wear slip resistant shoes or shoe covers. Clean up spills, warn others and use floor signs. Keep walkways and paths clear and don't rush.
- BUMPS & BRUISES:** Be aware of surroundings. Look up, forward and around for obstructions & pinch points like doorways & tight spaces especially when working at low levels.
- BURNS:** Wear appropriate burn prevention PPE and communicate with team mates when working with or moving hot items.
- HEAT STRESS:** Take frequent breaks. Rest in a cool or shaded area with air flow. Drink 4 oz. of water per hour prior to and during work. Check on team mates frequently.
- COMMUNICATION:** Communicate frequently with fellow employees to announce your intent. Correct unsafe behaviors when observed.

REOPENING - GROUNDS - HAZARD ASSESSMENT & PPE

- 1. Distribute:** A copy of this document to all employees for review and discussion throughout the week.
- 2. Review:** Managers and site leads must review the contents of this document daily- 1 week prior to reopening and during the reopening week.
- 3. Engage:** Assign employees to lead discussions Tues - Thurs. Encourage all to observe & correct each other and report unsafe conditions and acts.
- 4. Educate:** Managers should attend and participate at a minimum three (3) SAFE brief sessions per week to reinforce quality execution.
- 5. Validate:** Managers must perform frequent observations and ask associates about tasks, potential injuries, safe behaviors and preventative actions.
- 6. Motivate:** Routinely recognize employees **using Encore Encore** for working safely, demonstrating safe behaviors and following the guidance below.

QUICK REFERENCE GUIDE Review Quick Reference Guide precautions below prior to performing identified tasks/activities.

TASK OR ACTIVITY	Injury Types/Hazards											Desired Safe Behaviors		
	Bodily Motion	Slip/Trip/Fall	Bumps / Bruises	Eye injury/exposure	Chemical Burns	Cuts	Falls from Ladders	Heat Stress	Steel Toed Work Boots	Bump/Hard Hat	Hearing Protection		Safety Glasses	Work Gloves
Grounds keeping - mowers, weed eaters, trimming.	X	X	X	X		X		X	X		X	X	X	Wear safety glasses/ work gloves. Watch body movement, avoid twisting. Watch for low branches. Ensure proper ladder set-up, do not over-extend. If necessary, have someone hold the ladder, maintain three points of contact. Drink water and take breaks regularly.
Chain saw use	X	X	X	X		X		X	X		X	X	X	Employees must be trained before operating a chain saw! Wear work gloves, safety glasses. Follow safety rules. Watch body movement, avoid twisting. Drink water hourly.
Moving equipment and supplies.	X	X	X			X		X	X				X	Unplug all equipment before moving. Use safe lifting techniques and carts / hand trucks if necessary. Check paths for trip hazards and talk to team members about transporting equipment and supplies through doorways. Always wear work gloves for gripping equipment.
Cleaning / Organizing Storage Areas	X	X	X			X	X	X	X				X	Use safe lifting techniques, carts / hand trucks when necessary. Check paths for trip hazards and talk to team members about transporting items through doorways. Always wear work gloves to protect hands.
Playgrounds / stadium repairs. Wood / fiber replacement.	X	X	X	X		X	X	X	X			X	X	Wear work gloves to prevent slivers. Be cautious moving equipment, use proper lifting techniques. Use caution with tools repairing equipment. Wear safety glasses/goggles when working with wood chips/fiber in playgrounds/landscaping. Drink water hourly.
Grinding concrete & tar patch work	X	X	X	X		X		X	X		X	X	X	Wear gloves, eye and hearing protection when grinding or breaking concrete. Look for trip hazards. Wear long sleeves to protect arms and hot works PPE (Leather) gloves when working with hot tar. Drink water hourly.
Drain tiles, lawn irrigation	X	X	X			X		X	X				X	Check surroundings for hazards before starting work. Use safe lifting techniques and team lift if items are too heavy. Wear groves that grip and drink water regularly.

Additional safety tips prior to re-openig and during the opening week. ENGAGE Employees daily.

- WORK PACE:** Take your time and DON'T RUSH! Work safely at all times! Plan your work. Be aware of surroundings and fellow employees.
- SLIP/TRIP/FALLS:** Wear slip resistant shoes or shoe covers. Clean up spills, warn others and use floor signs. Keep walkways and paths clear and don't rush.
- BUMPS & BRUISES:** Be aware of surroundings. Look up, forward and around for obstructions & pinch points like doorways & tight spaces especially when working at low levels.
- BURNS:** Wear appropriate burn prevention PPE and communicate with team mates when working with or moving hot items.
- HEAT STRESS:** Take frequent breaks. Rest in a cool or shaded area with air flow. Drink 4 oz. of water per hour prior to and during work. Check on team mates frequently.
- COMMUNICATION:** Communicate frequently with fellow employees to announce your intent. Correct unsafe behaviors when observed.



CLIENT & OCCUPANT COMMUNICATION

Driving occupant confidence starts with communication and transparency. Our goal is to deliver necessary information to our clients and occupants to alleviate any concerns and give them confidence that we are taking all possible steps to ensure their safety.

CLIENT COMMUNICATIONS

Client communications are essential to demonstrate our alignment with our client goals and objectives, current capabilities, and service plans. A series of client materials have been developed for your planning and communication with clients. These are designed to be customizable to meet business unit specifics and can be tailored to account specifics. Here is a sample of materials available for use at your location:

Client Letter—to be customized by RVP/DM and sent to accounts. Please coordinate with your Growth Leader for approach

- Click here for the template: [Sample Client Email Letter](#)

Client Business Reviews and Talking Points

Updated content that can be accessed through the [FM CBR](#) page and/or through their Reopening playbook guide.

- Standard content to support client communications in planning and executing
- Supported by “Rebound Client Plan or CBR content”
 - outlines start-up and service plan
 - includes overview of Aramark response to support the client & community
- Explains our approach to:
 - Employee safety / wellbeing
 - Consumer communication / support
 - Changes to base operations
 - Additional services
- Special attention paid to:
 - Insights and Industry best practices
 - Monitoring of occupancy attitudes and behaviors

Reach out to alperin-bruce@aramark.com with any questions

OCCUPANT COMMUNICATION

A series of new signage and communication tools is being developed to inform, engage, and gain occupancy trust when re-opening your accounts. These provide flexibility for you to select what will work best for your account, your teams and your clients. Materials are available for you to order and ship, or download and print and most can be customized for your needs.

