



**VOLUNTEER
SUBCONTRACTOR
TEMPORARY EMPLOYEE
ONBOARDING WORKBOOK**

**PLEASE RETURN ALL SIGNED FORMS TO YOUR MANAGER OR
GROUP LEAD | POLICY DISCRPTIONS ARE YOURS TO KEEP**



**Non-Profit Groups, Subcontractors or Temporary Employment Companies
COVID-19 Safety Guidelines Acknowledgement**

I _____, acknowledge that I completed the Levy Covid-19 Workplace Safety Guidelines Training by either completing the online orientation or the live classroom training I understand that this training was to be completed prior to returning to work so I do not endanger myself or my team.

I understand that I am required to complete a health screen form and a temperature check every day before I am allowed to enter the building and refusing to do so will result in denied access to entering. The health screen form will be completed onsite and in person and kept on file. If I check yes for any of the boxes, have a temperature of 100.4 or higher, or have been exposed to someone who has COVID-19, I am to notify my direct Supervisor immediately so proper action can be taken.

By signing below, I agree to adhere to these policies and if I do not, I understand that I am in violation of Company standards and eligible for removal from the facility if affiliated with a Non-Profit Group, Subcontractor, or Temporary Employment Company. Should I have questions or concerns, I understand I can contact my Supervisor or HR.

Name (Print)

Date

Signature





VOLUNTEER / SUBCONTRACTOR / TEMPORARY EMPLOYEE REQUIRED TRAINING

Levy Training & Acknowledgments

Required annually. Average completion time is 30 minutes. This training includes:

- cash handling
- safety and sanitation, non-slip shoes, cut resistant gloves, OSHA
- policy against harassment and discrimination
- health reporting agreement
- liquor liability and responsible alcohol service standards
- COVID-19 guidelines

Acknowledgments to sign:

- Health Reporting Agreement
- COVID-19 Standards Acknowledgement
- Policy and Training Acknowledgement
- Parental Consent Form, if under 18 and applicable to location

Instructions

- Complete the training found at: <https://npo-training.videoshowcase.net>
 - You will need this packet handy while you complete the training
 - Download the completion certificate (see sample below)
- Follow the DocuSign link to electronically sign the acknowledgements:
 - Health Reporting Agreement
 - COVID-19 Standards Acknowledgement
 - Policy and Training Acknowledgement
 - Parental Consent Form, if under 18 and applicable to location
- Upload your training completion certificate where indicated
- Sample training completion certificate:

DocuSign Envelope ID: 88B99310-1A75-48EE-A30E-ED2D2CE95642

Please forward to your Group Lead or Location Supervisor


Jonathan

**CONGRATULATIONS! YOU HAVE SUCCESSFULLY
COMPLETED THE NON-LEVY TEAM MEMBER ORIENTATION.
WE ARE EXCITED TO WORK WITH YOU!**

04-17-2021

Training Topics Reviewed

- Levy Culture and Hospitality
- Food Safety & Sanitation
- COVID Workplace Safety Practices
- Responsible Alcohol Service

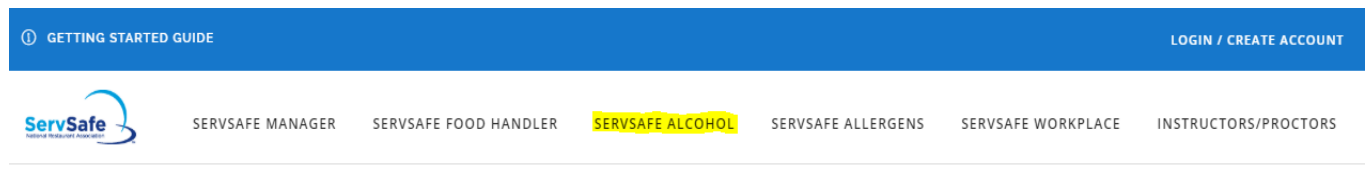


VOLUNTEER / SUBCONTRACTOR / TEMPORARY EMPLOYEE SERVSAFE ALCOHOL SERVICE REQUIRED TRAINING

One may not sell or serve alcohol without a state recognized certification, and we recommend ServSafe. If you already have a valid state recognized alcohol certification you do not need to complete ServSafe alcohol. Please follow the steps below to complete:

Go to www.servsafe.com and create a profile if you do not already have one

Click on ServSafe Alcohol near the top of the screen



Enter your state and click Submit.

Add the ServSafe Alcohol Online Course and Primary Exam – 3rd Edition to your profile



ServSafe Alcohol Online Course
and Primary Exam-3rd Edition

NOW IN ENGLISH AND SPANISH! -

SSAOLP3

\$30.00

ADD TO CART

NOTE: You will receive an email from ServSafe. Do not delete, you will need the exam access code for your exam

Click on ServSafe Alcohol again and then click on Take Online Course



Complete the online course. When finished click on Take Online Exam. You will need the Exam Access Code that was emailed to you.

You will be notified if you have passed or failed immediately after the exam. After 48 hours you will be able to print your certificate any time you need it by going to Certificates, then View/Print Certificates. Certificates are good for 3 years.

Reminder: Nobody can serve or sell alcohol certified to do so!

Our Values

As we evolve and grow exponentially, our scope is beyond what we imagined in our wildest dreams. Through all of our expansion, we have never lost sight of the values that are at the core of what we believe and do. These values live in our team members, guide our experiences, and inspire the interactions we have, every day.



Nice

We live by the Golden Rule. While important, business acumen, hospitality expertise, ingenuity and excellent work ethic cannot and will not replace the value of being nice.



Passionate

We are all-in whatever we do. Whether we are serving dinner for thought leaders at a global conference, analyzing data to optimize pricing, or inspiring us new team members at on-boarding. Our love for the craft is the heart and soul of Levy. We never stop dreaming or making it happen and we are proud to tell that story.



Inclusive

We are welcoming at heart.



Innovative

We proudly claim the title of original industry disrupters. We push ourselves to use the best of our left brain and our right brain. Through our balanced approach, we influence what is next, what is best and what is different, giving every partner, team member, and guest the opportunity to be part of what's around the corner.

