



COMMITMENT TO CARE

COVID-19

ASSOCIATE HANDBOOK

October 2020





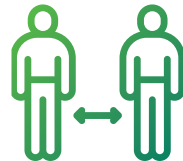
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INTRODUCTION

Delaware North has strict policies in place to help protect its Associates and guests from exposure to illness in our work and guest spaces.



The enhanced health, safety and sanitization procedures identified in this handbook are intended to manage certain matters associated with the COVID-19 outbreak and help mitigate the risk of exposure in the Company's work and guest spaces.

Delaware North's health and safety program has been developed in consultation with multiple medical professionals, including Dr. Thomas A. Russo and Dr. Jamie Nadler, who each opined:

"Delaware North has taken a thoughtful approach in developing its new health and safety handbook, which closely aligns with U.S. Centers for Disease Control and Prevention (CDC) guidelines around slowing the spread of COVID-19. It's clear that Delaware North is actively adapting its strategy to include the latest intelligence in a rapidly evolving environment. From disinfection and deep cleaning of facilities, to physical barriers where appropriate, to PPE, to social distancing, to health screening, to policies for when a sick employee or guest can return – Delaware North is taking the requisite precautions to resume its hospitality services with the goal of creating an environment that minimizes risk for employees and guests alike."

—Thomas A. Russo, M.D. (*Infectious Disease and Microbial Pathogenesis*)

“The handbook prepared by Delaware North speaks to the fundamentals of infection prevention and control as outlined by the U.S. Centers for Disease Control and Prevention (CDC) and necessary for an effective COVID-19 mitigation plan. They have adapted their strategy to meet industry-specific needs as they relate to social distancing, universal masking, effective hand hygiene, screening and proper disinfection. Delaware North has prioritized the health and safety of employees and the community through measures as simple as guaranteed PPE, and as complex as policies addressing potential exposures and returning to work. The company’s plan represents an important step as they prepare to safely reopen in the face of Covid-19.

—Jamie N. Nadler, M.D. (Pulmonary and Critical Care Medicine)

These procedures are effective until further notice and focus on the following areas:

- Associate health and hygiene in the workplace
- Enhanced cleaning and disinfecting
- Social distancing
- Responding to confirmed cases of COVID-19
- Guests and clients
- Additional management measures

This is a rapidly evolving situation, and this document will be updated as appropriate.

COVID-19 RESPONSE SUMMARY

Delaware North takes the threat of COVID-19 very seriously, is actively monitoring the situation and taking actions advised by the U.S. Centers for Disease Control and Prevention (CDC) and the Food and Drug Administration Food Code to help ensure the health and safety of our guests and employees.

In particular, we have taken the following actions to help minimize the risk of coronavirus exposure in our locations:

- We directed our location operators to implement enhanced sanitization practices such as:
 - + Cleaning and disinfecting touch points common to our work and guest spaces.
 - + Partnering with Ecolab to obtain the necessary cleaning and sanitization products.
- We directed our operating locations to follow the CDC's recommendations for businesses, including several specific directives such as:
 - + Displaying posters at key locations in the workplace, requiring staying home when sick, workplace cleaning and disinfecting and hand washing and several other hygiene measures.
 - + Providing adequate supplies of tissues, hand soaps and alcohol-based hand rubs in multiple and appropriate locations in the workplace.
 - + Performing environmental cleaning of frequently touched surfaces and providing disposable disinfectant wipes so that employees can wipe down surfaces more often.
 - + Implementing measures to increase social distancing.
 - + Following additional guidance from the National Restaurant Association specific to food-service operations.

- We directed our workforce to follow basic preventive hygiene practices, such as:
 - + Avoiding close contact with people who are sick.
 - + Avoiding touching eyes, nose and mouth.
 - + Cough/sneeze etiquette.
 - + Thorough handwashing.
 - + Requiring associates to wear masks.
- We are health screening our associates for symptoms of COVID-19.
- Where appropriate, we are health screening our guests.
- Where required by federal, state or local law or our client, we are requiring guests to wear masks or appropriate face coverings.
- We directed our locations to comply with the CDC's guidance relating to employees staying home from work when experiencing symptoms of acute respiratory illness. This includes actively encouraging symptomatic employees to stay home, sending home employees who appear symptomatic and reporting such instances to a corporate database for monitoring purposes.
- We implemented restrictions on both domestic and international travel applicable to all associates.