Occupant communications include:

- 1) Talking points to discuss cleaning actions performed
- 2) Verification of Spaces / Surfaces that were cleaned
- 3) Personal hygiene reinforcement (i.e. hand-washing) signage

Reach out to FacilitiesCOE@aramark.com or alperin-bruce@aramark.com with any questions



RETURN TO OPERATIONS

There will be a “New Normal” as our locations re-start, primarily due to lower volumes / traffic, and a new baseline of what is considered safe and hygienic. Some of this may revert to pre-COVID levels over time, and some things may not. The following actions will help you ensure your base operation is prepared to optimize consumer value, while maintaining a profitable operation.

RE-OPENING CLIENT CONVERSATION

It's critical to align with our clients and building management on an opening plan to return to work successfully and safely. Work together to understanding

Some considerations are:

- Align and outline the scope of work to be performed prior to occupants entering the facility
- Discuss employee health or safety policies to consider for building entry
- Create a communication plan to stay connected leading up to Return to Work

The [Facilities Client Conversation Guide](#) has been develop to assist with those conversations.

SOCIAL DISTANCING FOR ARAMARK EMPLOYEES

Social distancing is just as important for our employees as it is for our clients and consumers. This section provides recommendations for implementing social distancing for Aramark employees in various situations:

- General Considerations
- Arriving/Departing Work
- During Work
- When Employee Separation is not an Option

Link to full content: [Social Distancing for Employees Guidance](#)

COVID CLIENT CONVERSATIONS

Facilities

INTRODUCTION

In order to gather information regarding reopening in each location, the below series of questions should be addressed in any meetings with your client that discuss the reopening of their facilities. We provided potential ideas to share as our point of view for the conversation.

CLIENT QUESTIONNAIRE – FOR CALLS ONLY

1. What is the date that you anticipate allowing employees back on-site?

2. Are there any local / state regulations that must be followed as related to COVID 19?

3. Will there be any screening required of employees before reentering work?
 - Temperature Checks
 - Self-Identifications
 - Questionnaires

4. Will contracted employees like Aramark be part of your screening, or will you require us to screen our staff?

5. What timeline do you anticipate for bringing employees back at the following levels:
 - 10%
 - 25%
 - 50%
 - 75%
 - 100%

6. Are you planning staggered schedules for your employees? Alternate Days, Spacing in Offices?

COVID CLIENT CONVERSATIONS

Facilities

7. Are you planning on restricting the number of employees that can gather in one location (I.e, elevators, restrooms, dining spaces)
8. Are you planning any training for employees around social distancing or virus prevention?
 - In-person post return
 - Virtual pre-return
 - Virtual on return
9. What is the service level you are anticipating needing from custodial, FM, grounds when you reopen?
10. What level of cleaning services will be required to open your location/account?
11. What areas do you consider priority areas for cleaning services as your facilities begin to open up?
12. Do you foresee the need to re-evaluate your scope of services to include cleaning with disinfectants registered with the EPA?
13. Do you see a need to provide more hand sanitizing products for your staff and clients?
14. What is your process for informing occupants regarding any potential COVID-19 infections or exposures?
15. What new expectations do you have for custodial services beyond what we have shared and discussed?

COVID CLIENT CONVERSATIONS

Facilities

Potential ideas for each question to share as our point of view for the conversation:

Questions 1:

- Following the guidance of the state and local authorities when it is deemed safe for companies to start reopening.
- Is the date tied to any business needs or deliverables the client has?

Question 2:

- Masks, social distancing, limits to the number of people in a building?

Question 3:

- We are concerned with the process and safety of people taking temperatures.
- Are there clinicians available who are trained in this process?
- These people should be in proper PPS (gloves, masks, face shields, gloves)

Question 4:

- Our standard process is to piggyback on the client building entry screening.

Question 5:

- Our service, staffing, and supply plans depend on having an idea of how they will return to work and at what levels and frequency.

Question 6:

- People working alternate schedules could further reduce populations and thus adjust our levels of offering and staffing.

Question 7:

- We anticipate managing huddles, breaks, and staff meals or eliminating that until the virus threat is better mitigated.

Question 8:

- We are providing this training for our teams. Can share where appropriate.

Question 9:

- We are implementing different levels of cleaning services around disinfecting and frequency of cleaning. We have also developed Level three cleaning services if we have an area that has experienced a confirmed case of Coronavirus infection.
- We can accommodate more levels of service, depending on the number of customers, space, and costs.

Question 10:

COVID CLIENT CONVERSATIONS

Facilities

- Speak to Spacecare Plus options along with one-time cleaning projects.

Question 11

- This will help us determine staffing levels and staggered schedules to meet the priority areas.

Question 12

- The Low Touch Economy is here to stay. The post-Covid19 era will have an economy shaped by new habits & regulations based on reduced close-contact interaction and tighter travel & hygiene restrictions.
- 85% of parents need more information on what colleges and universities are doing to ensure student safety next year.

Question 13:

- With the disruptions in the supply chain, we are working closely with our suppliers to review new demands with hand sanitizer and hand soaps.

Question 14:

- Many regulations include requirements for social distancing or quarantining for people exposed to COVID-19. We have an online application to track potential exposures and provide guidance for exposure and action steps. Is this something we would participate in with your teams?

Question 15:

- We are constantly monitoring the current environment for getting back to a more normal service program. Still, we are also working on custodial programs that meet the required levels of cleaning for your facility.

Social Distancing for Employees

5/4/20

Summary:

Social distancing is deliberately increasing the physical space between people to avoid spreading illness. However, it is important to remember that maintaining social distancing in the absence of effective hygiene practices may not prevent the spread of this virus. Locations must still be vigilant in their hygiene practices, including frequent and proper hand-washing and routine cleaning of all surfaces.

