



## National Health & Safety Protocol for In-Store Demonstrations

Effective June 1, 2020

Jetro/Restaurant Depot (“Jetro/RD”) is allowing in-store product demonstrations UNLESS it is otherwise restricted by local and state regulatory authorities. Demonstrators and their respective companies are responsible for being aware of and following the local and state mandates applicable to the Jetro/RD location in which they wish to demonstrate their product(s).

### Food Safety Certifications

Jetro/RD requires that any person conducting a demonstration in which food will be served must have appropriate and current food safety certification on file with Jetro/RD and printed proof of certification on their person for the duration of their demo.

While some locations require Food Safety Manager Certification, most locations require Food Handler Certification. State and local laws may also dictate additional training and/or certification requirements. See addendum for information on state / regional requirements.

State and local laws may also dictate that certifications are renewed more frequently than the printed expiry date. It is the responsibility of the company, supplier or broker to enroll and pay all fees associated with securing either certification for their employees and to ensure updated certifications are submitted as needed.

Current copies of the appropriate certification must be submitted to Jetro/RD through the following methods:

**East Region** Email to Angela Benton ([abenton@jetrord.com](mailto:abenton@jetrord.com))

AND Alyssa Koster ([aferrante@jetrord.com](mailto:aferrante@jetrord.com))

**Midwest** Submit via RD Demos scheduling portal ([RDDemos.com](http://RDDemos.com))

**West Region** Email to [RDWestDemos@jetrord.com](mailto:RDWestDemos@jetrord.com)

### Food Preparation Guidelines

All food products for demo events located within Jetro/RD locations must comply with proper food safety preparation and serving guidelines:

- Recipes for in-store food demonstrations should be simple enough to be prepared on site. If food must be prepared off-site for the sake of operating within demo time block constraints, it must be prepared in a licensed food establishment or commercial kitchen.

- If food must be prepared in an off-site, licensed location any ingredient items taken from store inventory and any returning, prepared foods must be handled and refrigerated according to safe food transportation guidelines.
- Hot food must be held at 140°F or higher. Cold foods must not be kept over 41 degrees. Food must be discarded if held outside of temperature holding limits for two hours or more.

### **PPE (personal protective equipment) Use and Sample Presentation**

#### ***Single-Use Gloves***

- Single-use gloves must be worn at all times when handling foods. Gloves must be changed when handling a different food item and / or at least every hour. See additional glove usage and handwashing guidelines below.
- Prior to putting on new gloves demonstrators must wash hands with warm water and soap for a minimum of 20 seconds. If this is not possible, hand sanitizer may be used.

#### ***Masks & Hairnets / Hats***

- For all demos—including both food and non-food presentations—until further notice, all demonstrators must wear a mask that covers both nose and mouth
- Masks must be changed once they become soiled or at a minimum at least every 4 hours.
- Hats and / or hair nets must be worn during food demonstrations.

#### ***Safety Guidelines for Food Sampling Demos***

- Wherever possible, samples should be restricted to unopened, manufacturer sealed samples.
- Disposable food contact dispensing materials (plastic cutlery, toothpicks, soufflé cups, etc.) must be used when providing prepared food samples to consumers.
- Each customer must be served individually. NO SELF-SERVICE.
- Samples and display foods must be placed on a covered tray. Samples must not be left in the open air on the table.
- Any reusable prep utensils or equipment (including the sample tray) must be washed and sanitized using food-contact safe sanitizer before the demo, as needed throughout the course of the demo and at the end of the demo.
- All prepared foods on hold for sampling must covered.

***Additional Health & Safety Guidelines for All Demos***

- Demonstration personnel must sign in and acknowledge a wellness self-check at reception prior to conducting any demonstration.
- Any demo personnel showing signs of illness will be dismissed. It is the demo personnel's responsibility to notify their manager and follow demo proper cancellation protocol (via corporate notification or website notification). Any demos not cancelled via the proper channels will be subject to normal demo fees.
- Hand sanitizer must be made available for customer use.
- Any items used in a demonstration which are not the demo product (i.e.; hairnets, gloves, plates, hand sanitizer, etc.) must be provided or purchased by vendor performing the demo.
- Demo representatives must clear and neatly bag any trash accumulated from their demonstration and clean and sanitize demo table surfaces, to leave the area tidy and ready for the next demonstration.
- Any cooking oil must be allowed to cool enough for safe handling and then collected in an enclosed disposal container, appropriate for the purpose. The sealed container can be disposed with the regular trash. Under NO circumstances should oil be poured out on Jetro/RD property or into any drains.
- Any phone or tablet use should be kept to a minimum during any demonstration. After touching a phone or tablet, demo personnel must wash / sanitize hands and change gloves.
- Demo personnel are allowed to use open-flame heating elements for heating and holding food items; however, we strongly encourage the use of a protective flame shield to block against accidental contact with heating elements.