Delaware North continues to monitor this rapidly evolving situation. As always, the safety of our guests and associates is of utmost importance.

ASSOCIATE HEALTH & HYGIENE IN THE WORKPLACE

Associate Responsibilities

All Associates should follow the guidance of the Centers for Disease Control and Prevention (“CDC”) and:

- Avoid close contact with people who are sick. Close contact is defined as: (a) being within approximately 6 feet of a person with COVID-19, generally for a period of at least 10 consecutive minutes, which can occur while caring for, living with, or visiting with such an individual; (b) being within approximately 6 feet of a person with COVID-19 for a cumulative total of 15 minutes or more over a 24-hour period; (c) having direct contact with infectious secretions from an individual with COVID-19 (e.g., being coughed upon). Close contact should be measured starting from two days before the onset of symptoms (or two days prior to test date for individuals who are asymptomatic) until the infected individual has met the criteria to be released from isolation.
- Avoid touching eye, nose and mouth areas.
- Practice cough/sneeze etiquette (i.e., covering cough/sneeze with a tissue, or an elbow or shoulder if no tissue is available, followed by thorough handwashing).
- Wash hands with soap and water for at least 20 seconds and dry thoroughly with a disposable towel or dryer before the start of your shift and as appropriate throughout, including, at a minimum, after taking a break, after using the restroom, before and after eating, after smoking, and before and after cleaning. Where handwashing is not available, use an alcohol-based hand sanitizer.

- Wear Delaware North-issued face masks/face coverings in the workplace especially when dealing with members of the public, unless otherwise prohibited by law or client policy. The Company will provide washable face masks to associates. Masks/coverings must be neat and clean and consistent with our uniform standards; they cannot contain graphic images or slogans or be offensive in anyway. Associates should follow the guidance below regarding proper wearing and storage of face masks.
- Wear face shield or glasses where appropriate. Delaware North strongly encourages associates to wear glasses or a face shield if they meet the following criteria: He/she has frequent guest or associate interaction where physical distancing cannot be maintained and where there is not a physical barrier, such as Plexiglas between the individuals. Examples of such jobs include servers and bartenders. Delaware North will make safety glasses available to associates who meet this criterion. Associates who do not meet this criterion are welcome to wear their own eye protection
- Practice social distancing pursuant to CDC guidance: i.e., modify the frequency and type of face-to-face encounters in the workplace (e.g., no hand-shaking, maintain separation between individuals where possible). Social distancing measures are required to be maintained throughout the work location, including front and back of house.
- Comply with travel restrictions. Associates should not engage in travel that would require them to self-quarantine upon their return due to a local or state requirement. Associate who do so will not be permitted to work until their period of self-quarantine has expired. Associates may not be eligible for paid sick time or other paid benefits for this self-quarantine unless otherwise required by law.
- Notify their manager and stay home from work if they have symptoms of acute respiratory illness. These symptoms include fever, cough, sore throat, chills, repeated shaking with chills, muscle pain, headache, new loss of sense of taste or smell, and shortness of breath.
- Notify their managers if they have close contact with an individual diagnosed with COVID-19.
- Associates will be required to undergo temperature screening as required by local health department directions and/or permitted by law. Associates with a temperature of 100.4°F or higher are considered to have a fever and must not work or be in the workplace. Units that perform temperature screenings should use touchless thermometers and ensure proper social distancing and sanitization when performing such screenings.
- Associates will be required to undergo health screening for symptoms of COVID-19. This may be performed verbally or via self-certification as decided by the unit. Specifically, associates will be asked the following:
 - + Have you had a cough within the past 24 hours?
 - + Have you had shortness of breath or difficulty breathing within the past 24 hours?

- + Have you been directed to quarantine or self-isolate by a health care provider or the health department?
- + Have you had close contact with an individual diagnosed or exhibiting symptoms of COVID-19 within the past 14 days?
- + Have you had a fever of at least 100.4°F within the past 72 hours?
- + Do you have a sore throat?
- + Do you have a runny nose?
- + Do you have a new loss of taste or smell?
- + Do you have a headache?
- + Do you have muscle pain?
- + Do you have chills or repeated shaking with chills?
- + Do you have nausea, vomiting or diarrhea?
- + Are you currently waiting for COVID-19 test results?

