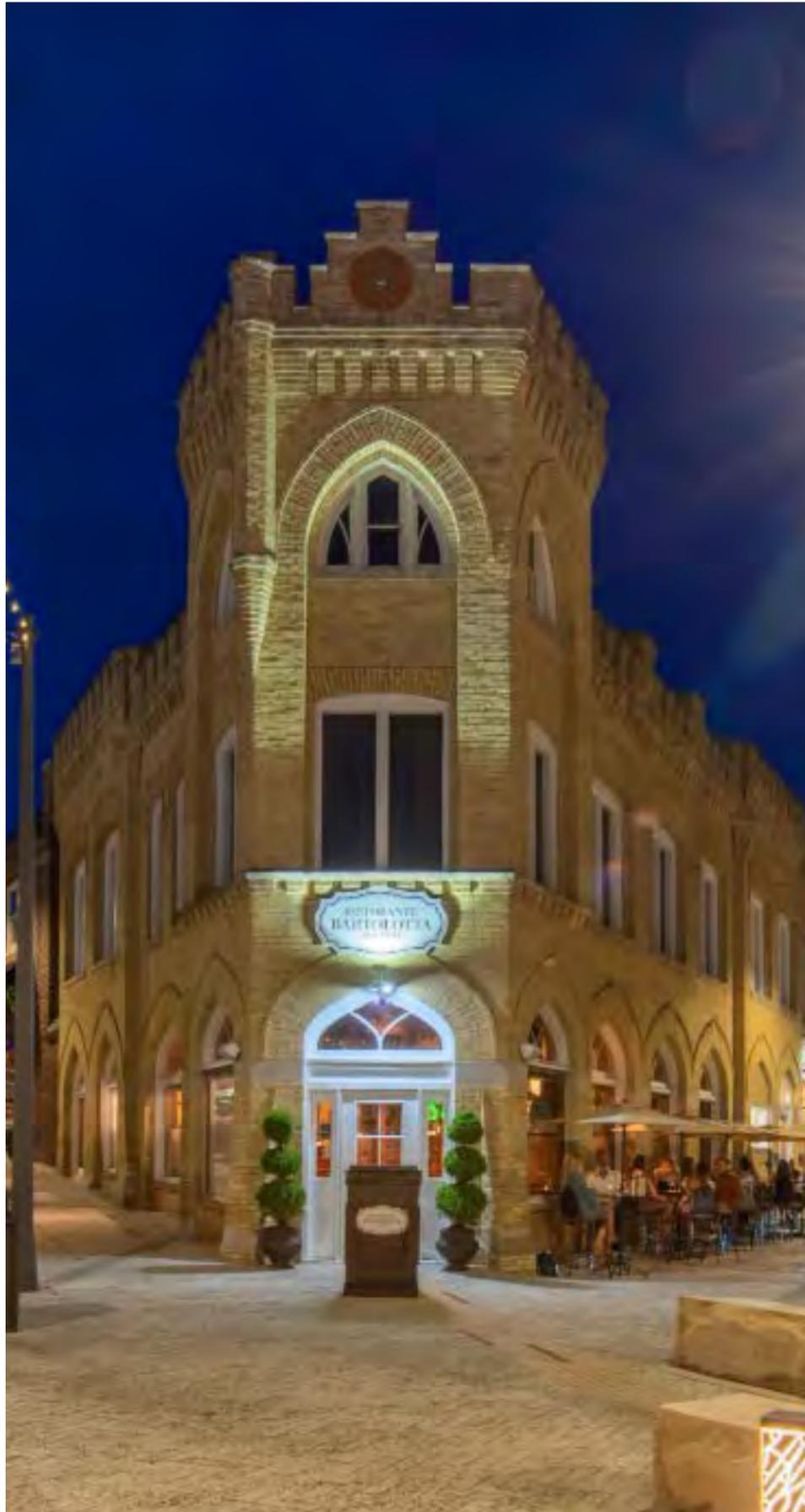




COVID RESPONSE PLAN

This plan can be accessed online and a link to it is posted in all The Bartolotta Restaurants venues.

Revised: October 9, 2020
Proprietary Information of The Bartolotta Restaurants



PURPOSE

THE BARTOLOTTA FAMILY WAY

The global pandemic caused by COVID-19 has impacted our employees, our guests, our community, our partners, and our business.

The health and safety of our employees and guests remain our highest priority and to ensure we are taking care of each other, The Bartolotta Restaurants has implemented health and safety expectations to ensure a safe work environment and dining experience. All procedures and policies follow local and federal health agencies guidelines and CDC recommendations. The successful re-opening and continuation of business is dependent on the plan outlined in this document.

The Bartolotta Restaurants COVID-19 Plan is subject to change. Expectations and Policies might be updated on a day-to-day timeline to follow CDC and health agency recommendations. It is the employee's responsibility to stay informed and communicate any concerns immediately.

Updates will be made to this policy as more information becomes available. Please refer to the latest version.

WE ARE GUIDED BY THE FOLLOWING TENETS OF HOSPITALITY

We are committed to providing the best food and hospitality possible. To do this, we embrace a fundamental way of thinking where caring for people is our core purpose.

TAKE CARE OF EACH OTHER LIKE FAMILY

We need to take care of each other before we can begin to care for our guests. Each and every employee is an important member of the team. By caring for each other we will enable ourselves to not only care for our guests but exceed their expectations.