Hospitality Training

Greet

- Make eye contact with guests
- Display a neat and clean appearance
- Project a positive attitude
- Use a warm and friendly tone

Exceed

- Build relationships with guests
- Use the guests name
- Take time for kids
- Take initiative to help guests

Thank

- Invite all guests back
- Makes guests feel appreciated
- Celebrate special events

Understand

- Tailor your interactions to guests
- Anticipate a guest's questions
- Remember a guest's preferences
- Personalize each experience

Support

- Work together as a team
- Do a little extra for each guest
- Fix issues right away
- Offer choices and alternatives

Levy
G.U.E.S.T.
Connect

To: All Associates
Date: January 2022
Subject: **Statement of Anti-Discrimination, Harassment, Retaliation, and Bullying**
(hereinafter *Fair Treatment Policy*)

It is the policy and practice of Compass Group USA, Inc., and its affiliated companies (the “Company”) to provide a work environment for all Associates, Applicants, Interns, Volunteers, and Contract Workers that is free from unlawful discrimination and harassment based on race, color, creed, religion, disability, age, sex, marital status, pregnancy, child birth or any related condition, sexual orientation, gender identity, gender expression, transgender identity, national origin, citizenship status, veteran status, genetic information, protected concerted activity, or any other classification protected by law (hereinafter “protected classifications”). Unlawful discrimination and harassment will not be tolerated by any Associates or Third Parties, including Customers, Clients, and Vendors. Nothing in this policy is intended to prohibit Associates from discussing their wages, benefits, or terms and conditions of employment with each other or a third-party.

It is also the practice of the Company to provide a workplace that is free of bullying and intimidating behavior by or towards co-workers, customers, and vendors. Bullying is considered any threatening, offensive, intimidating, or cruel behavior which humiliates, belittles, or demeans any individual.

Finally, it is the practice of the Company to provide a workplace with open communication, and that is free from retaliation or unfair treatment against any individual that reports good faith concerns of suspected violations of this Policy.

The Company complies with, and strictly enforces federal, state, and local laws that prohibit discrimination, harassment, and retaliation, including but not limited to the following laws (as amended): the National Labor Relations Act of 1935; the Equal Pay Act of 1963; Title VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act of 1967; the Pregnancy Discrimination Act of 1978; the Americans with Disabilities Act of 1990; the Family Medical Leave Act of 1993; the Uniformed Services Employment and Reemployment Rights Act of 1994; the Genetic Information Nondiscrimination Act of 2008; or other similar state or local laws. The Company however, goes above and beyond these legal requirements and strives to provide our Associates with a work environment in which all Associates are treated in a fair and respectful manner. Accordingly, an Associate may be subject to discipline under this Policy even if the Associate’s conduct does not constitute a violation of applicable law.

Examples of Unacceptable Conduct in Violation of this Policy: The below categories are examples of unacceptable conduct that shall be deemed a violation of this Policy and will result in disciplinary action up to and including termination. This list is not exhaustive and is meant to provide examples only.

- **Unfair Opportunities:** Making any decision regarding the hiring, firing, promotion, or demotion of an Associate or making any decision that adversely affects the wages, benefits, or working conditions of an Associate based in whole or in part on a protected classification.
- **Verbal Mistreatment:** Use of racial/sexual slurs, derogatory comments, or insults based on a protected classification; Inappropriate comments about another’s body, anatomy, and/or dress; Questions about another’s sexual preference or practices; Sharing sexual or otherwise offensive stories, jokes and experiences; Making lewd or suggestive gestures or comments.



- **Visual Mistreatment:** Discriminatory, violent and/or sexually explicit material (electronic or paper), through e-mails, pictures, text messages, blogs, tweets, chat rooms, posters, calendars, cartoons, drawings, or writings that are offensive, sexual, or contain a negative stereotype based on a protected classification.
- **Sexual Mistreatment or Favors:** Making sexual advances or other verbal or physical conduct of a sexual nature in or outside the workplace. The Company maintains a *Sexual Harassment Policy*, which has been distributed to all Associates. The *Sexual Harassment Policy* is available at <https://mycompass.compass-usa.com> or by asking your Manager for an additional copy.
- **Physical Mistreatment:** Intentional and unwelcome physical contact outside of social norms. This includes intentional and unwelcome touching, pushing, pinching, patting, blocking, grabbing, poking, or brushing against another.
- **Bullying and Antagonizing Behaviors:** Threatening, intimidating, or cruel behavior or remarks; Making maliciously false statements or ridiculing a person or their family; Persistent name calling which is demeaning or belittling; Using a person as the brunt of jokes.

The Company requires that Associates report all suspected violations of this Policy. Pursuant to the Company’s *Open Communication Policy*, Associates are encouraged to contact their Manager first to see if the matter can be swiftly and properly resolved. Managers must **immediately** contact HR upon receiving any complaint of an alleged violation of this Policy or otherwise observing or becoming aware that this Policy may have been violated. If an Associate is not comfortable discussing concerns with their Manager, or the concern is about their Manager, the Associate should contact one of the following:

(1) The HR Service Center:

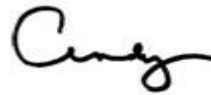
- **All Associates** can contact the HRSC at 1-877-311-4747, option 3 or via email at HRServiceCenter@compass-usa.com.
- **For Sector Associates not supported by the HRSC**, please contact your HR representative.

(2) The “SpeakUp” Hotline: 1-800-498-2954 or online at www.letintegritybeyourguide.com/speakup.

Any Associate who brings a concern to the Company’s attention is assured that the matter will be fully and fairly investigated and that the complaint will be dealt with promptly, and in confidence to the maximum extent possible. Based on the investigation findings, if the Company finds that this Policy was violated, corrective action up to and including termination may result based on the severity of the offense.



Gary R. Green
Chief Executive Officer
Compass Group, North America



Cindy Noble
Chief People Officer
Compass Group, North America

POST ON COMPANY BULLETIN BOARD



SUBJECT:	ORIGINATING DEPT:	SECTION:
SEXUAL HARASSMENT	HUMAN RESOURCES	CONDUCT & WORK RULES
DATE ISSUED: 06-01-19	SUPERSEDES: 10-01-18	
APPROVED BY: Human Resources	PAGES: 4	

I. POLICY/PURPOSE

It is the Policy of the Company to prohibit all types of illegal harassment, including sexual harassment, of its Associates and applicants by any person in any form. Furthermore, it is the policy of the Company to provide a work environment that is free from sexual harassment by management personnel, non-management personnel, or third parties, such as vendors, suppliers, and customers. This Policy also prohibits Inappropriate Workplace Conduct regardless of whether that conduct meets the legal or policy definition of harassment. Although this Policy is specific to Sexual Harassment, the Company also prohibits harassment against applicants and Associates on any other legally protected basis and/or any other basis identified in the Company's *Fair Treatment Policy*.

II. ASSOCIATES COVERED BY THE POLICY

All Associates and applicants of the Company are covered by this Policy.

III. RESPONSIBILITY FOR ADMINISTRATION

All Associates, the Human Resources Department and all levels of management are responsible for administration of this Policy.

