

## Special Guest Acknowledgement Form

Restaurant Number: \_\_\_\_\_

Date: \_\_\_\_\_

**By completing and signing the chart, I acknowledge, understand, and will adhere to the following:**

- Hands must be washed every 30 minutes during my visit
- Hands must be washed anytime hands may have been contaminated i.e., before and after changing gloves, after visiting the restroom, before changing tasks, and after disposal of garbage, and any cleaning tasks
- Hands must be washed according to best practices outlined below:
  1. Use warm water to moisten hands
  2. Apply 1 push of approved antibacterial hand washing soap into palm
  3. Rub hands together vigorously for 20 seconds. Lather past the wrists, clean under fingernails and between fingers.
  4. Rinse hands thoroughly with warm water
  5. Dry hands completely using disposable paper towel from the dispenser
  6. Use your paper towel to turn off water and discard towel
  7. Apply hand sanitizer and rub hands together until dry. Allow to dry completely.
  8. Place gloves on air-dried hands.

\*Remove gloves and discard when soiled, damaged, or before switching tasks. Wash hands before applying new pair of gloves.
- Hand sanitizer and gloves are not replacements for hand washing. Hands must be washed before using these secondary barriers.
- Gloves must be changed if torn, ripped or soiled and after handling raw food products or changing tasks. Gloves are also changed each time hands are washed. Gloves should never be used more than once. Gloves must be worn when handling or preparing food.
- Cuts, burns or other abrasions on the hands, wrists or other exposed body part must be covered with a colored (non-flesh colored) bandage and a glove. If the above mentioned are believed to be serious (i.e. excessive bleeding) it may be required that I am excluded from the Restaurant.
- Except for a plain wedding band and one stud in each ear, no jewelry may be worn behind the counter. Any jewelry required for medical, religious or other similar purposes may be worn but must be appropriately secured to the body and/or covered and must not come into contact with food, beverages, or food prep surfaces. If unsure as to whether your jewelry may be worn, please speak with the Restaurant Manager on duty to learn the proper protocol.
- My temperature will be taken upon my arrival and I will be asked health screening questions – if my temperature is over 100°F/38°C, or the health screening questions indicate risk, I will be asked to return home
- For safety reasons, I will not handle cash
- For safety reasons, I will only bring essential items with me and will take any necessary breaks outside of the kitchen or any designated food preparation area
- For safety reasons, I will remove my gloves any time I change to a non-Smile Cookie related task (taking a break, using the washroom, cleaning, etc.) and follow proper handwashing procedure before returning to the kitchen.
- I will not directly handle Tims Loyalty Cards given by Guests
- I will wear a face mask properly (covering the nose and below the chin) for the duration of my visit (neck gaiters not permitted)
- I will maintain social distancing practices, and remain 2 meters (6 feet) apart from all Guests and Team Members
- I will follow and abide by any other COVID-19 and/or food safety procedures/policies that Tim Hortons may require during my visit

Visitor Name (Printed)	Time In	Time Out	Temperature Taken?	Shift Station	Experiencing cough, fever, sore throat, shortage of breath? (Y/N)	Come into contact with anyone who tested positive for COVID-19 in the past 14 days? (Y/N)	Sent Home? (Y/ N)	Manager on Duty (Initials)	Thermometer sanitized? (Y/N)	All other Team Member Temperature Log questions confirmed? (Y/N)	Visitor Signature of Acknowledgement