In order to alleviate confusion among team members, promote standardization, and improve our customer’s perceptions, the following policies are effective immediately.

- **All Closet and or break room doors are to remain open when team members are inside.**

- **All breaks, including lunch, will only be taken at established times. A list of approved times will be posted on Closet and Break room doors as well as near designated smoking areas. Smoking is only authorized during the two approved break times and during lunch.**
  - First 15 minute Break will be taken two hours after shift begins.
  - 30 minute Lunch Break will be taken four hours after shift begins.
  - Second 15 minute Break will be taken 6 hours and 30 minutes after shift begins.

- **Team members must have approval from a supervisor prior to deviating from the approved break schedule.**

- **Team members are not permitted to eat in Closets or Break Rooms where cleaning products or other chemicals are stored.**

Samuel A. Levis
Custodial Services Supervisor