The social distancing recommendation is to maintain 6 ft. of separation from others, an important consideration when re-opening or continuing operation of your business. To increase the safety of our clients, customers and employees, it is recommended that you limit the number of employees that are in your location or a work space at a given time. Below are recommendations for how to maintain social distancing at your operation:

General Considerations:

- Reduce the number of people working at once: stagger start times, breaks, shifts, and working days.
- Limit number of employees in a given area. Refer to [Aramark's Guidance by State](#) for applicable regulations governing your location.

Arriving/Departing Work:

- Stagger start times, shifts, working days and/or breaks.
- Utilize distancing visual cues near entrance/exit doors, time clocks, and locker room/area. Consider using signs, stickers, tapes, or cones.
- Consider limiting number of employees in locker room/area at any given time.

During Work:

- Set visual markers to keep associates 6 ft. apart. Consider using signs, stickers and/or tapes. Areas to consider:
 - Production lines, prep areas, work station, walk-in refrigerators/freezers
 - Break/meal areas, locker rooms, restrooms
- Stagger meetings so there are more frequent meetings with less people at each.
- Consider limiting how many associates can be in the restroom at any given time.
- If employees take smoking breaks, reinforce the need to stay 6 ft. apart and do not share.

When Employee Separation is not an Option:

- Consider installing Plexiglas or other physical barriers where practical (must be properly cleaned frequently)
- Require the proper PPE and review/post the following trainings:
 - Facial Covering Guidance [English](#) [Spanish](#)
 - Facial Covering & Mask FAQ [English](#) [Spanish](#)
 - Mask Coverings Visual Aid - English [With Logos](#) [No Logos](#)
 - Mask Coverings Visual Aid - Spanish [With Logos](#) [No Logos](#)
 - Respiratory Infections: Social Distancing [English](#) [Spanish](#)
 - Social Distancing Visual Aid [English - No Logos](#) [Spanish - No Logos](#)

Ordering Shields/Partitions: [Wasserstrom](#) has many options from various suppliers.

Ordering Social Distancing Decals: [Nvision](#)

Important Note: Managers at union locations must contact their Labor Relations Director prior to implementing changes that affect working conditions, so that the appropriate advance notice can be provided to the union.



SPATIAL GUIDELINES: PREPARING FOR LOWER / DIFFERENT OCCUPANCY

In many areas – domestic and international, we have already commenced the re-opening process. Our operations need to re-open with adjusted programs that are driving confidence and satisfaction, and are fiscally responsible. Immediate, low cost solutions are outlined below, while longer term solutions are readily available leverage Aramark's REENGINEERING program, focused on the total facility solution.

Occupant Forecasting

- Working with client to estimate new occupancy / foot traffic
 - Includes recommended suggestions regarding consolidation of occupied space
- Translating building occupancy into staffing levels and cleaning routes

Social Distancing

Social distancing will likely be an ongoing expectation for occupants and clients. This section addresses the most common and effective techniques for maintaining appropriate social distancing in occupied building spaces.

- 6' general guidelines
- Traffic guidance to minimize bottlenecks within the facility
- Signage and placement recommendations (see below under Visual Distancing Cues)

Occupant Capacity Limitations

Content:

- Calculating appropriate capacity
- Techniques for encouraging / enforcing capacity limits
- Operational details to support (processes, signage, etc.)
- Talking points for clients and occupants

Visual Distancing Cues

Content:

- Visual cues for encouraging social distancing (floor markings, signage, etc)
- Where to place them, what to use, where to order, how to install

Link to Sales and Marketing Material: [Facilities RE-ENGINEERING Sales Resources](#)

CLEANING OPERATIONS

Opening Checklist – Cleaning

- Assess inventory levels to align with opening procedures: cleaning products, PPE, and disposables
- Check cleaning equipment and ensure it's in working order
- Review and perform refresh training to cleaners on SpaceCare QL Cleaning procedures and hygiene protocol
- Utilize EPA Registered disinfectants from CDC List N on all high touch surfaces

[Link to the full Opening Checklist: Facilities Opening Checklist - Cleaning](#)

Before returning to operations, companies and organizations must ensure that buildings are clean for re-entry. Organizations should act now to prepare both their spaces and their messaging to employees, visitors and other occupants. Gaining trust will be paramount before staff enter buildings. New approaches to cleaning should ensure space is clean and create confidence among occupants.

SpaceCare QL – Return to Work Cleaning

A thorough cleaning is recommended throughout every space following the SpaceCare QL WEEKLY cleaning process. As occupants return to the facility, we will return to our routine SpaceCare QL process and schedules.

Follow this guide to assist planning: [Facilities SpaceCare Reopening Guide](#)
Review the [SpaceCare QL Resource Page](#) for training and resources

FACILITIES RE-OPENING CHECKLIST

SpaceCare QL Cleaning

This checklist is intended to be completed prior to occupants returning to the building, and before the building is reopened for daily use. Discuss the steps identified below with Front Line Associates, and ensure a full understanding of cleaning priorities, the weekly cleaning steps for SpaceCare QL, the important proper use of PPE, and the process for identifying rooms that have been cleaned.

The following steps need to be completed prior to any frontline associates returning to work.

Approximately Two Weeks Prior to anticipated client employees returning:

- **Meet with Client** - Prior to starting this checklist, work with your client to identify a date on which occupants will be allowed back into the building. Client meeting talking points can be found in the [Facilities Client Conversation Guide](#). Important, to ensure all occupants are welcomed into a clean building, this checklist is intended to start four days before the client's agreed upon return date.
- **Clean Room Marking System** – Discuss the post-it system that will be placed on each room's door indicating that the room has been cleaned
- **Agree on Areas to be Cleaned** – Align with the client to understand what areas of the building will be occupied. Understand if there is a sequence with which the client will be executing the return of their employees. Understand what areas in the buildings will be used and when they will begin using them.
- **Time is Needed** - In general three (3) days are needed to complete SpaceCare “weekly” process steps for all spaces. Weekly cleans are necessary to ensure all spaces have been properly cleaned since most have been sitting empty for several weeks. Follow SpaceCare QL guidelines located at [SpaceCare QL resource page](#) to ensure proper cleaning is completed. All spaces should be cleaned prior to the client's employees returning.
- **Order PPE** - PPE required for cleaning processes consists of gloves, slip-resistant shoes and goggles. It may also require the use of facial coverings (masks) which are required by your client or community leaders, you may need to supply facial coverings. Follow local and client guidelines for social distancing and face coverings. If you determine that masks are needed, contact the Critical SKU Management team to secure them. You will need at least one week lead time.
- **Order Supplies** – Work with the Critical SKU Management Team to execute your ordering of products needed as identified in your future needs survey.