IV. DEFINITIONS

A. Hostile Working Environment Sexual Harassment: Hostile working environment situations occur when the Associate has not suffered any tangible economic loss (such as demotion, suspension, discharge, etc.), but rather the Associate has been subjected to a working environment which is offensive and/or intimidating to the Associate.

Inappropriate Workplace Conduct: Inappropriate workplace conduct includes any other inappropriate, unwelcome behavior. This Conduct does not need to meet or surpass the legal definition of harassment in order to constitute harassment under this Policy.

Quid Pro Quo Sexual Harassment: Quid pro quo involves a situation where employment (or a specific term of employment such as a raise or a promotion, etc.) is conditioned upon receipt of sexual favors from an Associate or applicant. Actual or potential tangible economic losses are usually associated with this type of harassment.

Retaliation: Retaliation is any action meant to punish an Associate for raising concerns of harassment, making a complaint of harassment, reporting that another Associate may have been harassed, encouraging a fellow Associate to report harassment, or participating in a harassment investigation.

- B. Sexual Harassment and its Effects:** Conduct is considered sexual harassment if it is unwelcome and it:
1. has the purpose or effect of creating a hostile, intimidating, or offensive work environment.
 2. unreasonably interferes with an Associate's work performance; or
 3. adversely impacts an individual's employment opportunities.
- C. Examples of Sexual Harassment:** Making sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature in or outside the workplace when: (a) submission or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment. Direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits, or continued employment constitutes sexual harassment.

In addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating or humiliating to male or female workers may also constitute sexual harassment. Sexual harassment also includes various forms of offensive behavior based on sex. The following is a partial list:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, posters, websites, emails, or text messages.
- Verbal conduct: making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about an Associate's body or dress.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual, suggestive, or obscene letters, notes, or invitations.
- Physical conduct: touching, assault, impeding, or blocking movements.
- Retaliation for making reports or threatening to report sexual harassment.

V. RESPONSIBILITIES

- A. Reporting of Sexual Harassment:** Any Associate who believes that he or she has been subjected to sexual harassment, discrimination, or retaliation should **immediately** report the alleged incident to his or her Manager, any member of management, or the HR Service Center at 1-877-311-4747. Associates employed with sectors not supported by the HR Service Center should contact their HR Representative.

An Associate is not required to follow the chain of command to report sexual harassment and may contact the HR Service Center (or his/her HR Representative if the sector is not supported by the HR Service Center) at any time.

Associates may report situations of sexual harassment without any fear of reprisal or retaliation. The Company takes complaints of sexual harassment very seriously. As a result, all complaints of sexual harassment made pursuant to this Policy will be thoroughly and promptly investigated. Although investigations may vary based on the specific circumstances and allegations of the complaint, they should generally involve speaking with the Associate, speaking with the alleged harasser, interviewing witnesses, and collecting and reviewing any related documents.

In the course of any such investigation, the Company will take appropriate measures to maintain the confidentiality of the participants to the extent possible. Although it may be necessary to divulge some information to ensure that a fair investigation is conducted, the Company will limit information to only those persons with a need to know of the complaint or of the investigation.

- B. Manager's Responsibilities:** Each Manager is responsible for maintaining the workplace free of sexual harassment. This includes discussing the Company's *Sexual Harassment Policy* with Associates, assuring them that they are not required to endure insulting, degrading, exploitative, or any other offensive treatment of any nature and, in addition, assuring them that they may proceed without fear of reprisal.

Immediately upon receiving any complaint of sexual harassment, observing sexual harassment, or otherwise being aware that sexual harassment may be taking place, the Manager must contact the HR Service Center at 1-877-311-4747 (or sector HR Representative if the sector is not supported by the HR Service Center). Together the Manager and Human Resources shall exercise reasonable care to prevent and promptly correct any sexually harassing behavior. This shall include a prompt and thorough investigation, which shall be directed by Human Resources, and the Manager shall assist in all needed aspects of the investigation. The Manager must report any sexual harassment allegations regardless of the complaining Associate's request for confidentiality. The Manager should assure the associate that the Company will limit information to only those persons with a need to know of the complaint or of the investigation.

No Manager shall threaten or insinuate, either explicitly or implicitly, that an Associate's refusal to submit to sexual advances or to participate in a hostile work environment will adversely affect an Associate's terms and conditions of employment in any way. In addition to being subject to disciplinary action for engaging in discrimination, harassment or retaliation themselves, supervisors and Managers will also be subject to disciplinary action (up to and including termination) for failing to report suspected discrimination, harassment, or retaliation or otherwise knowingly allowing such conduct to continue.

- C. Associate's Responsibility:** Any Associate who believes that he or she has been subjected to sexual harassment should report the alleged incident **immediately** to any member of management or the HR Service Center at 1-877-311-4747. Associates may also report sexual harassment using the SpeakUp Hotline by calling 1-866-654-6626. Associates employed with sectors not supported by the HR Service Center should contact their HR Representative and may also contact the SpeakUp Hotline.

Any Associate who brings a concern to the Company's attention is assured that the matter will be fully and fairly investigated, and that the complaint will be dealt with promptly, and in confidence to the maximum extent possible.

VI. NO RETALIATION

Any Associate who makes a complaint, provides information related to a complaint, or otherwise participates in an investigation will be protected against retaliation. Any Associate who brings a concern to the Company's attention is assured that the matter will be fully and fairly investigated, and that the complaint will be dealt with promptly, and in confidence to the maximum extent possible.

VII. VIOLATIONS OF THIS POLICY

The Company takes matters of sexual harassment very seriously. Upon completion of the investigation, any Manager or Associate who is found to have engaged in any form of sexual harassment or to have retaliated against an Associate who made a good faith complaint or otherwise participated in the investigation, will be subject to immediate disciplinary action up to and including termination. If sexual harassment has occurred by an individual outside the employ of the Company, the Company will take appropriate action to correct the situation.

While this Policy sets forth the Company's goals of promoting a workplace that is free of harassment, this Policy is not designed or intended to limit the Company's authority to discipline or take remedial action for workplace conduct that the Company deems unacceptable, regardless of whether that conduct satisfies the legal or policy definition of sexual harassment.

VIII. FEDERAL, STATE, & LOCAL ANTIDISCRIMINATION LAWS AND REGULATIONS

This Policy is subject to all applicable federal, state, and local antidiscrimination laws and regulations. If any applicable federal, state, or local law or regulation is more stringent than this Policy, the Company will comply with the applicable law or regulation.