**Jetro/RD Additional Guidelines for Glove Usage**

- Wash and dry hands thoroughly prior to putting on gloves and in between glove changes.
- Steps of handwashing:
  - Wet your hands with clean water and apply soap.
  - Lather by rubbing hands together; be sure to cover all surfaces.
  - Continue rubbing hands together for 20 seconds (i.e.; the time it takes to sing "Happy Birthday to You" twice)
  - Thoroughly rinse hands under running water to remove all soap.
  - Use paper towels or an air dryer to dry hands.
- Single-use, disposable gloves must be used when handling unpackaged raw meat, seafood and when repacking or bagging fresh produce.

- For food or non-food demonstrations, single-use disposable gloves must be worn if demo personnel exhibits cuts, sores, rashes, or lesions on hands. Cuts and wounds should be bandaged prior to applying gloves.
- Gloves must be changed once every hour when working on the same task, or if gloves become soiled / torn before this.
- Wash hands and change gloves between each new task. For example: when handling meat, gloves must be changed prior to handling a different type of meat (poultry, fowl, pork, beef). When handling seafood, gloves must be changed between handling of each different species of seafood.
- Wash hands and change gloves after touching face, nose, hair, or any other body part; after sneezing or coughing; and after touching any phone, tablet or device.
- Wash hands and put on gloves after meals, smoking and/or using toilet facilities.
- Gloves must be doubled up if demo personnel is wearing artificial nails or fingernail polish.
- Gloves must be stored in the original box.
- Gloves are not to be reused.

### **Indemnification and Certificates of Insurance (COIs)**

By signing this document, the Vendor, Supplier or Broker takes full responsibility for their directly employed staff members that are conducting demonstrations on their behalf. The vendor, supplier or broker provides assurance that these staff members will abide by all protocols and procedures described herein.

#### INDEMNITY REQUIREMENTS

Vendor, Supplier or Broker shall, to the fullest extent permitted by law at its own cost and expense, indemnify, defend and hold harmless JRD Unico, Inc., Warehouse Realty, LLC., and all of their subsidiaries and all affiliated entities thereof (all doing business as Jetro Cash & Carry or Restaurant Depot ("the Company") and each of their respective directors, officers, partners, members, agents and employees (the "Indemnitees"), and save them harmless from and against any and all claims, damages, losses, liabilities, suits, judgments, actions and expenses (including reasonable attorneys' fees, and disbursements, and any court costs, through all appeals) arising out of any act, error, omission or breach by Vendor, Supplier or Broker or any of its subcontractors of any tier in connection with the performance of the work described in and contemplated by this Agreement or arising out of, in connection with or as a consequence of the performance of the Work, provided that nothing herein shall require the Vendor, Supplier or Broker to indemnify any Indemnitee hereunder to the extent such claim is caused by the negligence of such Indemnitee.

The foregoing indemnity requirements shall include, without limitation, property damage, bodily injury and death to and by any employee or subcontractor of Vendor, Supplier or Broker and shall not be limited by any

limitation on the amount or type of damages, compensation or benefits payable under any applicable workers compensation, disability benefits or other similar employee benefits acts.

This indemnity agreement shall survive termination or expiration of this Agreement.

#### INSURANCE REQUIREMENTS

(a) Vendor, Supplier or Broker shall carry insurance, which shall be primary to all other insurance, for its own account and for all additional insured's, of sufficient amount to cover any loss or damage that may arise on account of injuries or death happening to its employees, or to any other person, or to any property caused by, arising out of or in connection with the operations of Vendor, Supplier or Broker and its subcontractors. The minimum commercial general liability insurance requirement is \$5,000,000 or equivalent each occurrence or a combination of General Liability, and follow form Umbrella (the combined each occurrence total must be equal to or greater than \$5,000,000). The General Liability insurance (and where, applicable, the Umbrella) shall not include any exclusions barring coverage for communicable or any form of microbial matter, and shall include a \$5,000,000 general aggregate and corresponding aggregate limit for products/completed operations. All insurance purchased or procured by Vendor, Supplier or Broker for the work described in and contemplated by this contract shall be primary to any and all insurance coverage purchased or maintained by the Company, and must designate the Company and the persons and entities listed in Special Provisions as "Additional Insureds".