TAKE CARE OF OUR GUESTS WHO SUPPORT US

Our guests are our purpose for being here. They are the focus of our business and it is our desire to be truly hospitable to them.



TAKE CARE OF OUR COMMUNITY IN WHICH WE LIVE

Our community is an important element to our business, and we make it a priority to actively participate in a number of community initiatives.

TAKE CARE OF THE BUSINESS AS IF IT IS YOUR OWN

Our guests are our purpose for being here. They are the focus of our business and it is our desire to be truly hospitable to them.

TAKE CARE OF OUR PARTNERS WHO HELP MAKE IT HAPPEN

This will in turn help us to take care of our guests. Growing vendor relationships into true partnerships allows us and them to better care for each other.

SYMPTOMS

Signs and symptoms of COVID-19 may appear 2 - 14 days after exposure. The time after exposure and before having symptoms is called the incubation period.

Common signs and symptoms can include:

1. Fever or chills
2. Cough
3. Shortness of Breath
4. Difficulty Breathing
5. Fatigue
6. Muscle or body aches
7. Headaches
8. Loss of taste or smell
9. Sore throat
10. Congestion or runny nose
11. Nausea or vomiting
12. Diarrhea

Source: CDC



WHAT IS COVID? →

Definition: Coronaviruses are a family of viruses that can cause illnesses such as the common cold, severe acute respiratory syndrome (SARS), and Middle East respiratory syndrome (MERS). In 2019, a new coronavirus was identified as the cause of a disease outbreak that originated in China.

The virus is now known as the severe acute respiratory syndrome coronavirus 2 (SARS-Cov-2) the disease it causes is called coronavirus disease 2019 (COVID-19). In March 2020, the World Health Organization (WHO) declared the COVID-19 outbreak a pandemic.

Source: Mayo Clinic

For more information on causes, risk factors and prevention measures, see Appendix.



POLICIES AND PROCEDURES

EMPLOYEES

COVID-19 HEALTH AND SAFETY POLICY EMPLOYEES

1 TEMPERATURE CHECKS

Body Temperatures Screening: We will measure employees' body temperature upon arrival and departure of work. An employee who has a body temperature at or above 100.4 degrees Fahrenheit will be sent home.

3 PROTECTIVE EQUIPMENT

Personal Protective Equipment Requirement: We require all employees to wear Personal Protective Equipment (PPE) while at work. Facemasks and gloves will be provided to every employee.

2 REQUIRED SCREENINGS

COVID-19 Symptoms, Screenings and Disclosure: Upon arrival at work employees must complete a health screening, including measuring body temperature, and answering a current health assessment. The employee must complete and pass both to be able to work.

4 SOCIAL DISTANCING

Social Distancing Requirement: Social distancing means keeping space between yourself and other people outside of your home and will be practiced while at work.

MEET OR EXCEED GOVERNMENTAL STANDARDS

WASH YOUR HANDS OFTEN

Wash your hands with soap and water for at least 30 seconds, especially after coughing, sneezing, blowing your nose, or otherwise touching your face.



HONOR SOCIAL DISTANCING

Put distance between yourself and others, a minimum of six feet is recommended and follow floor markers when available. Stay at home and avoid large group gatherings.



CLEAN AND DISINFECT

Clean and disinfect frequently with assigned cleaning products that help disinfect surfaces as defined in policies within this response plan.



WEAR FACE MASK AND GLOVES

- Wear a facemask while at work. This will protect yourself and others from spreading germs.
- Facemask must properly fit, covering the nose and mouth.
- Avoid touching your mask or leaving it on surfaces.
- Disposable gloves should be worn throughout the day and be changed often.

COVID-19 POLICY & PROCEDURES – EMPLOYEES

01

HEALTH & AWARENESS PROCEDURE

- For the safety of everyone, be honest with medical workers and your employer about anything in this document.
- We recommend you have a working thermometer at home and log any high fevers. You should also have a home supply of hand sanitizer and masks.
- We recommend that you limit visitors to your home, and practice social distancing and mask-wearing when out.
- If you are sick or are experiencing any of the COVID-19 symptoms listed earlier, do NOT come to work. Call your manager as soon as possible, and alert them to your issues.

02

TRAVEL POLICY

The Bartolotta Restaurants encourages employees to carefully consider significantly reducing non-essential travel during the COVID outbreak. If employees do travel across state lines, communication to HR prior to travel is required. Traveling to high risk states or by types of travel (i.e. plane, train, long distance bus lines, cruise) will result in a 14-day quarantine or one negative COVID tests upon returning. Employees are encouraged to wear facemasks and honor social distancing while traveling.