End of Policy

Liquor Liability

Part of my duties as a team member/volunteer/subcontractor with Levy is to serve alcoholic beverages to persons who may be legally permitted to consume alcohol. I understand that, before my first shift I am to complete the applicable Levy on-site alcohol training and certification or the online alcohol training and certification. Further, I understand that it is my responsibility to obtain all required alcohol service certifications required by the Company and any local, state or any other mandates to serve alcohol within the location's jurisdiction.

I agree, as a condition of my continued employment or involvement through not-for-profit group or subcontractors, to exercise my best efforts

to avoid serving minors, intoxicated persons and people who may cause problems to themselves or others as a consequence of the alcohol that I serve them. I will check anyone appearing 30 years or younger in age for valid identification. In addition to not serving minors and intoxicated guests, I agree to promptly report any such people to my supervisor or the manager, whoever is on duty. I understand and acknowledge that knowingly serving alcohol to an intoxicated person or known alcoholic, or serving alcohol to a minor, whether knowingly or not, are grounds for disciplinary action up to and including termination of employment, group participation or subcontractor participation and/or removal from the facility.

Slip-Resistant Shoe Policy

Standard:

All Back of House (BOH) and Front of House (FOH) team members/volunteers must wear slip resistant shoes at all times. Shoes must be kept in good repair, including but not limited to, treads on the soles are not worn down. This includes manager and supervisors who work in the operation. New team members/volunteers/subcontractors must have their slip resistant shoes the first day on the location. The exception to this rule would be Human Resources, Accounting and Sales Department team members. Also, team members who strictly work in the office or team members who do not come in contact with any part of the operation are exempt as well. All other exceptions must be approved by the Senior Vice President of Risk Management

Cut-Resistant Glove Policy

Standard:

All Back of House (BOH) and Front of House (FOH) team members/volunteers using a knife (including serrated); mandolin, box cutter or cleaning sharp equipment or utensils (i.e. slicers, mandolins, knives, etc.) must wear cut-resistant gloves. This includes servers, managers, chefs, supervisors, hourly team members, volunteers, and/or temporary team members. The exception would be for team members who are using a knife for "fine" cutting such as julienne or small dice, using a knife in a show kitchen or a cutlery station in the FOH or operating a slicer. These team members do not need a glove.

Procedures:

Always clean and sanitize the cut-resistant glove between uses or whenever a new product or task is being performed. Always wash hands when changing gloves! To properly care of the cut-resistant gloves they must be clean and sanitized after each use. Place the glove on your hand and wash with hot, soapy water. Remove the glove from your hand to rinse, using clean, warm water, rinsing from the fingertips to the cuff. Do not rinse from the cuff toward the fingertips. This will cause debris to get caught. Immerse glove in Quat sanitizer at 200 ppm for 60 seconds. Air-dry the glove after sanitizing. Do not clean and sanitize the glove in the dish machine. This will cause food debris to become embedded in the interior of the glove.

Procedures:

Team members and volunteers can purchase slip resistant shoes from the store of their choice; however, they must provide proof that the shoes have a slip resistant sole. This will be stated on the shoe box or sole of the shoe. It is the responsibility of the manager or supervisor to confirm they are slip resistant. In the event the shoes are not labeled as slip resistant, appropriate documentation must be provided by the manufacturer and placed in the team member's personnel file. It is the responsibility of the manager or the supervisor to confirm team members and volunteers are wearing their slip resistant shoes prior to the start of the shift. Team members and volunteers will not be allowed to work unless they are wearing them. The GM/DO and the Loss Prevention Coordinator are responsible for the implementation, monitoring and enforcement of this policy.

Types of Gloves:

Cut-Resistant Glove: used when using a knife or operating sharp equipment, with the exception of using a meat slicer, working in a Display Kitchen or at a Carving Station while guests are present. Place disposable white/ opaque, vinyl, form fitting, powdered/non-powdered glove over the cut-resistant glove.

Polishing Glove: used when polishing glassware and flatware to prevent cuts if glassware breaks or injured when polishing flatware.

Tub Glove: used when washing dishes or operating the dish machine. Will prevent/reduce incidents involving cuts when reaching into bus tubs or sinks. To be used with white, powdered, or non-powdered glove over the tub glove or rubber dish glove.

Shucker Glove: used when shucking clams and oysters, preventing/reducing cuts, or stabbing injuries while shucking.

Golden Rules of Safety & Sanitation

IMPORTANT SAFETY TIPS

Lifting- Never lift more than you can comfortably handle

Shoes- Slip resistant shoes are mandatory **Cutting-** Cut resistant gloves are mandatory **Cleaning-** Clean up spills and hazards immediately

Heat- use only oven mitts to grasp hot items, not towels or other articles

Gear- Wearing protective equipment is required around chemicals, equipment, or hazards

BIG OR SMALL - REPORT THEM ALL!

IMPORTANT SANITATION TIPS

Hygiene- Clean uniforms, bathing daily, fingernails short and clean, proper uniform

Hand Washing- Wash your hands frequently and properly, wear food handling gloves

Eating and Drinking- Food and beverages are not allowed at stations. Ensure all beverages and food are properly stored.

Time & Temperature- Keep hot food hot and cold food cold. Use a thermometer!

Cross Contamination- Cleaning and sanitizing is key

Sickness- Stay home when you are ill

Cash Handling Policy

1. Once cash is issued to the cashier, the cashier is responsible for the money and all cash transactions related to their cash register. No other person is allowed access or is allowed to operate a cash register that is not assigned to them.
2. A register till may not be left unattended/unsecured at any time. Drawers must not be left open unless a transaction is being made.
3. Cashiers are not to leave their assigned stations and must lock or log off their register before walking away.
4. Cashiers will ring all sales at the time the transaction is conducted. Any cashier observed not ringing a sale as it is transacted will be subject to disciplinary action up to and including termination.
5. No products may be given away free to customers. Any "gifting" or unauthorized discounting will be considered a misappropriation of funds/property.
6. Cashiers will not exchange funds between cash register drawers, nor access another cashier's register for which they are not assigned.
7. All cashiers handling cash are responsible for their funds. Cash variances in excess of .5% (half of one percent) of the register's sales are to be investigated and action taken for repeated occurrences.
8. Cashiers must have any errors (i.e. Voids/over-under rings) initialed by a stand lead or Levy manager with a reason noted on the slip immediately and attached to stand documentation. Any error not initialed by a manager within this time frame will not be considered in the reconciling of the cash drawer. The only exceptions to this

Temperature Listing

135 degrees--vegetables, fruit, grains (rice, pasta) and legumes (beans, refried beans)

145 degrees for 15 seconds—roasts of pork, beef, veal, and lamb

145 degrees for 15 seconds—seafood including fish, shellfish and crustaceans, steaks/chops of pork, beef, veal and lamb, shell eggs that will be served immediately

55 degrees for 17 seconds—ground meat including beef, pork, and other meats, injected meat including brined ham and flavor-injected roasts, mechanically tenderized meats, ground seafood including chopped or minced seafood, shell eggs that will be held for service

165 degrees for 15 seconds—poultry including whole or ground chicken, turkey or duck, stuffing made with fish, meat or poultry, stuffed meat, seafood, poultry, or pasta

procedure would be at remote location without a stand lead or Levy manager on duty. In these cases, the error must be initialed by a manager by the end of the shift. Corrective actions are to be taken on excessive errors.