If the answer to any of the above questions is yes, the associate should be excluded from the workplace and advised to reach out to their health care professional.

Associate Return to Work

Unless state or local requirements are more restrictive, the Company follows the CDC return-to-work criteria, which provide, generally, as follows:

Associates who have had potential exposure to COVID-19 and work in critical infrastructure:

With approval and guidance of the local health department, and depending on the circumstances of the exposure, Associates who work in critical infrastructure, which includes certain food service workers, and may have been exposed to COVID-19 may continue to work following potential exposure per CDC guidance so long as the following factors have been met and they have medical authorization to return to work:

- The associate is asymptomatic.
- The associate self-monitors for symptoms, including a fever, and does not report to work if any symptoms are present.
- The associate undergoes a temperature screening prior to entering the workplace; associates with a temperature of 100.4°F or higher are considered to have a fever and must not be permitted to enter the workplace.

- The associate maintains a 6-foot distance from guests and other associates as work duties permit in the workplace.
- The associate wears a facemask at all times while in the workplace for 14 days after the last exposure.
- All areas are cleaned and disinfected routinely, including offices, bathrooms, common areas, shared electronic equipment.
- Track associates with whom the associate had close contact so that, if needed, the same measures can be followed.

Associates who have had potential exposure to COVID-19 and do not work in critical infrastructure:

May return to work following 14 days after exposure provided there has not been additional exposure and the associate has not developed symptoms.

Associates who have suspected, but unconfirmed COVID-19 illness:

May return to work if they are free of fever and any other symptoms for at least 72 hours (without the use of fever-reducing or other symptom-altering medicines) and at least ten (10) days have passed since the beginning of symptoms and provided they have medical authorization to return to work.

Associates who tested positive but did not develop any symptoms:

May return to work when at least fourteen (14) days have passed since their first positive COVID-19 diagnostic test and they have had no subsequent illness and remain asymptomatic and provided they have medical authorization to return to work.

Associates with confirmed cases of COVID-19 and who exhibited symptoms:

May return to work if they are free of fever and any other symptoms for at least 72 hours (without the use of fever-reducing or other symptom-altering medicines) and at least ten (10) days have passed since the beginning of symptoms and provided they have medical authorization to return to work.

PROPER HAND HYGIENE

Practice and promote proper hand hygiene.



1

WET

hands with clean running water, turn off the tap and apply soap.



2

LATHER

the back of hands, between fingers and under nails.



3

SCRUB

for at least 20 seconds.



4

RINSE

hands well under clean running water.



5

DRY

hands using a clean towel or air dryer.



IF SOAP AND WATER ARE NOT AVAILABLE,
use an alcohol-based hand sanitizer.

PROPER WEARING AND STORAGE OF FACE MASKS

Associates are required to wear a mask in the workplace unless the associate works in an individual office or workspace that allows for social distancing of at least 6 feet at all times. Associates who do work in such workspaces must wear their mask when they leave the workspace or if any other associates come into the workspace.

Wearing a mask is only effective if it is done properly. Below are guidelines for properly donning, wearing, removing and storing a mask:

Properly putting mask on:

- Wash hands before touching the mask.
- Only touch mask by the ear loops.
- Inspect the mask for tears or holes.
- Ensure the outside of the mask faces outward (associates should mark the mask if they are unable to easily determine which side is outside).
- Place the mask so that it covers the nose, mouth and chin. Ensure there are no gaps on the side.

Properly wearing a mask:

- Avoid touching the mask. Never touch the front of the mask.
- If it needs to be adjusted ensure that it is done by the ear loops and not the front of the mask.
- If the mask becomes soiled, change it.
- Do not wear a loose mask.
- Wear mask so that it covers your nose, mouth and chin. Do not wear a mask only over your mouth or nose.

Properly removing a mask:

- Remove the mask from the ear loops. Do not touch the front of the mask.
- If the mask is disposable, discard it immediately in an appropriate closed receptacle.
- If the mask is reusable, place it in a bag (paper or plastic) so that it does not contaminate other belongings. Do not reuse the bag to store the mask after it has been cleaned.
- Wash hands immediately after storing mask.
- Ensure that cloth mask is washed before wearing again.