FACILITIES RE-OPENING CHECKLIST

SpaceCare QL Cleaning

Custodial Closet and Storage Area Re-Opening

1. If the security of the building can be maintained open the windows and doors to allow fresh air in prior to the start of cleaning.
2. Re-laundry all micro fiber towels and pads before they are used.
3. Properly dispose of all previously mixed ready-to-use products to ensure that only freshly mixed products will be used for cleaning. Make sure that all bottles and carboys are refreshed to avoid the use of products that have reach the end of their shelf life.
4. Clean the J-Fill Dispenser's outside cover, open areas and inside using Oxivir Tb wipes or Virex II 256. After mixing the first bottle of inspect it to ensure proper RTU dilution, and proper operation of the dispenser. Check for calcium build-up that may cause improper flow of product or water.
5. Dispose of any open paper products that may have been exposed to contamination into the regular trash.
6. Clean all carts and equipment from the top down.
 - a. Remove all existing supplies, tools, towels and pads from the cart, and wipe the cart down with Oxivir Tb wipes or Virex II 256.
 - b. Wipe all tools with Oxivir Tb wipes or Virex II 256 before placing them back on the cart.
 - c. Dwell time of Oxivir Tb Wipes is one minute. Virex II 256 is 10 minutes.
7. Clean the custodial closet from the outside door handles to inside door handles and the area from top to bottom with Oxivir Tb Wipes or Virex II 256.
8. Run 1 gallon of RTU Virex II 256 down each floor drain in the building.

Day Two thru Four of Front Line Employees Returning

Prioritize the areas of the building that our frontline associates will use to move about to perform the cleaning. Include offices, conference rooms, and restrooms in these areas.

Corridors and Open Areas

1. Start by cleaning corridors and open areas that staff must travel through to get to rooms, restrooms and other spaces. Clean the high touch points in entrances and corridors using Oxivir Tb wipes or Virex II 256. High touch points include, but are not limited to, door handles, hand rails, and drinking fountains.
2. Use an auto scrubber with a Clean and Shine Pad, or micro fiber pads with Virex II 256, to clean the hard surface flooring.
3. Carpet should be vacuumed using an upright vacuum (equipped with a HEPA filter) if possible.

Rooms, Restrooms, Conference Areas & Offices

1. Perform the weekly SpaceCare QL cleaning steps in all areas, working from the top to the bottom, starting with the high dusting process as the first step.
2. Completing the weekly SpaceCare QL cleaning steps in all areas may take multiple days.
3. Identify the rooms that have been full cleaned by putting a Post-It tab on the door, and let all building occupants know about this identification process.

FACILITIES RE-OPENING CHECKLIST

SpaceCare QL Cleaning

4. Instruct anyone entering the building that any room that does not have the Post-It on the door should not be entered.

Before Leaving for the day

1. Report areas that were completed using the weekly SpaceCare QL steps, and identify priorities for the next day.
2. Clean the cart, tools, and equipment using standard end-of-day procedures.
3. Launder all micro fiber pads and towels prior to leaving the building.
4. Put all battery equipment on chargers if necessary.
5. Close and secure the building prior to leaving for the day.

After Completion of First Cleaning Process

- After this checklist is completed, and the building is reoccupied, restrooms are to be full cleaned daily, while other areas are to be cleaned following the SpaceCare QL cleaning process unless the client has opted for SpaceCare Plus. If SpaceCare Plus has been purchased follow the guidelines specified in SpaceCare Plus program



To meet the needs of clients requesting more comprehensive cleaning services prior to occupants entering the facility, we have developed the Facilities Deep Clean Program. It involves an extensive process that first cleans, then uses disinfecting products ensuring we achieve the required dwell time, and finally provides communications outreach tools to educate occupants.

This complete program creates peace of mind for building operators and employees that space is ready for occupant return. Equally important, it creates a foundation upon which to maintain a clean environment moving forward.

Link to full content: [Facilities Deep Clean Program](#)

OPERATIONS AND MAINTENANCE | RESTART

Prior to occupants reentering a facility, building systems that have been curtailed (shut down), or simply not used much over this quarantined time, should be assessed. This includes:

- Assessing the physical condition of each system
- Determining which PMs should be facilitated (completed prior to occupancy)
- Validating mechanical systems are effective and optimized, aligning with control set-points
- Assessing system capacities and aligning with new CDC recommendations
- Flushing systems of dormant buildings

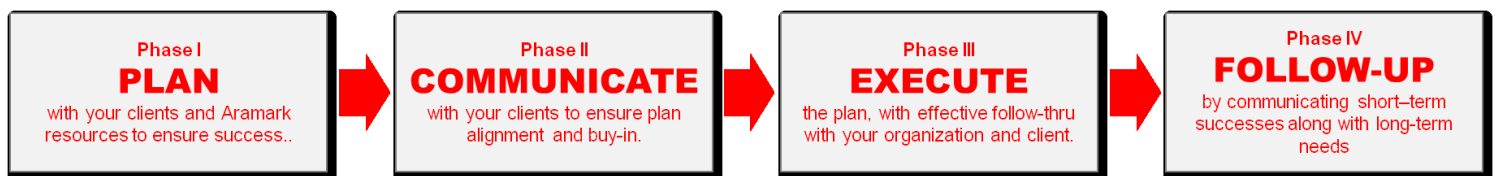
* Note: Work to be performed by internal technical staff, or available through our Engineering and Asset Solutions (EAS) team under the RESTART program.

Link to full Opening Checklist: [Facilities Opening Checklist - Operations and Maintenance](#)

[O&M Return to Work Program & Checklist Overview](#)

[O&M Return to Work Action Plan](#)

4 Phases to Implementation



RESTART PROPERLY

RETURN TO BUILDING OPERATIONS

CREATE A BETTER ENVIRONMENT FOR RETURNING BUILDING OCCUPANTS

Ensure your building's mechanical system operations reflect new CDC guidelines.