9. Tips may not be solicited. Any team member or volunteer who receive tips from guests during business cannot exchange tip money for money from the cash drawer (i.e. you cannot exchange ten \$1 bills for one \$10 bill). Tips may not be housed in cash register drawers. All tips received by volunteers will be provided to the non-profit organization, not the individual volunteer.
10. Team members or volunteers are never to make change from their personal money.
11. No team members or volunteers will place company money into his or her pockets at any time.
12. Team members and volunteers are not permitted to count money in a cash drawer while open for business unless preparing for a cash pick-up.
13. Personal checks are not to be accepted.
14. Do not accept mutilated coins. Do not accept bills that have more than 1/3 cut off.
15. When receiving a bill of large denomination, ensure location procedures are in place. When in doubt, notify a supervisor.
16. A cashier may not generate register reports of any type.
17. No personal items (cell phones, purses, backpacks/bags, etc.) or counting devices (calculators, paperclips, loose coins, etc.) may be stored or placed in or around the register area. No recording of transactions.



Non-Profit Volunteer, Subcontractor and Temporary Employee HEALTH REPORTING AGREEMENT*

** Applies to all Non-Profit Group, Volunteers, Subcontractor or Temporary Employee*

This form must be completed at least once every 12 months.

The purpose of this agreement is to ensure that you notify the Levy manager or other person in charge when you experience any of the conditions listed so that management can take appropriate steps to prevent the transmission of foodborne illness.

I AGREE TO REPORT TO THE MANAGER OR OTHER PERSON IN CHARGE:

FUTURE SYMPTOMS AND CONDITIONS:

IMPORTANT: It is not necessary to report symptoms, such as diarrhea, associated with chronic medical conditions or illnesses.

1. Diarrhea
2. Vomiting
3. Jaundice (yellowing of the skin and/or eyes)
4. Sore throat with fever
5. Infected cuts or wounds, or lesions containing pus on the hand, wrist, an exposed body part, or other body part and the cuts, wounds, or lesions are not properly covered (*such as boils and infected wounds, however small*)

FUTURE MEDICAL DIAGNOSIS:

1. Any diagnosis of foodborne illness
2. Diagnosis of being ill with **Norovirus, Typhoid Fever (Salmonella Typhi), Shigellosis, Salmonellosis, E. coli O157:H7 or other EHEC/STEC infection, Hepatitis A infection or (California only) Amebiasis.**

FUTURE HIGH-RISK EXPOSURES:

1. Exposure to or suspicion of causing any confirmed outbreak of foodborne illness
2. A household member diagnosed with a foodborne illness
3. A household member attending or working in a setting experiencing a confirmed outbreak of foodborne illness

I HAVE READ (OR HAD EXPLAINED TO ME) AND UNDERSTAND MY RESPONSIBILITIES UNDER THIS AGREEMENT TO COMPLY WITH:

1. Reporting requirements specified above involving symptoms, conditions, diagnoses, and high-risk exposures
2. Work restrictions or exclusions that are imposed upon me
3. Good hygienic practices

I UNDERSTAND THAT FAILURE TO COMPLY WITH THE TERMS OF THIS AGREEMENT MAY LEAD TO DISCIPLINARY ACTION UP TO ANY INCLUDING MY REMOVAL FROM ANY LEVY FACILITY.

SIGNATURE: _____ DATE: _____

Unit Name/Number:	Unit Manager:	Date Completed:
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NON-TEAM MEMBER COMPASS FOOD SAFETY BASICS AND POLICIES

To help prevent the spread of illness to our customers and other associates, the health status of each temporary associate, non-profit and subcontractor must be checked before they start work. On occasion temporary associates, non-profits and subcontractors with certain illness symptoms or conditions must not be permitted to handle food. In other cases, they may not be able to work at all. Temporary associates, non-profits and subcontractors must also be informed about our expectations related to personal hygiene practices. To that end, completion of this short orientation is required for any temporary associate, non-profit and subcontractor working in your unit BEFORE they begin work.

Manager Instructions:

Before any temporary associate, non-profit and subcontractor begins work READ THIS FORM to them, fill in the answers to the questions, and have them sign a copy. For temporary associates, non-profits and subcontractors that work periodically, such as one day a week or a few times a month, this orientation must also be read to them and signed EACH TIME THEY WORK. Retain signed copies in a file. Retain the "Temporary Associate" file with your other personnel records.

HEALTH INTERVIEW

TODAY: Are you suffering from any of the following? *NOTE: It is not necessary to report symptoms, such as diarrhea, associated with chronic medical conditions or illnesses.*

Symptom	Circle one response	
Diarrhea?	Yes	No
Fever?	Yes	No
Vomiting?	Yes	No
Jaundice?	Yes	No
Sore throat with fever?	Yes	No
Boils or infected wounds of any size containing pus on hands, wrists, arms, or other exposed body area?	Yes	No
		<u> If yes, explain: </u>

PAST: Have you ever been diagnosed as being ill with a foodborne illness? **Yes** **No**
If yes, what was the date of the diagnosis? _____

HIGH-RISK CONDITIONS:

- Have you been exposed to or suspected of causing a confirmed outbreak of foodborne illness? **Yes** **No**
- Do you live in the same household as a person diagnosed with a foodborne illness? **Yes** **No**
- Do you have a household member attending or working in a setting where there is a confirmed outbreak of foodborne illness? **Yes** **No**

Attention Manager: All "Yes" responses (above) must be reported to your Corporate Food Safety Manager PRIOR TO the associate beginning work.

COMPASS GROUP POLICIES

CLOTHING, UNIFORMS AND PERSONAL HYGIENE

While at work:

- You may not store your personal belongings (coats, purses, phones, food/drink, etc.) at your workstation. Work with the manager to find an appropriate place to store these items.
- You must wear a hair restraint. Long hair must be pulled back and away from your face. Ask the manager about the appropriate forms of hair restraints for your facility.
- You are required to wear clean outer clothing.
 - You will be provided: APRON CHEF COAT UNIFORM OTHER
 - If OTHER, explain: _____
- You may not wear jewelry (including body ornaments such as nose rings) except for a plain wedding band (no stones). Please remove all jewelry and ornaments other than a plain wedding band and store them with your personal belongings prior to starting work.
- Fingernails must be short and trimmed.