How to Put On, Take Off and Dispose of a Mask

Suggested Guidelines from the World Health Organization (WHO):



1 Before putting on a mask, wash hands with alcohol-based hand rub or soap and water.



4 Remove the mask from behind (do not touch the front of the mask); wash hands with alcohol-based hand rub or soap and water.



2 Cover mouth and nose with mask and make sure there are no gaps between your face and the mask.

Avoid touching the mask while using it; if you do, clean your hands with alcohol-based hand rub or soap and water.



5 Discard disposable masks immediately in an appropriate closed receptacle. If the mask is reusable, place it in a bag (paper or plastic) so that it does not contaminate other belongings.

Ensure that a cloth mask is washed before wearing it again.



3 Replace the mask with a new one as soon as it is damp and do not reuse single-use masks.

SEQUENCE AND METHOD OF DONNING AND REMOVING PERSONAL PROTECTIVE EQUIPMENT

All donning and doffing of PPE should be done in the presence of an identified safety officer following the below process.

Putting on PPE for cleaning after presence of COVID-positive individual:

1. Ensure you have gathered all of the appropriate equipment.
2. Wash hands or use an alcohol-based sanitizer for 20-30 seconds.
3. Put on shoe covers.
4. Put on gown.
5. Put on disposable mask.
6. Put on eye protection (goggles/face shield).
7. Put on gloves.

Removing PPE after cleaning duties are complete:

1. Remove shoe covers with gloves still on.
2. Remove gown and gloves together*.
3. Wash hands for or use an alcohol-based sanitizer for 20-30 seconds.
4. Remove eye protection.
5. Remove disposable mask.
6. Wash hands for or use an alcohol-based sanitizer for 20-30 seconds.
7. Put on new mask before returning to the floor.

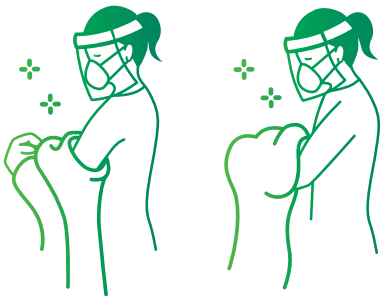
Items that are not disposable, such as goggles, should be placed in the designated area for cleaning and sanitizing.

**This can be done by pulling on the upper front portion of the gown with the hands still gloved, balling or rolling in the contaminated surfaces and pulling the gloves off inside-out as the hands are withdrawn from the gown's sleeves. The gown and gloves can then be disposed of together into a designated plastic bag that can be sealed/closed and discarded.*

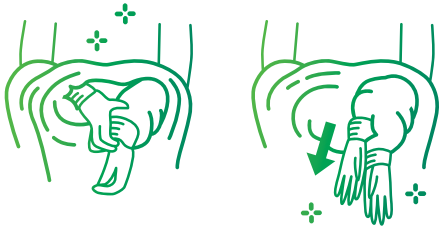
How to remove PPE (guidelines from WHO)



- 1 Grasp front of gown and slowly pull away, breaking ties in back



- 2 Pull gown away from body, and wrap gown into a bundle with contaminated surface inside



- 3 As you remove arms from gown, peel out of gloves at the same time



- 4 Discard gown in appropriate receptacle

ENHANCED CLEANING AND DISINFECTING

At minimum, all standard cleaning and disinfecting procedures must be followed. Certain surfaces and equipment — defined here as High-Touch Areas — shall be cleaned and disinfected as set forth below.

- Each unit shall identify **High-Touch Areas** specific to its operations and facilities. Units shall then document High-Touch Areas on the form included in Appendix D.
- When identifying **High-Touch Areas**, use the diagrams below as a guide, but there may be other High-Touch Areas specific to each unit (e.g., surfaces touched most frequently, including light switches, push plates, door knobs/handles, handrails, cart handles, floors, walls, trash containers, heat/air conditioner vents, shared equipment, gaming machines/surfaces/play management system equipment, kiosks and other self-service equipment, shared electronics/phones, point-of-sale equipment, kitchen display system equipment, property management system equipment, time clocks, etc.).
- When cleaning electronic equipment, such as point-of-sale equipment, time clocks, computers, phones, etc., ensure compliance with the manufacturer's instructions for cleaning. Do not spray, pour or coat any liquid, disinfectant or cleaners directly on electronic equipment unless specifically identified in the manufacturer's cleaning instructions.