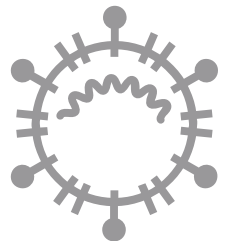
After periods of vacancy or full system shutdown, it is important to ensure building operations work properly and address new CDC recommendations. Systems should be adjusted and/or restarted in a manner that meets or exceeds pandemic-related concerns. A properly executed program enables peace of mind that building systems are ready for occupancy.

Post-pandemic, building systems (particularly air handling) and overall building health will come under greater scrutiny. The Aramark **Facilities ReStart** program is designed to ensure that your current systems are restarted and optimized appropriately to sustain performance. This will include optimization efforts to reduce energy consumption, where possible.

In addition, our approach includes communications to increase the public awareness of the ReStart efforts that are undertaken to improve building operation.



Aramark Engineering and Asset Solutions (EAS) has over 120 professional technical experts, engineers, and construction experts available to address the technical needs of your facilities. We possess the engineering expertise to ensure your buildings are operating properly and are prepared for occupancy.



The Aramark EAS facilities ReStart consists of the following:



Validate mechanical systems effectively and optimize for indoor operations.



Refresh dormant buildings to improve indoor air quality with a full building air flush.



Review and optimize building system controls set-points.



Incorporate communication and outreach tools to educate occupants.



Assess system capacities and balance outside air to align with new CDC recommendations.



Develop report card of relative performance of building systems and occupant spaces.

Conducting this ReStart program before campus buildings return to full occupancy allows for the systematic evaluation and adjustment of systems without disrupting service. The restart period will be managed with a building-specific sequence of events and restart procedures, including HVAC, domestic hot water, lighting, and other systems that were curtailed or shut down. The restart program management will address areas in need of special attention as determined by the CDC or other informed agencies or organizations.

Aramark and the Pandemic

Aramark is actively involved in providing pandemic-related cleaning and support services. We clean and apply EPA-approved disinfectants where active cases are or have been present. In addition to our direct support of healthcare clients, we currently provide cleaning, building maintenance, food services, laundry, and support items to many temporary and alternative care facilities across the country. We have also modified our daily cleaning and integrated facilities management services to maintain spaces through the pandemic.



Americans, on average, spend approximately 90% of their time indoors, where the concentrations of some pollutants are often two to five times higher than typical outdoor concentrations.



Source: <https://www.epa.gov/report-environment/indoor-air-quality>



4/22/20 - Aramark makes no guarantee that services described herein will reduce potential exposures to or the elimination of COVID-19 or any other pathogens. Aramark is relying on the latest guidance from CDC, WHO and OSHA, and these offerings may be subject to change as additional information becomes available.

RESTART PROPERLY

RETURN TO CAMPUS OPERATIONS

CREATE A BETTER ENVIRONMENT FOR RETURNING FACULTY, STAFF, AND STUDENTS

Ensure your campus' mechanical system operations reflect new CDC guidelines.

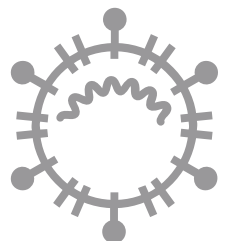
After periods of vacancy or full system shutdown, it is important to ensure campus building operations work properly and address new CDC recommendations. Systems should be adjusted and/or restarted in a manner that meets or exceeds pandemic-related concerns. A properly executed program enables peace of mind that building systems are ready for occupancy.

Post-pandemic, building systems (particularly air handling) and overall building health will come under greater scrutiny. The Aramark **Facilities ReStart** program is designed to ensure that your current systems are restarted and optimized appropriately to sustain performance. This will include optimization efforts to reduce energy consumption, where possible.

In addition, our approach includes communications to increase the public awareness of the ReStart efforts that are undertaken to improve building operation.



Aramark Engineering and Asset Solutions (EAS) has over 120 professional technical experts, engineers, and construction experts available to address the technical needs of your facilities. We possess the engineering expertise to ensure your buildings are operating properly and are prepared for occupancy.



The Aramark EAS facilities ReStart consists of the following:



Validate mechanical systems effectively and optimize for indoor operations.



Refresh dormant buildings to improve indoor air quality with a full building air flush.



Review and optimize building system controls set-points.



Incorporate communication and outreach tools to educate occupants.



Assess system capacities and balance outside air to align with new CDC recommendations.



Develop report card of relative performance of building systems and occupant spaces.

Conducting this ReStart program before campus buildings return to full occupancy allows for the systematic evaluation and adjustment of systems without disrupting service. The restart period will be managed with a building-specific sequence of events and restart procedures, including HVAC, domestic hot water, lighting, and other systems that were curtailed or shut down. The restart program management will address areas in need of special attention as determined by the CDC or other informed agencies or organizations.

Aramark and the Pandemic

Aramark is actively involved in providing pandemic-related cleaning and support services. We clean and apply EPA-approved disinfectants where active cases are or have been present. In addition to our direct support of healthcare clients, we currently provide cleaning, building maintenance, food services, laundry, and support items to many temporary and alternative care facilities across the country. We have also modified our daily cleaning and integrated facilities management services to maintain spaces through the pandemic.



Americans, on average, spend approximately 90% of their time indoors, where the concentrations of some pollutants are often two to five times higher than typical outdoor concentrations.



Source: <https://www.epa.gov/report-environment/indoor-air-quality>



4/22/20 - Aramark makes no guarantee that services described herein will reduce potential exposures to or the elimination of COVID-19 or any other pathogens. Aramark is relying on the latest guidance from CDC, WHO and OSHA, and these offerings may be subject to change as additional information becomes available.

RESTART PROPERLY

RETURN TO SCHOOL OPERATIONS

CREATE A BETTER ENVIRONMENT FOR RETURNING FACULTY, STAFF, AND STUDENTS

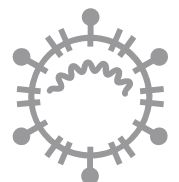
Ensure your District's mechanical system operations reflect new CDC guidelines.