EATING, DRINKING, AND SMOKING

- Eating (including chewing gum), drinking and smoking may only be done during breaks
- Eating and drinking may NOT be done at your workstation or anywhere in production, service, storage, or dishwashing areas.
 - Please stay hydrated. If you become thirsty between breaks – leave your workstation, get a drink, throw away the cup, wash your hands and return to work.
- Breaks and meals may be taken in: _____
- The designated smoking area is: _____

HAND WASHING AND GLOVE USE

Good handwashing is necessary to remove dirt and germs from your hands and arms that could get into food.

How to wash your hands (the entire process should take approximately 20 seconds):

- Wash hands ONLY at handwashing stations.
- Wet your hands with warm water, then apply soap.
- Scrub your hands – don't forget to scrub under your fingernails and between your fingers. Wash your arms up to your elbows, if exposed.
- Rinse your hands and arms under warm water.
- Dry your hands and arms with paper towels.

When to wash your hands:

- Immediately when entering, and each time you leave and return to, any food production and service area.
- Before starting work.
- Before putting on gloves and when changing gloves.
- After handling cleaning chemicals.
- After eating, drinking, smoking, or taking a break.
- After using the restroom.
- After sneezing, coughing, or blowing your nose.
- After handling raw meat, poultry, fish, or shell eggs.
- After touching the hair, face, body, or clothing.
- After handling garbage.
- After touching an open sore, cut, boil, or pimple.

Glove use:

Gloves serve as a barrier to protect the food from your hands- NOT your hands from the food.

- NO BARE HAND CONTACT is permitted with cooked or ready-to-eat foods. Single-use gloves must be worn, or suitable utensils must be used, when handling these foods.
- Single-use gloves must be worn whenever you are preparing or serving food in customer view.
- Single-use gloves must be changed (and hands washed) between tasks.
- Remove gloves whenever leaving your workstation. Wash hands and put on fresh gloves when returning.
- Change gloves whenever they become soiled or torn.

FOOD SAFETY BASICS

IMMINENT HAZARDS

Immediately notify the manager if you observe any of the following:

- Your health status changes with regards to foodborne illnesses and symptoms as described on page 1.
- Facility or temperature holding equipment has no power or suddenly loses power
- Facility or plumbing fixture has no clean (potable) running water or suddenly loses water
- Facility or plumbing fixture has no hot water or suddenly loses hot water
- Sewage is present coming from drains or on the floor in a food production area
- Pest activity is observed
- Any hazard is observed that could directly affect the food such as a chemical or condensation dripping into food; broken equipment that could chip into food; rocks, twigs, or insects in salad mixes, etc.

FOOD ALLERGENS

- NEVER answer a customer question related to food ingredients or allergens. Politely tell the customer you will be happy to get the manager or chef to answer their questions.
 - ALWAYS get the manager, chef, or designated "food allergy expert", to handle the situation.
 - An incorrect or incomplete answer can put your customer at serious risk.
- Do not alter or change recipes
- Immediately notify management if a food allergic customer experiences an allergic reaction symptom

PREVENTING CONTAMINATION

- Keep raw animal species, including raw shell eggs, separated from ready-to-eat foods at all times.
- Keep all cleaning chemicals and supplies away from areas where food is being produced.
- Use cutting boards properly: red boards for raw animal species; white boards for ready-to-eat foods only; green boards for washed raw fruits, vegetables, and herbs
- Pay close attention to ensure no foreign objects fall into foods during production

FOOD DATING

- NEVER use a food that has an expired date mark or manufacturer's date
- All foods must be wrapped and labeled with product name and date when placed in coolers. Ask your manager about the proper labeling methods for your facility.

FOOD TEMPERATURES

- Cooking temperatures- the below represents the minimum internal temperature required to render the food safe to eat:
 - 145°F for whole muscle beef, pork, fish, and raw shell eggs for immediate service
 - 155°F for ground, injected, or cubed meat and fish
 - 165°F for all poultry, stuffed meat and fish and stuffed pastas
 - 165°F for foods cooked in a microwave
- Keep cold foods cold and hot foods hot. Never leave temperature-controlled foods out at room temperature.
 - Cold foods must be kept with internal temperatures of 40°F and below and frozen foods frozen solid
 - Hot foods must be kept with internal temperatures of 140°F and above
- The only time foods may be held out of temperature is when a facility uses time as a control. When using time as a control:
 - Foods may be held out of temperature control for up to 4 hours. At the 4-hour mark, remaining foods must be discarded.
 - A time label on each food is required, listing both the start and end (discard) times.
- When preparing temperature-controlled foods, only work on as much food as you can handle in 30-minute blocks of time. After 30 minutes, foods should be returned to the temperature-controlled unit before proceeding.

CLEANING AND SANITIZING

- All food contact surfaces must be cleaned using the pre-scrape, wash, rinse, sanitize and air-dry process. This process can be accomplished manually using a 3-compartment sink, or via use of a dish machine. If you are not sure of the proper process, ask your manager to demonstrate proper methods.
- Sanitizer in wiping buckets and in the 3-compartment sink must be maintained at 200-400ppm. If you are unsure of how to test, ask your manager to demonstrate proper testing.

TEMPORARY ASSOCIATE, NON-PROFIT AND SUBCONTRACTOR ACKNOWLEDGEMENT OF COMPASS FOOD SAFETY BASICS AND POLICIES

ASSOCIATE: By signing this form, I acknowledge that I have been informed of my health and hygiene responsibilities and Compass food safety basics and policies. I agree to follow these rules while working for Compass Group and if I have questions at any time, they will be immediately directed to the manager or person in charge.

Printed name of associate: _____

Signature of associate: _____

Date: _____

MANAGER: By signing this form, I acknowledge that I have provided and reviewed this document with the temporary associate, non-profit or subcontractor named above.

