



HQ/Refill Schedule & Guidelines

GUIDELINES:

- Employees must maintain at least 6 feet social distance at all times - this includes while at work stations, using the kitchen or restroom, 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 member has a basket of personal office supplies provided to them. 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 Manager	HR Director	Service Manager	HR Director	Service Manager
Matchmaker	Hire & Recruit	Matchmaker	Hire & Recruit	Matchmaker
Quality Super	Systems Mgr.	Quality Super	Systems Mgr.	Quality Super
Ops Director		Ops Director		Ops Director

SCHEDULE REFILL:

Monday	Tuesday	Wednesday	Thursday	Friday
Refill Mgr.	Training Mgr.	Refill Mgr.	Training Mgr.	Refill Mgr.
Refill Assist.	Training Super	Refill Assist.	Training Super	Refill Assist.
Commercial Mgr.	Refill Mgr. Refill Assist.	Commercial Mgr.	Refill Mgr. Refill Assist.	Commercial Mgr.
Founder		Founder		Founder

Dated: XXXXXXXX