To learn if your travel destination is high risk please log on to:

<https://www.cdc.gov/covid-data-tracker/index.html#cases>

03

HYGIENE PROCEDURES

- You MUST wear the designated PPE (Personal Protection Equipment – face masks and gloves) at work, which we provide.
- Face masks must always be worn while at work.
- Food-safe disposable gloves must be worn.
- Hand-washing or use of approved hand sanitizer must be done at least every 30 minutes. Hands must be washed for at least 30 seconds. Proper technique is to wet your hands with warm water, generously apply soap, scrub vigorously, (sing ABCs or Happy Birthday twice slowly) rinse. Use hand towels and dry thoroughly.
- Wash hands before and after putting on or removing mask. Wash in between changing gloves.
- Where available, use the “foot-pull” door openers as opposed to handles.
- Any physical contact- handshakes, high fives, and fist bumps are no longer appropriate. Shared use of knives and other equipment is banned. Employee beverages are to be disposables only and containers to be trashed immediately.
- Personal belongings must be kept in one bag or backpack stored in pre-assigned area upon arrival at work. All personal belonging must be taken home at end of shift.
- Employee drinks always must be covered and labeled to avoid cross-contamination.

COVID-19 POLICY & PROCEDURES – EMPLOYEES

04

HOW TO WEAR FACE MASKS

Disposable face masks should be used once. You should also remove and replace masks when they become moist or compromised otherwise. Always follow product instructions on use and storage of the mask. If instructions for putting on and removing the mask are not available, then follow the steps below. Clean face coverings will be provided to employees daily at no cost to employee.

How to put on a face mask

1. Clean your hands with soap and water or hand sanitizer before touching the mask.
2. Remove a mask from the box and make sure there are no obvious tears or holes in either side of the mask.
3. Follow the instructions below for the type of mask you are using.
 - Face Mask with Ear loops: Hold the mask by the ear loops. Place a loop around each ear.
4. Mold or pinch the stiff edge to the shape of your nose.
5. Pull the bottom of the mask over your mouth and chin.

How to remove a face mask

1. Clean your hands with soap and water or hand sanitizer before touching the mask. Avoid touching the front of the mask. The front of the mask is contaminated. Only touch the ear loops/ties/band. Follow the instructions below for the type of mask you are using.
2. Face Mask with Ear loops: Hold both of the ear loops and gently lift and remove the mask.
3. Throw the mask in the trash. Clean your hands with soap and water or hand sanitizer.

05

HOW TO REMOVE GLOVES

Grasp the outside of one glove at the wrist. Do not touch your bare skin. Peel the glove away from your body, pulling it inside out. Hold the glove you just removed in your gloved hand.

COVID-19 POLICY & PROCEDURES – EMPLOYEES

06

SOCIAL DISTANCING PROCEDURE

- In keeping with recommended standards, we will practice six feet distance between people wherever possible, including kitchen areas, coolers, storage, offices, and common areas.
- Tables will be spaced apart, which may also include physical, non-porous dividers separating them.
- Parties are limited to six people.
- Set walkway “paths,” which may include floor decals.
- There will be limits to bathroom occupancies. A staff member may be utilized to monitor.
- Bar stools will be temporarily removed or limited and spaced.
- Servers and bartenders will be assigned to use designated POS and service stations.
- Host staff will be assigned to designated phones and work areas.
- Cooks will be required to work in their own taped off work area.
- Employee Meal will be dished by the individual. Employees will practice six feet distancing while waiting, and six feet distancing for meeting and eating in designated areas.
- Limit servers in the kitchen and dedicated kitchen staff per station
- Measures to ensure physical distancing are adhered to where customers or employees are in a queue or line. This includes restrooms, bars, host stands, valet drop off and pick up, waiting areas, and any other areas where customers congregate.
- Establish directional hallways and passageways for foot traffic, when possible, to eliminate employees and customers from passing by one another.
- Limiting interactions with guests and employees to no more than 4 minutes.
- An assigned manager will be responsible to enforce social distancing, mandatory PPE, and cleaning and disinfecting procedures.
- One assigned employee is responsible to roll and pack all silverware prior to providing to customer. Wrapped silverware is covered and stored properly.
- During scheduled breaks, management will ensure social distancing among employees and breaks will be staggered as much as possible.

COVID-19 POLICY & PROCEDURES – EMPLOYEES

07

ENHANCED CLEANING PROCEDURES

- Any re-usable or fixed item/surface must be properly cleaned and disinfected.
- Surfaces include: doors, handles, floors, walls, counters, bar, service stations, tables, chairs, windows, new barriers, POS, menus, bathrooms, trays, phones, computers, pens, wine keys, and more.
- Cleaning must occur before opening, 30 minutes during shift, after use (table turn), after shift.
- Items should be first cleaned with general cleaner as normal. After that, items should be disinfected with EPA approved Ecolab Peroxide Multi Surface Cleaner and Disinfectant, EPA Registration Number 1677-238, which dilutes with water as it is dispensed. Liberally spray it on surface, spread with clean rag. It must air dry for two minutes before complete. Set areas will have the appropriate cleaning supplies “zoned” and labeled for use.
- Anything going through the dish machine is considered cleaned and disinfected, as is the properly set-up three-compartment sink.
- The disinfectant does not replace the “food sanitizer buckets.” These are still used after a surface is disinfected.
- Hand sanitizers are readily available at restaurant’s entrance, host stands, and throughout the venue for employee and guest’s use.
- Waste bins will be located at restaurant’s entrance and host stand for disposable of hand sanitizers wipes and used face masks.