Unit, site or event: _____

Printed manager name: _____

Signature of manager: _____

Date: _____

PREVENTING FOOD ALLERGY REACTIONS

- One of the 8 foods responsible for 90% of food-allergy reactions:
 - Chocolate
 - Peanuts**
 - Strawberries
 - Chicken
 - The Host/Hostess must immediately inform the following team member before seating a food-allergic guest:
 - Server
 - Chef
 - Manager**
 - Food Runner
 - Which of the following foods is high-risk menu choice for the guest with a food allergy?
 - Chicken with Wine Sauce
 - Cream Pie
 - Fried Onion Rings
 - All of the Above**
 - Which of the following foods are the safest choices for the guest with a food allergy?
 - Any items on the menu that do not include the allergen in the menu descriptions.
 - Anything on the menu as long as you remove the allergen.
 - All items you feel pretty sure are safe.
 - The most simply prepared foods with the fewest ingredients.**
 - Food allergies can be distinguished from other types of food intolerances in that the offending food causes:
 - Abdominal Cramps
 - Nausea and vomiting
 - An immunological response
 - Hives
 - Which of the following could cause cross-contamination?
 - Using one pair of tongs to serve a number of different garnishes.
 - Not washing your hands or using a fresh pair of gloves before preparing the special order.
 - Using the same towel or hot pad with other plates prior to using it to serve a special allergen-free meal.
 - All the above.**
 - Before preparing a special order for a guest with a food allergy, what cleaning method should be used on all equipment and utensils?
 - Wipe surfaces of the equipment and utensils with damp cloth.
 - Thoroughly clean equipment and utensils with hot, soapy water.
 - Mist water on to equipment and utensils and rub vigorously with a clean, dry towel.
 - Wash equipment in hot soapy water, rinse in hot clear water and sanitize in chemical sanitizer**
 - If a mistake is made and the food allergen is placed on the special-order plate, to correct the situation the team member must remove the allergen and thoroughly wipe off all traces from the plate.

True / **False**
 - As is true in the case of foodborne illness outbreaks, food-allergic reactions can occur within 1 hour up to 24 hours after eating the offending food.

True / **False**
 - Anaphylactic Shock accounts for an estimated 30,000 ER visits and 150-200 deaths/year.

True / **False**
 - Once a special order is made, it should be clearly identified in order to prevent the wrong plate from being served.

True / **False**
 - If a guest tells you that he or she is experiencing an allergic reaction, the first thing team members must do is find out what mistake was made in the preparation or service of the meal. True / **False**
- ## SANITATION BASICS
- Which of the following steps is NOT part of the proper procedure for washing hands?
 - Rinse hands with warm water for 5 seconds
 - Apply bleach and rub hands together for 20 seconds**
 - Apply hand soap and scrub hands, wrists and forearms for 20 seconds
 - Use a single-use towel to dry hands
 - Which of the following is an example of proper grooming?
 - Keeping fingernails short and clean.
 - Wearing a clean uniform.
 - Bathing daily and washing your hair.
 - All of the above.**
 - If you are preparing lemons for guests' drinks or garnish, you must:
 - Wear a cut-resistant glove under a sanitation glove when cutting the lemon.
 - Thoroughly wash the lemon.
 - Place lemons in a clean, sanitized container to carry to work area.
 - All of the above.**
 - Store sanitizing cloths:
 - In sanitizing solution**
 - On your apron strings.
 - Hanging in the kitchen.
 - On the counter near work area.
 - When eating at your workstation you should:
 - Wash your hands first.
 - Keep food and drink covered at all times.
 - Use disposable utensils.
 - I am not allowed to eat at my workstation.**
 - To help prevent cross-contamination, you should:
 - Cover all food items in the refrigerator, freezer, and storage
 - Wash your hands and put on a fresh pair of sanitation gloves before beginning a new task.
 - Use a clean, sanitized cloth to clean the work area throughout your work shift.
 - All of the above.**
 - Containers, boxes, crates, etc. should be placed on work surfaces for easy accessibility.

True / **False**
 - The temperature Danger Zone is a.
 - 70°F-75°F
 - 50°F – 500°F
 - 41°F-140°F (Florida ONLY 135°F)**
 - 41°F-70°F

9. If you have concerns about the temperature of the food you are about to serve the guest, you should:
 - a. Toss it in the trash and ask the guest to order something else.
 - b. Serve the food to the guest and hope they do not complain.
 - c. **Contact your manager/supervisor to report your concerns.**
 - d. All of the above.
10. What type of symptoms or conditions should you report to your manager or chef immediately?
 - a. Diarrhea
 - b. Fever
 - c. Vomiting
 - d. Jaundice
 - e. Sore throat with fever
 - f. Boils and infected wounds of any size containing use on the hand, wrist, or other exposed body part
 - g. **All the above**

OSHA'S BLOODBORNE PATHOGENS STANDARD

1. Which of the following are transmitted through a blood spill?
 - a. **Hepatitis B and HIV**
 - b. Salmonella sps. and Shigella sps.
 - c. Tendonitis and carpal tunnel syndrome
 - d. E. coli and Staphylococcus aureus
2. What government agency enforces the bloodborne pathogens rule?
 - a. Local Health Department
 - b. **OSHA**
 - c. CDC
 - d. FDA
3. What are the universal precautions?
 - a. **Assuming all body fluids have bloodborne pathogens and treating each spill accordingly.**
 - b. Always wear gloves at work.
 - c. Assuming individuals at high risk for HIV have HIV
 - d. The creation of an environment where body fluids are unlikely to spill.
4. The bloodborne pathogens rule defines fluids as:
 - a. Blood and blood products.
 - b. Blood, vomit and clear mucus.
 - c. Blood and saliva.
 - d. **All body fluids except urine, saliva and mucus not mixed with another infection's fluid.**
5. When cleaning up a broken jar of pickles from the floor, the first action is to:
 - a. Use a sponge to clean up the liquid.
 - b. Pick up the pieces of glass with your hands.
 - c. **Use a broom and clean up the glass.**
 - d. Pick up the pickles first with your bare hands.
6. When cleaning a machine with blades and moving parts, the first step is to:
 - a. Remove all blade guards.
 - b. **Unplug or completely cut off power to the machine from the power source.**
 - c. Clean with 25 PPM bleach
 - d. Scratch any dry food off with your fingernails
7. If blood comes into contact with hands, you should:
 - a. **Wash your hands.**
 - b. Wipe them on your apron.
 - c. Wash your hands, then sanitize the hand-washing sink with bleach.
 - d. Wipe your hands on a pre-packed bleach towel.
8. If blood comes into contact with clothes, you should:
 - a. **Change them immediately and send the clothes to a professional laundry.**
 - b. Change them immediately and wash the clothes yourself with lots of bleach.
 - c. Change them when you get home but wash them immediately.
 - d. Change them when you get home but wash them through a professional laundry.
9. If blood comes into contact with food:
 - a. **Discard the food in the trash.**
 - b. Cook the food to an internal temp of 165°F.
 - c. Cut off parts where blood contacted and dispose as medical waste.
 - d. Dispose of the entire food item as medical waste.
10. Once you finish cleaning a spill, what should you do with the protective equipment and cleaning supplies?
 - a. Put them back in their convenient holder.
 - b. Send them to a laundry to be cleaned.
 - c. Throw them out in the trash.
 - d. **Dispose of them as medical waste.**
11. When bandaging a small cut on another person, the minimal protective equipment is:
 - a. Finger Cots
 - b. Face Mask
 - c. Eye Shield
 - d. **Disposable Gloves**
12. When cleaning up a blood spill, what protective equipment should you use?
 - a. **Eyeshield, face mask, apron, and plastic gloves.**
 - b. Respirator, apron, and plastic gloves.
 - c. Eyeshield, plastic gloves, and apron.
 - d. Plastic gloves.
13. What sanitizer should be used to decontaminate blood spills?
 - a. 50 PPM Quaternary Ammonia
 - b. 5 PPM Iodine
 - c. **400 PPM Chlorine Bleach**
 - d. 1% Isopropyl Alcohol
14. After cleaning the spill and disposing of the waste what is the next action?
 - a. Investigate the safety violations which led to the incident.
 - b. **Document by filling out an incident report.**
 - c. Get all employees immunized for Hepatitis A.
 - d. Test all employees for HIV.

