



## **Temporary Policies During Coronavirus Health State of Emergency**

As a member of the food supply, defined by the Department of Homeland Security as a critical infrastructure industry, Caruso's Coffee will continue to operate in order to meet continuing demand. In an effort to do everything possible to ensure the health and safety of our customers, employees and their loved ones, the following policies have been put in place until further notice:

- Employees have been issued Safe Passage Letters to be kept with them whenever traveling to and from the workplace to confirm to any authorities that they are workers in a critical infrastructure industry
- All utensils have been removed from the breakroom and replaced with disposable alternatives
- Lunch breaks will be segregated to limit contact between employees, employees are encouraged to eat in cars or separate areas whenever possible
- Chairs have been removed from areas of congregation to discourage gathering
- Workspaces have been marked with guidelines for appropriate distancing while working on shared tasks to encourage social distancing
- Sanitizer is readily available in the form of Alpet Wipes and employees have been instructed to use these frequently on work surfaces, especially before and after starting new tasks
- Workers in areas of blending, flavoring and weigh-filling will be asked to wear gloves
- Delivery drivers will use the same vehicles each day to avoid cross contact
- Employees will be asked to have their temperature taken prior to beginning of their shift, any exhibiting a fever (100.4 degrees or higher) will be sent home

These policies are subject to change as Caruso's Coffee continues to monitor updates and best practices from state and federal government as well as the Centers for Disease Control and Prevention.