- Employees are responsible for cleaning and disinfecting. Individuals will be designated “Shift Cleaners” who will CD high touch areas at set intervals (30 minutes), including bathrooms.
- Where appropriate, we will have open doors and windows.
- Audio headsets and other equipment are not shared between employees unless the equipment is properly disinfected after each use.
- Dishwashers are provided with face shields and gloves to protect their eyes, nose and mouth from contamination due to splash.
- Ensure spaces such as dining rooms, host stands, and kitchens have been equipped, and stocked at all times, with proper sanitation products, including hand sanitizer and sanitizing wipes for all employees directly assisting customers. Where practical, touchless dispensers for hand sanitizer, soap dispensers and towels have been installed.

08

VENTILATION

- CDC recommends that open doors and windows with screens, and improved air flow help with dispersing the virus.
- Where appropriate we will have open doors and windows with screens.
 - We reviewed our air filtration systems for ways to improve air flow and purity.

COVID-19 POLICY & PROCEDURES – EMPLOYEES

09

TECHNOLOGY

We are implementing touchless technology for payment as well QR code technology for menu viewing in order to create effective ways to interact with guests without contact.

We have also purchased UV-C technology to actively seek and destroy microorganisms in the air and on hard surfaces, which is able to decontaminate closed and open spaces with 99.9% effectiveness of destroying microorganisms and viruses.

- UV light, specifically between 200-280nm[i] (UVC or the germicidal range), inactivates at least two other coronaviruses that are near-relatives of the COVID-19 virus: 1) SARS-CoV-1 and 2) MERS-CoV.
- IUVA also concurs with CDC guidance to hospitals that the germicidal effectiveness of UVC is influenced by the UVC absorbing properties of the suspension, the surface or aerosol that the organism is in; by the type or action spectra of the microorganism; and by a variety of design and operating factors that impact the delivered UV dose to the microorganism.

10

PHILOSOPHY ON HIGH STANDARDS

The global pandemic caused by COVID-19 is greatly impacting The Bartolotta Restaurants and our community at large. The health and safety of our employees remains our highest priority, and we want to set health and safety expectations and address questions that you may have moving forward.

The Bartolotta Restaurants has implemented policies and set expectations to ensure the safety of all employees. Employee participation and detailed attention is crucial in ensuring that our team and guests stay healthy. Daily health screenings, additional cleaning, social distancing, and frequent handwashing are just a few examples of additional safety steps we are enforcing.

Wearing masks, although essential, means that it is harder to read guests and for them to read us. Keeping positive body language (always a part of our host training) is essential. In restaurants where the host stand is a distance away from the entrance, a smile is no longer enough, and we are encouraging a small wave to greet guests.



POLICIES AND PROCEDURES

GUESTS

COVID-19 POLICY & PROCEDURES – GUESTS

01

PHILOSOPHY ON HIGH STANDARDS

In response to the global pandemic, The Bartolotta Restaurants have created a Response Plan to ensure a safe dining experience. It is of utmost importance to make our guests feel comfortable and safe while recognizing that the dining experience has changed.

The spacing between tables has increased, protective barriers have been installed in the dining room, and the style of service had to be adjusted. While these measurements had to be taken, we never compromised the quality or execution of the food and beverages we serve.

But for all the policies and procedures within this plan to be effective, we will also need the support and understanding of our guests.

We are asking of our guests to comply with our new policies and procedures with no exceptions. We will communicate expectations in advance; however guests will need to be educated of this “new normal” way of dining.

Guests who decide to not comply with these new policies will be invited back when they are comfortable with the procedures.

02

RESERVATIONS

- Guest communication will reinforce that reservations are required for each of the Restaurants. Although walk ins may be available depending on business levels, reservations are still preferred.
- We will communicate our Safety Plan to all guests when making reservations as defined in policies within this response plan.
- Guidelines will also be posted at each unit in a clear and easily accessible way.
- We will also ask guests to answer a current health assessment as defined in policies within this response plan.
- When possible, prioritize outdoor seating , as allowed by local zoning and planning codes.
- Signage is posted that notifies customers that while it be common practice for diners to socialize after the meal, this practice is discouraged during this pandemic.

03

CONTACT TRACING

As part of the Reservation policy, we will ensure we have at least one contact for each reservation including name and email address.

- In case the information is missing, hostess to collect the information from guest in person and add to the system.

COVID-19 POLICY & PROCEDURES – GUESTS

04

BODY TEMPERATURE SCREENING

All guests will have their body temperature taken prior to dining; body temperature must be below 100.4 Fahrenheit.

05

PPE REQUIREMENTS

The Bartolotta Restaurants requires all guests, 2 years of age and older, to wear facemasks at the following instances:

- When walking in at any of the restaurants.
- When addressing a Bartolotta employee, i.e. while ordering.
- When walking in common areas.
- We will provide one for anyone who does not have their own.
- We will provide sanitizer outside bathrooms and host stands.

06

SOCIAL DISTANCING & SAFEGUARDS

- Table spacing has increased and safety guards have been installed to provide additional safety which may include floor markings.
- Children must not roam around to ensure social distancing.
- Limiting interactions with guests and employees to no more than 4 minutes.

07

TOUCHLESS MENU & PAY OPTIONS

We are implementing touchless technology for payment as well QR code technology for menu viewing in order to create effective ways to interact with guests without contact. Cashless transactions are encouraged, credit / debit card readers will be sanitized between use. Reusable menus are covered with a protective sleeve and wiped with disinfectant after every use.

