



[REDACTED]

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Health and Safety Regulations to follow during COVID-19

Each employee MUST follow the following procedures:

1. General food handling instructions:

- Frequently wash your hands with soap and hot water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
 - Always wash hands that are visibly soiled,
 - Always wash your hands BEFORE you handle food or begin any food-related task,
 - prior to donning gloves and immediately after removing gloves,
 - Always wash your hands AFTER these activities:
 - Handling raw meat, poultry and seafood
 - Using the restroom
 - Touching your hair, face, body, clothes or apron.
 - Sneezing, coughing or using a tissue
 - Smoking, eating, drinking or chewing gum
 - Using chemicals that might affect the safety of food
 - Emptying or taking out the garbage
 - Clearing tables or washing dirty dishes
 - Handling money and making change
 - Do not touch your eyes, nose, or mouth with unwashed hands.
- Clean and disinfect other Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards, doorknobs) with disinfectant regularly.
- Wash, rinse and sanitize any surface that comes into contact with food
 - Each time you use them.
 - When you begin working with a different type of food
 - When interrupted during a task.
 - After handling different raw fruits and vegetables.
 - As often as possible, but at least every four hours if items are in constant use.

2. Additional COVID-19 instructions:

- Veracruz reserves the right to perform **periodical unannounced temperature check** on Employees.
- Employees must every day:
 - Follow government mandated social distancing regulations, CDC recommendations and shelter-in-place when not working,

- Check their temperature each day before going to work
- Use clean clothes each day, including apron and hat,
- Tie their hair up and tucked in a cap/hat/bandana,
- Keep nails short, clean and natural at all times,
- Keep beard trimmed short and clean,
- Use a clean face covering each day at all times, put it before entering work
- Use glasses if possible (sunglasses permitted outside),
- Do not touch your eyes, nose, mouth, glasses or face covering,
- Wash hands after going to the bathroom and again when back in kitchen,
- Prepare the propane gas for the whole shift,
- Change the gray water after the shift, not during.
- Use and dispose of gloves and face coverings as instructed to avoid cross- contamination,
- Not receive visitors, including family members on work premises,
- Not use cellphones/ personal items unless for emergencies and medical needs during shifts and use sanitization protocol after use of cellphone/ personal items,
- Only eat and drink on breaks or at the end of shift and use sanitization protocol after breaks,
- Inform employer of travel plans, including itinerary,
- Inform employer immediately and go home if they are sick or if they have come into contact with someone who has been exposed to the Corona virus,
- Stay home if sick and provide a doctor's note certifying fitness to return to work after an absence due to illness.

I _____ **acknowledge that I have read, understood, and agreed to comply with all above regulations. I understand that failure to comply may endanger other people's life and would lead to disciplinary action including immediate termination.**

I certify that I:

_____ **have not** traveled out of the US in the last three weeks.

_____ **am not** currently sick or experiencing COVID-19 symptoms.

_____ **have not** tested positive for Coronavirus.

_____ **have not been** exposed to others who have tested positive **for or experiencing COVID-19 symptoms.**

Employee's Signature

Date