



# HQ/Refill Schedule & Guidelines

**GUIDELINES:**

- Employees must maintain at least 6 feet social distance at all times - this includes while at workstations, using the kitchen or restroom, and exiting and entering the facility. Workstations have been identified that are at least 6 feet apart.
- Each employee is responsible for cleaning/sanitizing the workspace they used at the end of each shift. Each workstation will have its own cleaning kit available.
- Each employee is responsible for maintaining and cleaning their personal office supplies daily.
- Communal office supplies (stapler, tape dispenser, printer/copier, holepunch, etc.) - each employee is responsible for cleaning communal supplies after each use.
- If you need to work at one of Two Bettys locations on a day you are not scheduled - please make arrangements with appropriate team members to ensure proper social distancing.

**SCHEDULE HQ:**

Monday	Tuesday**	Wednesday	Thursday	Friday
Service Managers	HR Director	Service Managers	HR Director	Service Managers
Matchmaker	Hire & Recruit	Matchmaker	Hire & Recruit	Matchmaker
Quality Leads	Founder	Quality Leads	Founder	Quality Leads
Founder	COO	Founder	COO	Founder
	**Subject to change if training			

SCHEDULE REFILL:

Monday	Tuesday	Wednesday	Thursday	Friday
Refill Mgr.	Refill Mgr.	Refill Mgr.	Refill Mgr.	Refill Mgr.
Refill Assist.	Refill Assist.	Refill Assist.	Refill Assist.	Refill Assist.
Commercial Mgr.	Commercial Mgr.	Commercial Mgr.	Commercial Mgr.	Commercial Mgr.
Commercial QL	Commercial QL	Commercial QL	Commercial QL	Commercial QL