After periods of vacancy or full system shutdown, it is important to ensure school building operations work properly and address new CDC recommendations. Systems should be adjusted and/or restarted in a manner that meets or exceeds pandemic-related concerns. A properly executed program enables peace of mind that building systems are ready for occupancy.

Post-pandemic, building systems (particularly air handling) and overall building health will come under greater scrutiny. The Aramark **Facilities ReStart** program is designed to ensure that your current systems are restarted and optimized appropriately to sustain performance. This will include optimization efforts to reduce energy consumption, where possible.

In addition, our approach includes communications to increase the public awareness of the ReStart efforts that are undertaken to improve building operation.

Aramark Engineering and Asset Solutions (EAS) has over 120 professional technical experts, engineers, and construction experts available to address the technical needs of your facilities. We possess the engineering expertise to ensure your buildings are operating properly and are prepared for occupancy.



The Aramark EAS facilities ReStart consists of the following:



Validate mechanical systems effectively and optimize for indoor operations.



Refresh dormant buildings to improve indoor air quality with a full building air flush.



Review and optimize building system controls set-points.



Incorporate communication and outreach tools to educate occupants.



Assess system capacities and balance outside air to align with new CDC recommendations.



Develop report card of relative performance of building systems and occupant spaces.

Conducting this ReStart program before schools return to full occupancy allows for the systematic evaluation and adjustment of systems without disrupting service. The restart period will be managed with a building-specific sequence of events and restart procedures, including HVAC, domestic hot water, lighting, and other systems that were curtailed or shut down. The restart program management will address areas in need of special attention as determined by the CDC or other informed agencies or organizations.

Aramark and the Pandemic

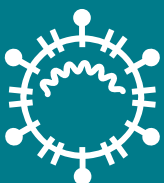
Aramark is actively involved in providing pandemic-related cleaning and support services. We clean and apply EPA-approved disinfectants where active cases are or have been present. In addition to our direct support of healthcare clients, we currently provide cleaning, building maintenance, food services, laundry, and support items to many temporary and alternative care facilities across the country. We have also modified our daily cleaning and integrated facilities management services to maintain spaces through the pandemic.



Americans, on average, spend approximately 90% of their time indoors, where the concentrations of some pollutants are often two to five times higher than typical outdoor concentrations.



Source: <https://www.epa.gov/report-environment/indoor-air-quality>



4/22/20 - Aramark makes no guarantee that services described herein will reduce potential exposures to or the elimination of COVID-19 or any other pathogens. Aramark is relying on the latest guidance from CDC, WHO and OSHA, and these offerings may be subject to change as additional information becomes available.

GROUNDS OPERATIONS

- Verify PPE and Product Inventory – Order Supplies as needed
- Sanitize and clean all offices, shops, vehicles, carts, equipment and tools.
- Establish an on-going process and program for sanitizing and cleaning offices, shops, vehicles, carts, shared equipment and tools.
- Hold a staff meeting to proactively address the scope of work, discuss important personal safety precautions (hand washing, not touching your face, using sanitizer on equipment, vehicles (door handles, steering wheel, etc.) and coughing into a tissue or your elbow. Discuss workload and social distancing (6' away from others), avoiding handshakes and hugs.
- When possible dedicate vehicle/rtv/tractor to each staff member so that they will be the only ones to drive it for the foreseeable future. Determine if you need to rent a few equipment types.
- Ask staff to eat in areas that allow for proper social distancing.
- Become familiar and share the Professional Grounds Management Society (PMGS) Covid-19 resource document.

Link to [PGMS Covid-19 Resource Document](#):

Reach out to FacilitiesCOE@aramark.com with any questions

DIRECTS SIMPLIFIED (SERVICES)

As operations ramp back up, you will be operating with new budgets, operating hours, and even services. You should re-evaluate your service providers to ensure they are still optimized for cost & service. To minimize the operational effort necessary to identify service vendors, Aramark has created a network of approved service vendors for all business units. This network was built by operators for operators and consists of licensed and insured professionals who are committed to high standards of quality and competitive market pricing. Network vendors have implemented increased safety measures (i.e., masks, gloves, etc.) to help keep our employees, clients and customers safe.

This program is being rolled out across the country in waves:

- Wave 1 (Jan): CT, RI, NY Metro, NJ, Eastern PA, DE, MD, DC, Northern VA, Chicagoland
- Wave 2/3 (May): TX, LA, MI, OH, Western PA, TN, MO, MN, WI
- Wave 4 (Jul): Southern VA, WV, NC, SC, GA, FL, MA

Use [these vendor reference cards](#) to work with the approved service vendors for your location.

[Learn more](#) about the Directs Simplified program. Reach out to DirectsSimplified@aramark.com with any questions or your [Director of Distribution](#).



RECURRING OPERATIONS

Clients will be seeking new and expanded services to meet the needs during this unique environment. This section includes services and products that we can introduce to our operations to support client needs and satisfy demand for alternate services. New and expanded services will continue to be developed. This section will be updated as programs become available.

ENHANCED CLEANING PROCESS



As facilities begin to reopen, cleaning procedures will return to the SpaceCare QL program. With the following recommendations for enhancements:

- Train staff on proper cleaning procedures to ensure safe and correct application of cleaning products with an emphasis on frequently touched surfaces.
- Clean and sanitize frequently touched surfaces at least daily and shared objects after each use.
- Increase frequency of cleaning and sanitizing common areas, high traffic areas, and frequently touched surfaces and more frequently if used in shared spaces
- Discuss with client ways to improve sanitization while the building is occupied:
 - Such as repurpose or add day porters to perform increased frequency of wiping high touch surfaces on their normal route

EXAMPLES OF HIGH TOUCH SURFACES

Door knobs/handles
Door Push Plates and Crash Bars
Arms of Chairs
Tops of Chairs on Front and Back
Table and Counter Edges
Light Switches and Room Controls
Elevator Buttons
Dispensers
Vending Machines
Microwave Handles
Restroom Fixtures
Handrails

Surfaces in Shared Spaces



Restroom Surfaces





We recommend SpaceCare QL+ to receive the most comprehensive temporary approach to daily cleaning in a COVID-19 environment. SpaceCare QL+ when combined with our Deep Clean program, offers a comprehensive solution, with validation and communication, to cleaning. This program provides cleaning products and procedures above and beyond our current SpaceCare QL program, to include:

- Use of Oxivir Tb Wipes (1-step cleaner disinfectant w/ 1-minute contact time)
- Increased cleaning frequency of high-touch surfaces
- Installation and maintenance of hand sanitizer dispensers
- Use of Diversey VeriClean™ Fluorescent Marking System to validate cleanliness
- Communications tool-kit

How to use the Costing Tool: [SpaceCare QL+ Costing Tool](#)

- Enter in the buildings that should be considered for SpaceCare QL +
- Part of the suggested approach is to increase porters in high use buildings or spaces
 - Student Unions
 - Libraries
 - Large academic buildings
 - High Schools
 - Office buildings with large populations
 - In Higher Ed, consider adding porters to large Residential Halls in the late afternoon and evening shift when there is more traffic
- The total cost and pricing page will provide the FTEs and supplies
- The cost detail by building sheet can help the conversation with the client and adjust based on budgets
- As with the Deep Cleaning Tool support is
 - Andy Danboise for K-12
 - Lee Nolin for Higher Ed
 - Steve Corbitt for B&I

Link to full content: [Facilities SpaceCare QL+ Program](#)

Link to Sales and Marketing Material: [Facilities SpaceCareQL+ Sales Resources](#)

RE-ENGINEERING

To meet the needs of clients requesting more comprehensive facility solutions longer term, we have developed the RE-ENGINEERING Program. It involves assessing mid to long term needs to adjust your facility to a new standard of occupancy. Incorporated into this solution set, in a multi-tiered approach is:

- Solutions focused on reducing touch points throughout the facility (touchless technology)
- Mechanical systems aligned with new CDC recommendations, while supporting energy conservation, comfort and reliability
- Space layouts that provide greater flexibility in space density alternatives
- New indoor environmental furniture and hardware that enable safe, productive working environments
- Integration of new spaces necessary to “react” to various health needs
- Systems and controls that enable workers to feel “confident and comfortable” in their environment

Link to Sales and Marketing Material: [Facilities RE-ENGINEERING Sales Resources](#)

Reach out to EAS-Info@aramark.com for more information.

REENGINEER CAMPUS SPACE

ENHANCE SPACES FOR FACULTY, STAFF AND STUDENTS

Indoor air quality can
improve occupant
well-being

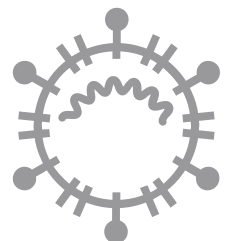
Poorly designed, aged, or poorly maintained systems can foster an unhealthy indoor environment. The current pandemic is making apparent the urgent need for campuses to review building systems and reengineer space.

To enhance spaces and the indoor environment, existing systems can be retrofitted with technologies that improve air quality and reduce high-touch surfaces. Advances in air filtration and purification, along with “touchless” technologies will redefine space and the campus experience. In addition, advanced maintenance and monitoring procedures can be implemented as part of ongoing preservation of a high-performing environment.

Aramark can evaluate your existing campus building technologies, develop a plan for potential enhancements, and implement improvements. These projects often improve occupancy comfort and reduce energy consumption, all while enhancing building performance.



Aramark Engineering and Asset Solutions (EAS) has more than 120 professional engineers and subject matter experts to address the technical needs of your operations. Aramark EAS has been a trusted partner to implement successful infrastructure projects for more than 40 years.



The Aramark EAS facilities ReEngineering Space program consists of the following:



Integrate touchless systems reduce high-touch surfaces and improve hygiene.



Develop space solutions to accommodate high-performing environments.



Assess and institute IAQ-focused maintenance schedule.



Use air filtration technologies (HEPA, UV filtration, Plasma Air devices) to sustain air quality.



Clean the air distribution system.



Incorporate communication and outreach tools to educate occupants.



Upgrade mechanical systems to improve fresh air and energy efficiency.



Continuously monitor building system operation and overall building performance.

Enhancing facilities with these reengineering efforts demonstrate a commitment to the well-being of your students, faculty and staff. They also improve building performance and occupancy comfort. Let Aramark help prepare your campus for a new normal.

Aramark and the Pandemic

Aramark is actively involved in providing pandemic-related cleaning and support services. We clean and apply EPA-approved disinfectants where active cases are or have been present. In addition to our direct support of healthcare clients, we currently provide cleaning, building maintenance, food services, laundry, and support items to many temporary and alternative care facilities across the country. Aramark has also modified our daily cleaning and integrated facilities management services to maintain spaces through the pandemic.

INSIGHTS



Some of the major office adjustments to consider include installing ‘no-touch’ technology, revising office designs and layouts, setting social distancing parameters, augmenting cleaning protocols, new sick-time and remote work policies, and most importantly, according to public health experts, ensuring indoor air quality.

Source: Propmodo, “How the Pandemic Will Revolutionize the Office, Both Physically, and Fundamentally” 4/19/20



Americans, on average, spend approximately 90 percent of their time indoors, where the concentrations of some pollutants are often 2 to 5 times higher than typical outdoor concentrations.

Source: <https://www.epa.gov/report-environment/indoor-air-quality>



4/22/20 - Aramark makes no guarantee that services described herein will reduce potential exposures to or the elimination of COVID-19 or any other pathogens. Aramark is relying on the latest guidance from CDC, WHO and OSHA, and these offerings may be subject to change as additional information becomes available.

REENGINEER SCHOOL SPACE

ENHANCE SPACES FOR FACULTY, STAFF AND STUDENTS

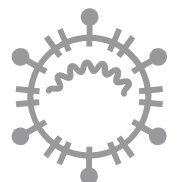
Indoor air quality can
improve occupant
well-being

Poorly designed, aged, or poorly maintained systems can foster an unhealthy indoor environment. The current pandemic is making apparent the urgent need for schools to review building systems and reengineer space.









To enhance spaces and the indoor environment, existing systems can be retrofitted with technologies that improve air quality and reduce high-touch surfaces. Advances in air filtration and purification, along with “touchless” technologies will redefine space and the school experience. In addition, advanced maintenance and monitoring procedures can be implemented as part of ongoing preservation of a high-performing environment.

