



A Thyme to Cook Policy and Procedure

Subject: COVID Policies for Employees
Last Updated: February 28, 2022
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The following policy is in effect immediately, beginning February 28, 2022, and remains in effect until communication from ATTC offices state otherwise. This policy has been created after numerous meetings between ownership and industry leaders, attorneys, and trusted medical professionals.

This policy pertains to all A Thyme to Cook employees; seasonal, part time, and full time, regardless of job title.

- Mask requirements have been lifted (other than specific examples as listed below).
- All staff (regardless of vaccination status) have the choice to wear or not wear a mask while working. This includes at events, in the Cookery, and traveling with other employees in vehicles.
- Events where clients request only vaccinated and/or masked staff at their celebration will result in unvaccinated staff, or those unwilling to wear masks, not being eligible to work those events.
- Any visitors to the Cookery (tastings, client meetings) should be met by employees wearing masks. Please ask the visitors if they would be more comfortable with our staff wearing masks. If visitors are comfortable without us wearing masks, you may choose not to wear one.
- Employees having close contact with any individual who tests positive (family, co-worker, etc.) must notify management and quarantine away from work for 2 days from the close contact's positive test. Employee may return to work after the 2 days if they remain asymptomatic.
- An employee testing positive, must notify management immediately and quarantine for a minimum of 5 days from positive diagnosis if they remain asymptomatic. Employees can end isolation after 5 full days if they are fever-free for 24 hours (without the use of fever-reducing medication) and symptoms are improving.