OSHA HAZARD COMMUNICATION STANDARDS

1. SDS stands for Safety Data Sheets and MSDS stands for Material Safety Data Sheet.
True / False
2. The Hazard Communication Standard is designed to protect team members. **True/False**
3. Under the SDS labeling system, the required personal protective equipment is listed on the chemical label.
True / False
4. The basic purpose of the Hazard Communication Program is to establish uniform requirements for evaluation of chemical hazards and communication of these hazards to team members.
True / False
5. The written Hazard Communication Standard Program can be reviewed by any team member at any time.
True / False
6. It is acceptable to mix chemicals together.
True / False
7. You can safely mix bleach with any other chemical.
True / False

8. An unmarked chemical container should be brought to the attention of your supervisor. **True/False**

9. It is acceptable to store chemical products alongside or above food. **True/False**

10. Safety information on chemical containers does not need to be read and understood. **True/False**

11. If any chemical is spilled on you or if you experience an allergic reaction, flush the affected area immediately with large amounts of cool water. **True / False**

12. The Material Safety Data Sheet (MSDS) and Safety Data Sheet (SDS) contain very detailed information on the chemical. **True/False**

13. Chemical products and spray bottles do not need safety information labels. **True / False**

PERSONAL PROTECTIVE EQUIPMENT

1. Which of the following is not an example of an impact hazard?
a. Falling can hit your head
b. Dropping flatware on table
c. Dropping a box on your foot
d. **Running into a wall**

2. Which of the following is not an example of a penetrating hazard?
a. **Opening a zip-lock bag**
b. Using knife to cut vegetables
c. Using mandolin to slice tomatoes
d. Cleaning a slicer

3. Which of the following is not an example of a compression hazard?
a. Hand caught between wall and cart
b. Running over foot with cart
c. **Tripping over a pallet**
d. Catching your hand in a piece of equipment

4. Which of the following is not an example of a chemical hazard?
a. Dispensing chemicals into spray bottles
b. Mixing Quats sanitizer with water
c. **Cleaning with water**
d. Replacing dishwasher detergent

5. Which of the following is not an example of a heat hazard?
a. Handle of a pan on stove is placed over flame
b. Removing a lid from a pot on the stove and steam comes out
c. Removing pan from oven and juices spill onto your arm
d. **Washing your hands in lukewarm water**

6. Which of the following should you use to avoid injury from an impact hazard?
a. Your hand
b. **Oven mitt**
c. Slip-resistant shoes

7. Which of the following should you use to avoid injury from a compression hazard?
a. **Steel-toed shoes**
b. Hard hat
c. Cut-resistant glove

8. Which of the following should you use to avoid injury from a chemical hazard?
a. **Goggles/Gloves**
b. Helmet/Hard hat
c. Gloves/Hard hat

9. Which of the following should you use to avoid injury from a penetration hazard?
a. Slip-resistant shoes
b. **Cut-resistant gloves**
c. Oven mitt

10. Which of the following should you use to avoid injury from a heat hazard?
a. Wet towel
b. **Oven mitts**
c. Bare hand

LEVY VOLUNTEER / TEMP / SUB-CONTRACTOR

COVID SAFETY MEASURES:

CHECK YOUR UNDERSTANDING

- 1.) TRUE/FALSE All team members will be required to participate in daily Pre-Shift Health Screens including temperature checks prior to working each shift:
 TRUE FALSE

- 2.) Which of the following is NOT a proper application of a face mask?
 A. Wearing it over your mouth but under your nose
 B. Ensuring there are no gaps between your face and mask
 C. Washing hands before and after applying mask

- 3.) You should change your gloves after the following:
 A. They become damaged
 B. You touch your face, hair, or any other non-food surface
 C. Switching tasks or utensils
 D. Using the restroom
 E. All the above

- 4.) When exercising social distancing, how many feet should always be between you and another person?
 A. 5
 B. 9
 C. 6
 D. 3

- 5.) Proper hand washing requires everyone to wash their hands for a minimum of how many seconds?
 A. 30 seconds
 B. 20 seconds
 C. 45 seconds
 D. 60 seconds

- 6.) After two scans, anyone with a temperature that exceeds _____ degrees Fahrenheit will not be permitted to work:
 A. 99
 B. 100.3

- 7.) TRUE/FALSE You may wear the same face mask during the entirety of your shift:
 TRUE FALSE

Policy & Training Acknowledgment

I _____ acknowledge that I have received a copy of each of the following policies/ information and understand that by initialing and signing below I agree to adhere to these policies. If I do not adhere to the policies provided to me, I understand that I am in violation of Company standards and violation of these policies could lead to disqualification for future Levy events. Should I have any questions or concerns, I understand I can contact my supervisor or HR.

📌 InitialBelow

_____ Cash Handling Policy and Golden Rules of Safety & Sanitation

_____ I have received, understand, and agree to the Statement of Anti-Discrimination, Harassment, Retaliation, and Bullying.

_____ Volunteer Health Reporting Agreement. **Acknowledgment must also be signed separately.**

_____ Liquor Liability, Non-Slip Shoes, Cut Resistant Gloves Policy

_____ OSHA Training Acknowledgment & Food Safety Training

_____ I understand that I am to complete the appropriate Levy responsible alcohol training and any local or state mandated alcohol/food safety training prior to my first event. I agree, as a condition of my continued employment to be familiar with and abide by all liquor laws.

_____ Covid-19 Safety Guidelines Acknowledgment. **Acknowledgment must also be signed separately.**

Signature

Date