



## **Greek House Chefs Action Plan-COVID19**

### **A. If an employee is in contact with someone being tested for COVID-19**

1. Instruct Employee to stay home (will be placed on leave in accordance to EPLS/FFCRA guidelines)
2. Notify Employees that an Employee has been exposed to someone (do not explicitly state the employees name) being tested for COVID-19
3. Instruct Employees to clean items coming into work area (Clothing, utensils, etc.)
4. Request that Employee receive guidance from physician
5. Review correspondence provided to Employer from physician's office
6. Determine course of action based on information received

### **B. If an employee is in contact with someone that tested Positive for COVID-19**

1. Instruct Employee to stay home (will be placed on leave in accordance to EPLS/FFCRA guidelines)
2. Notify Employees that an Employee has been exposed to someone (do not explicitly state the employees name) that tested positive for COVID-19
3. Instruct Employees to clean items coming into work area (Clothing, utensils, etc.)
4. Request that Employee receive guidance from physician
5. Review correspondence provided to Employer from physician's office
6. Periodically confirm if Employee has exhibited any symptoms (Must only pertain to COVID symptoms)
7. Determine course of action based on information received

### **C. If an employee is being tested for COVID-19**

1. Instruct Employee to stay home (will be placed on leave in accordance to EPLS/FFCRA guidelines)
2. Request detailed account of all Employees working in close proximity of Employee for a prolonged period of time within last 14 days
3. Notify potentially affected Employees, send home, follow steps A 4-6
4. Notify all Employees that Employee (do not explicitly state the employees name) is being tested for COVID-19
5. Instruct Employees to clean items coming into work area (Clothing, utensils, etc.)
6. Request correspondence from physician
7. Determine course of action based on information received

### **D. If an employee tests positive for COVID-19**

1. Instruct Employee to stay home (will be placed on leave in accordance to EPLS/FFCRA guidelines)
2. Request detailed account of all Employees working in close proximity of Employee for a prolonged period of time within last 14 days
3. Notify potentially affected Employees, send home, follow steps B 4-7



4. Notify all Employees and Clients that Employee (do not explicitly state the employees name) has tested positive for COVID-19
5. Instruct Employees to clean items coming into work area (Clothing, utensils, etc.)
6. Schedule cleaning and disinfecting of all areas used by sick Employee
7. Determine if any Employees need to be moved to a different work area temporarily
8. Request potentially affected Employees contact physician
9. Determine course of action for potentially affected Employees based on information received.

**E. All other preventative/precautionary actions to ensure safe working and service areas will be deliberated and enacted based on the best course of action, to ensure disruptions are minimized. All final actions will be in accordance with Greek House Chefs company policies and procedures under the influence of client requests.**