08

BATHROOM GUIDELINES

- Each restaurant will have signage clearly marking occupancy limit.
- Poster outlining handwashing guidelines to be visible.
- Signage with instructions on how to sanitize hands before and after washroom use.
- Restrooms will remain operational and stocked at all times and provide additional soap, towels, and hand sanitizer when needed.



GUEST JOURNEY

SERVICE PROCEDURE

01

NEW SERVICE PROCEDURES

- Buffets, self-serve, delivery , games, and valet service are temporarily discontinued – unless chefs to plate for guests during catered events.
- Passed appetizers are passed only in individual containers.
- We will have limited menus, offering unit-specific items.
- We will offer several staggered, seating times with set table liberation times.
- Guests will be greeted outside the door by a host, who will check them in and radio their arrival into interior host . Host will review safety needs or issues (provide masks, temperature check, etc.), point out relevant signage, and then open door. If the table is not ready, the guests may be asked to wait in their car if spacing requires it.
- Guests will be greeted by name by an interior host, who will immediately take them to their table following set floor paths. Host will provide their menu.
- Host will point out floor paths to bathroom and remind them of mask policy.
- Tables will only be set with cloths and may include incidental decorations including small plant or candle. Everything else must be brought to table as requested.
- Servers will bring silver roll-ups (from a covered tub), water, condiments, as needed and when appropriate. Some guests may want to use disposable flatware and cups/glasses - which we will have upon request.

- Bar fruit will be limited, and always kept covered. New glasses will be used for any re-orders.
- All cleared dirty items must be placed in the assigned dish and dirty laundry bin, followed by washing of the hands and changing gloves.
- Guests will box up their own to-go containers.
- After guests depart, and all dirty items are cleared, a plastic bag will be brought to the table for all the linen. The table, chairs, walls, and windows will all be cleaned and sanitized.
- All food safety practices outlined in the Wisconsin Food Code are being followed and maintained.

02

HOW TO HANDLE BREACH OF POLICIES

Ensuring a safe work environment is of utmost importance and we can only be successful and healthy if we are all committed to the response plan. Failure to follow the COVID-19 policies and safety steps will result in disciplinary actions, up to termination. The refusal to complete the Health and Safety Screening is considered forfeiting the shift. Answers to the health assessment or travel history must be truthful. Withholding information, providing false answers, or failure to wear PPE and follow Social Distancing can risk the health and safety of fellow employees and will result in disciplinary actions. All employees must wear PPE in the form of masks and gloves and follow Social Distancing. If you have immediate questions about the Covid-19 Health and Safety Policies, please see your manager on duty.



VENDORS AND DELIVERIES

The Bartolotta Restaurants is implementing COVID-19 Health and Safety procedures for all third-party delivery personnel and vendors immediately. All delivery personnel and vendors are expected to stay up to date with our policies, which are being updated regularly to maintain the safety of our community as this situation continues to rapidly evolve.

The necessary steps are being taken to ensure the safety and health of all Bartolotta employees, partners, vendors, and guests. Failure to follow these procedures can result in refusal of orders being accepted and further ramifications.

BARTOLOTTA EMPLOYEE ORDERING AND RECEIVING PROCEDURES

01

ORDERING AND RECEIVING PROCEDURE

- Employees must write down order on a purchase log.
- The purchase log lists product name and description, quantity ordered, who ordered, date it was ordered, and expected due date, which is placed in the designated receiving area.
- Orders are checked in, using the purchase log, and will follow the below procedures depending on the category:
- With seafood, poultry, and meats, employees must visually check quality, current temperature (with your thermometers), and weight.
- With produce and dairy, employees must visually check quality, either weights or pack size, and temperature where appropriate.
- With dry goods and disposables, employees must visually check quality and pack sizes.
- Do not sign the invoice and then check in the order, regardless of the category.
- Any discrepancies must be noted in the purchase log.
- Place the purchase log with the invoice for the chef or manager to review.
- Scan the invoice to Plate IQ for coding. Once scanned, follow the Plate IQ coding and approval process.
- Only chefs, managers, or designated Bartolotta employees should sign for any invoices.
- All orders must be put away in a timely manner, especially the highly perishable foods.

02

VENDOR DELIVERY PROCEDURE

- All appointments must be scheduled in advance.
- When entering any Bartolotta property (restaurants, catering units, external loading docks, and support offices) all delivery personnel and vendors must:
- Sign in at designated location when arriving.
- Wear face masks covering their nose and mouth.
- Wear disposable gloves.
- Have their temperature checked prior to entering.
- Be accompanied by a manager, an employee designated for receiving deliveries, or your point of contact for a scheduled meeting.
- All products must be in proper boxes and containers and be inspected and signed for by a manager or designated employee.
- No samples may be left without prior approval from manager on duty.



MEDIA POLICY

MEDIA POLICY



In recognition of the need to protect and continue to grow The Bartolotta Restaurants brand and all of the individual unit brands, the Marketing Department has established and will maintain policies and procedures that are intended to accomplish the following goals:

- Ensure alignment of message with strategic communications plans
- Ensure consistency of message
- Maximize opportunities for visibility
- Preserve the privacy and integrity of our employees, our guests, and our partners
- Ensure the greatest efficiency and effectiveness in the flow of information
- Provide clarity as to how the organization responds to inquiries from the media and the public
- Reduce miscommunication

These policies extend to all employees, partners, vendors, and third-party companies, and cover a wide range of areas.