Disinfecting Hard, Non-Porous Surfaces



1 Wear protective gloves.



2 Pre-clean visibly soiled areas to be disinfected.



3 To disinfect, apply an **EPA-registered product**. Use solution with a cloth, mop, sponge, by coarse-spray or soaking on hard, non-porous surfaces, making sure to wet thoroughly.

Apply product to high-touch surfaces such as doorknobs, light switches, faucets, countertops, tables, chair armrests, etc.

For an emerging viral pathogen, use a disinfectant with EPA-approved Emerging Viral Pathogen Claim. Contact your EcoLab representative for a complete list of products. Refer to the product label for complete directions for use including appropriate concentration, application method and contact time.



4 Allow the surfaces to remain wet for the time indicated in the directions for use on the product label.



5 Wipe the surfaces or allow to air dry.

High-Touch Area Guide (provided by EcoLab)



LOBBY AREA AND FOOD SERVICE DINING ROOM

- Door handles, push plates, thresholds and hand railings
- Telephone and keypad
- Tables and chairs
- Coffee and beverage stations
- Vending and ice machines
- Public information kiosk
- Trash receptacle touch points
- High chairs



PUBLIC AREAS

- Door handles and push plates
- Elevator buttons (inside and out) and escalator railings
- Hand rails
- Reception desk counter
- Public phone
- Public computers
- Light switches



GUEST ROOMS

- Door handles
- Desk, table, chairs and lamps
- Dresser drawer handle
- Light switches and thermostats
- Drapery pull handles
- Mini-bar, menu and room collateral
- Telephone and keypad, remote control keypad and alarm clock
- Television
- Safety latch and peephole
- Trash receptacle touch points
- Iron handle, hangers and luggage rack
- Faucet and toilet handles



RESTROOMS

- Door handles
- Sink faucets and toilet handles
- Towel dispenser handle
- Soap dispenser push plates
- Baby changing station
- Trash receptacle touch points



KITCHEN AND BACK OF HOUSE

- Door handles and push plates
- Handles of all the equipment doors and operation push pads
- Handles of the dispensers (beverage, etc.)
- Ice scoops
- Walk-in and other refrigerator handles
- Walk-in refrigerator and freezer plastic curtains
- Freezer handles
- 3-compartment sink and mop sink
- Handwashing sink handles
- Soap dispenser push plates at handwash sink
- Trash receptacle touch points
- Cleaning tools
- Buckets
- Telephone keypad and hand set
- Manager's computer



INDIVIDUAL OFFICES AND CONFERENCE ROOMS

- Door handles, push plates, thresholds and hand railings
- Light switches
- Desks, tables and chair arms
- File cabinet handles
- Trash receptacle touch points
- Telephone and keypad
- Computer, keypad and mouse

Cleaning versus disinfecting

- **Cleaning** removes dirt and impurities from surfaces/objects and may lower the count of germs by removing them from surfaces/objects but not necessarily killing them. **Cleaning is not disinfecting**, which is defined below.
 - **Disinfecting** reduces and kills germs on surfaces/objects. Disinfecting does not necessarily clean the surface, so **cleaning must precede disinfecting** in order to be effective (or use a disinfectant that includes a cleaning solution).
 - **Cleaning Technique:** Clean High-Touch Areas by using water and soap or cleaning solution to remove dirt and impurities from surfaces/objects and reduce the count of germs.
 - **Disinfecting Technique:** Disinfect High-Touch Areas by using disinfectants identified by the Environmental Protection Agency as effective against COVID-19 ([epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)).
- + Guidance on proper cleaning and disinfecting technique is provided in the diagrams on the previous pages.

Handwashing

Wash hands with soap and water for at least 20 seconds immediately **after cleaning and disinfecting** (and after removing gloves where applicable). You may also use an alcohol-based hand sanitizer containing at least 60% alcohol if soap and water are not available. Soap and water should be used if hands are visibly soiled. After washing, hands must be dried thoroughly with a disposable towel or dryer. Handwashing instructions are provided in Appendix F (provided by Ecolab).

