

LATTE DA COFFEEHOUSE OPERATING PROTOCOLS.

Site specific COVID-19 Supervisor: Alexandra Mackey

1. All employees will be wearing masks.
2. All employees will have their temperatures checked as they arrive for work and screened for COVID-19 symptoms.
3. The front door will be used as an entrance only and the back door closest to the gravel parking area will be used for exiting the premises.
4. Hand sanitizer or single use sanitizing wipes must be available at entry for customers.
5. Designated standing spots for ordering posted clearly on the floor and spaced 6 ft apart
6. There will be designated waiting spots on the front patio for the walk-up window for to go orders.
7. Customers are highly encouraged to wear masks when not seated at a table.
8. Tables must be placed 6 feet apart when measured from occupied chair to occupied chair.
9. No more than 5 chairs at each table.
10. All garbage to be left on tables and picked up and disposed of by employees.
11. Guests to box up their own leftovers.
12. One designated employee to clean lobby and bathrooms.
13. Entrances, exits, walking paths, designated standing spots and customer protocols will all be clearly marked and posted for ease of use and understanding.
14. No personal cups will be allowed or accepted at this time.
15. All food items to be delivered to guests at their tables.
16. No bar seating will be available
17. Buffet tables cleared of all objects; communal water station will be shut down.
18. Tables and chairs will be sanitized after every customer, including outside seating.

19. Bathrooms and surfaces to be wiped down at least every hour, every half hour as business flow and use increases and cleaning tracked by visible inspection log.