Please refer any inquiries, requests for interviews or speaking opportunities, requests for photos or video, and any other request to use or associate with any of our brands to pr@bartolottas.com.



RESPONSE PLAN TO COVID-19 EXPOSURE

To ensure the health and safety of all employees, the following policy will be based on local and federal health agencies, CDC guidelines, and WRA recommendations.

Employees who travel during a pandemic must follow details on travel policy.

EMPLOYEE TESTS POSITIVE

1 CASE MANAGER

The Health Department will assign a case manager who will inform the employee and the Human Resources Department of the positive test result.

3 IDENTIFYING RISK

The case manager will ask the employee for a list of high, medium, and low risk contact groups for the three days prior of employee showing symptoms.

2 POLICY VERIFICATION

The case manager will verify with the HR Department the COVID policy we have in place in case of exposure.

4 HIGH RISK NOTIFICATIONS

The HR Department must contact employees in the high-risk contact group.



EMPLOYEE TESTS POSITIVE

LOW RISK CONTACT GROUP

Exposed with mask, over 6 feet, for over 10 minutes

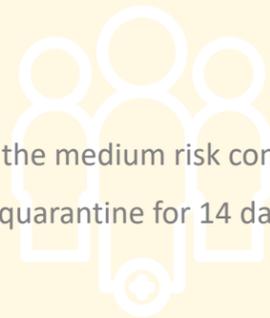
Employees in the low risk contact group can return to work immediately.



MEDIUM RISK CONTACT GROUP

Exposed with mask, within 6 feet for over 10 minutes

Employees in the medium risk contact group must quarantine for 14 days.



HIGH RISK CONTACT GROUP

Exposed without masks, within 6 feet for over 10 minutes.

The employee who tested positive, as well as employees in the high-risk contact group must be quarantined for 14 days.



GUEST OR VENDOR TESTS POSITIVE

1 CASE MANAGER

A Health Department case manager will contact the restaurant or HR Department to inform them of the positive test, share the name of the guest / vendor and date they were on location.

2 SERVER IDENTIFICATION

Medium- and high-risk employee will be identified and asked to quarantine for 14 days.

3 RETURNING TO WORK

Asymptomatic employee can return to work before the 14-day quarantine is completed if they test negative for COVID-19 twice within a minimum of 24 hours apart.

Previously symptomatic employee has to show no COVID-19 symptoms for 24 hours, and at least 10 days have past since symptoms first appeared.

4 POSSIBLE EXPOSURE

Possible Exposure by Employee, Guest, or Vendor:

Employee will self-isolate for a minimum of 14 days.



Refer to return to work policy on the following pages for specific employee requirements.

COVID-19 RETURN TO WORK POLICY

EMPLOYEES EXPERIENCING SYMPTOMS, BUT HAVE NOT RECEIVED COVID-19 TESTING, CAN RETURN TO WORK UNDER THE FOLLOWING CONDITIONS:

EMPLOYEE DID NOT TEST

The employee did not test to determine if they are still contagious, they can return to work after these conditions have been met:

- 01 NO SYMPTOMS FOR 24 HOURS**
No fever for at least 24 hours.

AND

- 02 10-DAY ALL CLEAR**
At least 10 days have passed since symptoms first appeared.

EMPLOYEE HAS TESTED NEGATIVE

The employee had a test to determine if they are still contagious, the employee can return to work after:

- 01 TWO NEGATIVES IN A ROW**
Two negative tests in a row, at least 24 hours apart.

COVID-19 RETURN TO WORK POLICY

EMPLOYEES WHO TESTED COVID-19 POSITIVE AND STAYED HOME (SELF-ISOLATED) CAN RETURN TO WORK UNDER THE FOLLOWING CONDITIONS:

ASSIGNED CASE MANAGER

Assigned case manager clears employee to go back to work after these conditions have been met:

01

CONFIRM EXPOSURE GROUP

Case manager to confirm high-exposure group three days prior to first symptoms or positive test results.

AND

02

EMPLOYEE RESULTS

Employee provides copy of tests results to HR department

AND

03

CASE MANAGER CLEARS EMPLOYEE

Case manager deems employee safe to return to work.

CURRENT GUIDELINES ARE

The employee can return to work after these three conditions have been met:

01

NO SYMPTOMS FOR 24 HOURS

No symptoms for at least 24 hours.

AND

02

10-DAY ALL CLEAR

At least 10 days have passed since symptoms first appeared.

COVID-19 RETURN TO WORK POLICY

EMPLOYEES WHO HAVE BEEN EXPOSED TO SOMEONE INFECTED WITH COVID-19 CAN RETURN TO WORK UNDER THE FOLLOWING CONDITIONS:

EXPOSED EMPLOYEE HAS SYMPTOMS

An employee who has had a direct / primary exposure to a positive case and is showing symptoms can return to work after these conditions have been met:

01

A SELF QUARENTINE

The employee has self-isolated for 14 days after primary exposure.

AND

02

NEGATIVE COVID TEST

Employee must show proof of negative test, and test must be taken no more than 48 hours prior to the last day of the 14-day quarantine.