Frequency of cleaning/disinfecting

At a minimum, **High-Touch Areas shall be cleaned frequently, generally hourly or as much as necessary to protect guests and associates, and disinfected four times daily.** Additional cleaning and disinfecting and other operational instructions may be provided by your unit depending upon the nature of your work.

Miscellaneous

- Carefully read and follow all product label instructions for safe and effective use when **cleaning and disinfecting**, including the recommended use of any protective equipment (e.g., gloves, eye protection).
- Ensure product Safety Data Sheets (“SDS”) are readily accessible to Associates and Associates have been trained regarding SDS information.
- When **disinfecting**, follow label instructions regarding **contact times** (i.e., the amount of time a disinfectant should remain on surfaces to be effective). Contact times may vary between five and 10 minutes after application. Disinfectants that come in a wipe form will also list effective contact times on their label.
- **Disposal:** Place all used gloves and other disposable items used when **cleaning and disinfecting** in a bag that can be tied closed before disposing of them with other waste.
- Remove any non-essential touch points (phones, furniture, etc.)

FREQUENTLY ASKED ASSOCIATE QUESTIONS AND ANSWERS

FAQs for All Associates

Q. What should I do if I develop symptoms of COVID-19?

A. Notify your supervisor and do not report to work. Contact your health care provider.

Q. What happens if an Associate is confirmed to have coronavirus?

A. The Associate's supervisor must immediately notify his/her manager, the Associate Hotline and the Human Resources business partner. The Associate must remain out of the workplace and not return to work until they are free of fever and any other symptoms for at least 72 hours (without the use of fever-reducing or other symptom-altering medicines) and at least ten (10) days have passed since the beginning of symptoms and provided they have medical authorization to return to work.

Q. Can I come to work if I am waiting for COVID-19 test results?

A. You must not come to work if you are waiting for the results of a COVID-19 test if your test was administered because you had contact with an infected individual or because you had symptoms.

Q. What if I have a question about sick leave?

A. You should consult with the Human Resources business partner for his/her respective unit, department or subsidiary or contact askHR@delawarenorth.com.

Q. What if a guest raises a concern that they believe an Associate is sick?

A. Thank the guest for sharing their opinion and then check with the Associate immediately and inform your manager. The manager should send the Associate home if they are experiencing COVID-19 symptoms (fever, cough and/or shortness of breath). Also assure the guest that we adhere to the highest health and safety standards and procedures.

Q. What is Delaware North is doing to help prevent coronavirus infections in the workplace?

A. The Company has implemented enhanced safety procedures, including rigorous cleaning and disinfecting. The Company is also following the guidance of the U.S. Centers for Disease Control and Prevention (CDC) regarding health and hygiene in our workplace. The Company prohibits ill associates from working and performs temperature and symptom screening on associates at the start of each shift. The Company requires associates to wear masks. Where required by federal, state or local law or the client, the Company requires guests to wear masks, and has implemented social distancing measures in the workplace.

Q. Do I have to wear my mask while I am in the associate break room or dining room? What about when I am waiting in line to clock in?

A. Yes. You must wear your masks at all times while on Company property. For purposes of the associate break room or dining room, you are not required to wear your mask while you are seated and eating. You should, however, ensure that you are at least 6 feet from other associates when you are not wearing your mask.

Q. What should all Associates do to maintain a healthy workplace?

A. Follow the handwashing and cleaning instructions for your unit and practice cough and sneeze etiquette. Practice social distancing and ensure you wear a clean mask. Do not share a mask with anyone else. Most importantly, stay home if you are sick with a fever, cough, sore throat, headache, muscle pain, chills, repeated shaking with chills, new loss of taste or smell, and/or shortness of breath.

Q. Why is it important for an Associate to stay home if they are sick with a fever, cough and/or shortness of breath?

A. Staying home can help stop illness from spreading. Coronavirus can be transmitted from person to person, usually after close contact with an infected person. The best way to prevent infection is to avoid being exposed to this virus.