Aramark can evaluate your existing school building technologies, develop a plan for potential enhancements, and implement improvements. These projects often improve occupancy comfort and reduce energy consumption, all while enhancing building performance.

Aramark Engineering and Asset Solutions (EAS) has more than 120 professional engineers and subject matter experts to address the technical needs of your operations. Aramark EAS has been a trusted partner to implement successful infrastructure projects for more than 40 years.



The Aramark EAS facilities ReEngineering Space program consists of the following:

-  Integrate touchless systems reduce high-touch surfaces and improve hygiene.
-  Assess and institute IAQ-focused maintenance schedule.
-  Clean the air distribution system.
-  Upgrade mechanical systems to improve fresh air and energy efficiency.
-  Develop space solutions to accommodate high-performing environments.
-  Use air filtration technologies (HEPA, UV filtration, Plasma Air devices) to sustain air quality.
-  Incorporate communication and outreach tools to educate occupants.
-  Continuously monitor building system operation and overall building performance.

Enhancing facilities with these reengineering efforts demonstrate a commitment to the well-being of your students, teachers, and staff. They also improve building performance and occupancy comfort. Let Aramark help prepare your school for a new normal.

Aramark and the Pandemic

Aramark is actively involved in providing pandemic-related cleaning and support services. We clean and apply EPA-approved disinfectants where active cases are or have been present. In addition to our direct support of healthcare clients, we currently provide cleaning, building maintenance, food services, laundry, and support items to many temporary and alternative care facilities across the country. Aramark has also modified our daily cleaning and integrated facilities management services to maintain spaces through the pandemic.

INSIGHTS

“ Some of the major office adjustments to consider include installing ‘no-touch’ technology, revising office designs and layouts, setting social distancing parameters, augmenting cleaning protocols, new sick-time and remote work policies, and most importantly, according to public health experts, ensuring indoor air quality.

Source: Propmodo, “How the Pandemic Will Revolutionize the Office, Both Physically, and Fundamentally” 4/19/20

“ Americans, on average, spend approximately 90 percent of their time indoors, where the concentrations of some pollutants are often 2 to 5 times higher than typical outdoor concentrations.

Source: <https://www.epa.gov/report-environment/indoor-air-quality>

4/22/20 - Aramark makes no guarantee that services described herein will reduce potential exposures to or the elimination of COVID-19 or any other pathogens. Aramark is relying on the latest guidance from CDC, WHO and OSHA, and these offerings may be subject to change as additional information becomes available.





REENGINEER WORKSPACE

ENHANCE SPACES FOR YOUR BUILDING OCCUPANTS

Indoor air quality can
improve occupant
well-being

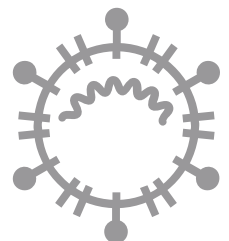
Poorly designed, aged, or poorly maintained systems can foster an unhealthy indoor environment. The current pandemic is making apparent the urgent need to review building systems and reengineer space.

To enhance spaces and the indoor environment, existing systems can be retrofitted with technologies that improve air quality and reduce high-touch surfaces. Advances in air filtration and purification, along with “touchless” technologies will redefine space and the building experience. In addition, advanced maintenance and monitoring procedures can be implemented as part of ongoing preservation of a high-performing environment.

Aramark can evaluate your existing building technologies, develop a plan for potential enhancements, and implement improvements. These projects often improve occupancy comfort and reduce energy consumption, all while enhancing building performance.



Aramark Engineering and Asset Solutions (EAS) has more than 120 professional engineers and subject matter experts to address the technical needs of your operations. Aramark EAS has been a trusted partner to implement successful infrastructure projects for more than 40 years.



The Aramark EAS facilities ReEngineering Space program consists of the following:



Integrate touchless systems reduce high-touch surfaces and improve hygiene.



Develop space solutions to accommodate high-performing environments.



Assess and institute IAQ-focused maintenance schedule.



Use air filtration technologies (HEPA, UV filtration, Plasma Air devices) to sustain air quality.



Clean the air distribution system.



Incorporate communication and outreach tools to educate occupants.



Upgrade mechanical systems to improve fresh air and energy efficiency.



Continuously monitor building system operation and overall building performance.

Enhancing facilities with these reengineering efforts demonstrate a commitment to the well-being of your occupants. They also improve building performance and occupancy comfort. Let Aramark help prepare your buildings for a new normal.

Aramark and the Pandemic

Aramark is actively involved in providing pandemic-related cleaning and support services. We clean and apply EPA-approved disinfectants where active cases are or have been present. In addition to our direct support of healthcare clients, we currently provide cleaning, building maintenance, food services, laundry, and support items to many temporary and alternative care facilities across the country. Aramark has also modified our daily cleaning and integrated facilities management services to maintain spaces through the pandemic.

INSIGHTS



Some of the major office adjustments to consider include installing 'no-touch' technology, revising office designs and layouts, setting social distancing parameters, augmenting cleaning protocols, new sick-time and remote work policies, and most importantly, according to public health experts, ensuring indoor air quality.

Source: Propmodo, "How the Pandemic Will Revolutionize the Office, Both Physically, and Fundamentally" 4/19/20



Americans, on average, spend approximately 90 percent of their time indoors, where the concentrations of some pollutants are often 2 to 5 times higher than typical outdoor concentrations.

Source: <https://www.epa.gov/report-environment/indoor-air-quality>



4/22/20 - Aramark makes no guarantee that services described herein will reduce potential exposures to or the elimination of COVID-19 or any other pathogens. Aramark is relying on the latest guidance from CDC, WHO and OSHA, and these offerings may be subject to change as additional information becomes available.

POST-COVID SAFETY CONSULTATIONS / CONVERSION SUPPORT

As part of our ongoing commitment to provide our clients and our operators with the tools, resources, and expertise they need to protect the communities we serve, Aramark's Safety & Risk Control team will work with location and client leadership to resolve Environmental, Health, Safety and Food Safety issues related to the re-opening of service after the COVID-19 pandemic has been resolved. General Managers, in conjunction with their Regional Leadership should contact their [SRC Representative](#) to discuss potential solutions.