EXPOSED EMPLOYEE DOES NOT HAVE SYMPTOMS

An employee who has had a direct / primary exposure to a positive case and is not showing symptoms can return to work after this condition has been met:

01

A SELF QUARENTINE

The employee has self-isolated for 14 days after primary exposure.



FORCED TEMPORARY SHUTDOWN

All scenarios are determined in conjunction and consultation with the Health Department

Criteria:

- 5% or more of unit employees, who worked within 14 days prior to the shutdown, test positive.

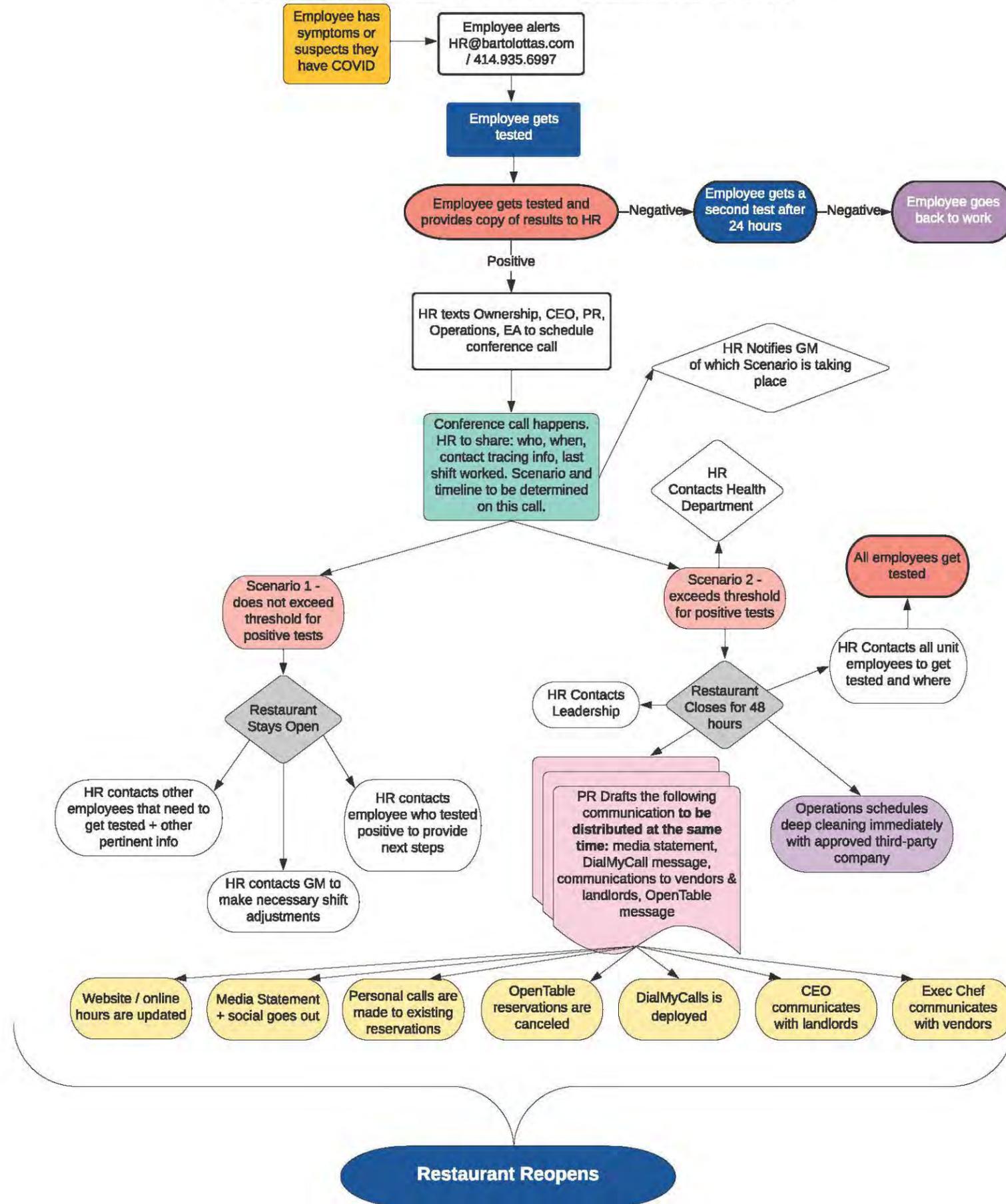
AND

- Guidance from the Health Department to temporarily shut down

Steps Prior to Reopening:

- Deep clean is required.
- All employees who worked within 14 days prior to shut down, and not otherwise already required to quarantine, are required to test. HR to advise employees.

The Bartolotta Restaurants - COVID Communications Flow





APPENDIX

PREVENTION & POLICIES

01

PREVENTION

Although there is currently no vaccine available to prevent COVID-19, there are steps to be taken to help reduce the risk of infection. WHO and CDC recommend following these precautions:

- Avoid large groups and mass gatherings.
- Avoid close contact with anyone who is sick or has symptoms.
- Stay home as much as possible and keep distance between yourself and others. Especially if you have a higher risk of serious illness. Keep in mind some people may have COVID-19 and spread it to others, even if they do not have symptoms or do not know they have COVID-19.
- Wash your hands often with soap and water for at least 30 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- Cover your face with a cloth face mask in public spaces, such as the grocery store, where it's difficult to avoid close contact with others especially if you're in an area with ongoing community spread. Only use nonmedical masks- N95 respirator should be reserved for health care providers.
- Cover your mouth and nose with your elbow or a tissue when you cough or sneeze. Throw away the used tissue and wash your hands.
- Avoid touching your eyes, nose, and mouth.
- Avoid sharing dishes, glasses, towels, bedding and other household items if you're sick.
- Clean and disinfect high touch surfaces, such as doorknobs, light switches, counters, and electronics daily.
- Stay home from work, school and public areas if you're sick, unless you're going to get medical care. Avoid public transportation, taxis, and ride-sharing if you're sick.