Q. What should I do if I think that another associate is not following the safety processes and procedures?

A. If you see something, say something. If you believe procedures are not being followed, you should discuss it with the associate and advise them what you think the appropriate procedure should be. If you cannot do so, you should advise a member of your management team so that they can review and take steps to ensure all of our associates are following the required processes and procedures. Another option is to call the Associate Hotline, which allows for anonymous reporting.

PRIVACY NOTICE

Privacy Notice Required for California Residents:

Any guest or associate who will be required to have their temperature taken or be asked questions regarding symptoms must receive a paper copy of the following notice:

NOTICE PURSUANT TO THE CALIFORNIA CONSUMER PRIVACY ACT (CCPA)

Pursuant to the CCPA, we are notifying you that we are collecting the following category of Personal Information: Medical and health information, specifically your body temperature and whether you have or display certain symptoms such as fatigue, cough, sneezing, aches and pains, runny or stuffy nose, sore throat, diarrhea, headaches, or shortness of breath, whether you have recently been in close contact with anyone who has exhibited any of these symptoms, whether you have recently been in contact with anyone who has tested positive for COVID-19, and/or whether you have recently traveled to a restricted area that is under a Level 2, 3, or 4 Travel Advisory according to the U.S. State Department (including China, Italy, Iran, and most of Europe). The Company will maintain this information under conditions of confidentiality. We are collecting this information for purposes of reducing the risk of spreading the COVID-19 virus in and through the workplace and protecting our associates and guests.

Privacy Notice Recommended Outside of California:

PRIVACY NOTICE

We are notifying you that we are collecting the following category of personal information: Medical and health information, specifically your body temperature and whether you have or display certain symptoms such as fatigue, cough, sneezing, aches and pains, runny or stuffy nose, sore throat, diarrhea, headaches, or shortness of breath, whether you have recently been in close contact with anyone who has exhibited any of these symptoms, whether you have recently been in contact with anyone who has tested positive for COVID-19, and/or whether you have recently traveled to a restricted area that is under a Level 2, 3, or 4 Travel Advisory according to the U.S. State Department (including China, Italy, Iran, and most of Europe). The Company will maintain this information under conditions of confidentiality. We are collecting this information for purposes of reducing the risk of spreading the COVID-19 virus in and through the workplace and protecting our associates and guests.

ASSOCIATE ACKNOWLEDGEMENT OF WORKPLACE SAFETY REQUIREMENTS

I, _____, hereby acknowledge and agree that I have received and understand the Delaware North COVID-19 health and safety training. I further acknowledge that I have been informed of the associate health and safety requirements to minimize the risk of exposure to infectious disease, including COVID-19, in the workplace, for which policies are set forth in the Delaware North COVID-19 Associate Handbook and were developed in accordance with CDC guidelines. I understand and agree to abide by the Company's COVID-19 health and safety policies and social distancing protocol set forth in the training and Handbook.

I understand and agree that I *will not* come to work and *will* stay home and contact my manager for further instructions if I:

- Am diagnosed with COVID-19.
- Have had symptoms of COVID-19 identified by the CDC, which include cough or shortness of breath, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell in the last 14 days.
- Have had close personal contact (6 feet or less for 10 minutes or more) with someone with a confirmed or suspected case of COVID-19.

I understand that I will be screened on a daily basis for such symptoms and risk factors.

When at work, I acknowledge that it is Company policy and I agree to do the following:

- Wear a mask or other appropriate face covering at all times in the workplace.
- Maintain an appropriate social distance of 6 feet apart from co-workers, guests and others, where feasible.

- Wash my hands often with soap and water. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching my face as often as possible.
- Sneeze or cough into a tissue or the inside of my elbow.

I understand that COVID-19 is a highly infectious and potentially deadly disease that can be transmitted from person to person. I understand that following company policy and the CDC guidance while I'm in a Company workplace will help stop the spread of the disease.

If I see someone in the workplace who is not following the rules and CDC Guidance or if I have any other concerns about work-related health and safety, I am encouraged to notify my supervisor and HR immediately or call the Associate Hotline that allows for anonymous reporting.

If I have questions or would like to review the Delaware North COVID-19 Associate Handbook, I will ask my manager.

Today's Date _____

Employee ID _____ **Employee Name** _____

Employee Signature _____

Location _____

For more information from the CDC regarding Covid-19 symptoms, see the CDC's website at: cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html