02

DAILY SHIFT FOCUS POINT

Some talking points and questions for pre-shift:

- How is everyone feeling today? Any issues please see me after the meeting
- Do you all have your clean masks and gloves?
- Remember hand washing policy (make sure to wash hands and change gloves after meeting)
- Make sure you understand where your assigned workstation/POS is, and you have your cleaning supplies set
- Ensure that your station is clean and sanitized.
- Reminder to note- no sharing tools.
- Six Feet distance!
- Do not touch your face!
- Drink and dispose of cup.
- Use the foot pulls.
- Follow the pathways.
- 30/30! 30 seconds hand wash, clean areas every 30 minutes.
- CD- clean & disinfect.
- Encourage team members to follow social distancing and wear masks outside of work.
- Even though you are wearing a mask - you CAN smile with your eyes and voice!

LIFE HACKS

01

HEALTH & PERSONAL HYGIENE

- Rest and recover: get plenty of rest, aim for at least eight hours of sleep every night. As we have asked you all to move from work to home only, we hope this allows you more time for rest.
- Add vitamins C & D to your diet. Supplements can be easily found at your local pharmacies, as well as in fresh fruits and vegetables.
- Eat healthy foods that nourish your body, anything high in antioxidants, immunity-boosters and anti-inflammatories is helpful. Stay away from processed foods where possible.
- Drink lots of water as hydration is key. Avoid sugary drinks.
- Stay active. Incorporate daily exercise, even if it is just 20 minutes, to keep your physical health and strength up, raise your immunity and maintain mental health. If it works for you, try to meditate or just take five minutes to breathe and refocus.
- Try to avoid alcohol as it lowers your immunity.
- Kick that smoking habit, as it will only make any symptoms worse.
- Carry hand sanitizer at all times and wipe down any shared surfaces before using them.
- Use disinfecting wipes to sanitize your phone and computers regularly.
- Wear a mask when out in public. Do this for yourself and those around you.
- Avoid crowded, public spaces, especially clinics and hospitals (places of increased germs). Social distancing is here to stay.
- It is important to keep some distance between you and others (2 meters / 6 feet).
- You can get helpful updates from the World Health Organization WhatsApp number by texting “Hi” to 0041 798 931 892.
- Maintain connections with your friends and family, even if it is over digital platforms. If you feel overwhelmed or anxious, call someone. Remember that you are not in this alone.
- Wash your hands frequently with liquid soap and water and rub for at least 30 seconds. Make sure to get every space,
- Adhere to food safety and hygiene rules and avoid consuming raw or undercooked products.

LIFE HACKS

02

HOUSEHOLD

- Sanitize your shoes before entering the house.
- Perform regular household cleaning and disinfection.
- Run water in drains regularly to maintain their cleanliness and function.
- Open doors and windows to keep your home ventilated.
- After using the toilet, put the lid down before flushing to avoid spreading germs.

03

FINANCE

- Negotiate a rent discount with your landlord; a good starting point would be to ask for 20% relief for the next six months.
- Review your expenses and eliminate all non-essential costs where you can.
- Make a list of your absolute essential expenses such as utilities, groceries, rent, regular medication, tuition fees, transportation to work and loan payments so you always are aware of the number you need to survive.
- Be financially disciplined; create an expense tracker and start writing down every expense.
- Use online portals such as Facebook, Poshmark, or OfferUp to sell unused / unwanted items.
- If you have mortgages, student or personal loans, reach out to your lenders and enquire about relief programs as banks have put different schemes in place.
- Pause gym memberships, canceling is harder but most clubs allow you to defer. Use online tutorials or run outside instead.



RESOURCES

RESOURCES THAT HELPED INFORM THIS PLAN

- Call 211
 - www.211.org
- City of Milwaukee
 - <https://city.milwaukee.gov/ImageLibrary/MKE-Health1/COVID-19/RiskAssessToolBarRestCapacity6.25.2020.pdf>
 - <https://city.milwaukee.gov/MMFSReleasePh3>
- Center for Disease Control and Prevention (CDC)
 - <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- Health Department
 - <https://city.milwaukee.gov/Health/>
- Mayo Clinic
 - <https://www.mayoclinic.org/coronavirus-covid-19/public-guidance>
- Black Sheep Restaurants
 - <https://blacksheeprestaurants.com/wp-content/uploads/2020/05/BSR-COVID19-SOP-8052020.pdf>
- Wisconsin Restaurant Association
 - <http://www.wirestaurant.org/resources/covid-19/resources-for-restaurants>



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This plan can be accessed online and a link to it is posted in all The Bartolotta Restaurants venues.

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