(b) Vendor, Supplier or Broker shall carry, at a minimum, Statutory Worker's Compensation and Employer's Liability (State Required Limit, if no state requirement, Limit required under this agreement is \$1,000,000) with Employer's Liability limits of liability of not less than: Bodily Injury by Accident - \$1,000,000 Each Accident; Bodily Injury by Disease - \$1,000,000 Each Employee and Bodily Injury by Disease - \$1,000,000 Policy Limit, or unlimited coverage where required by law.

You must also supply us with a Certificate of Insurance ("COI") from your insurance carrier(s). We must always have a current COI on file. Please make sure new copies are sent upon renewal of the policy.

***Certificate of Liability Insurance must be attached hereto.***

**The Certificate Holder must read:**

JRD Unico, Inc,  
1710 Whitestone Expy  
Whitestone, NY 11357

**The “Special Provisions” section must read:**

“JRD Unico, Inc., its Subsidiaries and Affiliates, and the Subsidiaries or Affiliates thereof, including Warehouse Realty, LLC, (all doing business as Jetro Cash & Carry or Restaurant Depot), as well as any companies or entities that the above companies, DBA's, etc. are required to indemnify pursuant to a lease or other contract (for example, our building landlord(s) or urban development Corporations), where appropriate, including the Directors, Officers, Managers, Members and Employees of all of the above are included as Additional Insured with respect to General Liability Coverage.”

Vendor / Supplier Name : \_\_\_\_\_ Vendor #: \_\_\_\_\_

Authorizing Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Vendor / Supplier Contact : \_\_\_\_\_ Phone : \_\_\_\_\_

Vendor / Supplier Contact Email : \_\_\_\_\_

Brokerage Name : \_\_\_\_\_ Vendor #: \_\_\_\_\_

Authorizing Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Brokerage Contact : \_\_\_\_\_ Phone : \_\_\_\_\_

Brokerage Contact Email : \_\_\_\_\_

## Addendum: Food Safety Certification Programs

While Jetro/RD does not in any way endorse or recommend any individual or organization that provides food safety certification, it has been found that certifications accredited by the Conference for Food Protection (CFP) are the most widely accepted. A list of accredited programs can be found below:

### *Food Handler Certification (Midwest and West Coast)*

<https://www.servsafe.com/access/SS/Catalog/ProductDetail/SSECT6>

<https://hrtsonline.net/foodhandler.html>

[https://www.360training.com/course/ansi-food-handler-training#s-accordion\\_\\_section\\_1](https://www.360training.com/course/ansi-food-handler-training#s-accordion__section_1)

### *Food Safety Manager Certification (East Coast)*

<https://www.ansi.org/Accreditation/credentialing/personnel-certification/food-protection-manager/ALLdirectoryListing?menuID=8&prgID=8&statusID=4>

## Additional State and Regional Requirements for Food Safety Manager Certification (East Region)

State/Region	Certification	Additional Information
Northern Virginia - Fairfax County, Arlington County, City of Alexandria	Certified Food Manager issued by ORS Interactive Inc - must first pass recognized exam <ul style="list-style-type: none"> <li>• Prometric</li> <li>• National Registry of Foods Safety Professionals</li> <li>• ServSafe</li> <li>• 360training</li> <li>• Abovetraining/StateFoodSafety</li> </ul>	<a href="https://www.fairfaxcounty.gov/health/food/certified-food-manager">https://www.fairfaxcounty.gov/health/food/certified-food-manager</a>
Prince George's County, Maryland	Prince George's County certified food service manager - application required CFP accredited certification	<a href="https://princegeorgescountymd.gov/1976/Food-Service-Manager-Certification">https://princegeorgescountymd.gov/1976/Food-Service-Manager-Certification</a>
Baltimore County, Maryland	Environmental Health Services Level 1 certified food service manager. Accepted certifications: <ul style="list-style-type: none"> <li>• 360training.com</li> <li>• AboveTraining/StateFoodSafety</li> <li>• Food Protection Manager Certification</li> <li>• ServSafe</li> <li>• Prometric</li> <li>• National Registry of Food Safety Professionals</li> <li>• The Always Food Safe Company LLC</li> </ul>	<a href="https://www.baltimorecountymd.gov/Agencies/health/environmentalhealth/foodprogram/food_managers.html">https://www.baltimorecountymd.gov/Agencies/health/environmentalhealth/foodprogram/food_managers.html</a>

State/Region	Certification	Additional Information
Philadelphia County, Pennsylvania	Complete a food safety course (16 hours of instruction) with approved provider and receive official City of Philadelphia food safety personnel certificate	<a href="https://www.phila.gov/services/permits-violations-licenses/get-a-license/business-licenses-permits-and-approvals/food-businesses/take-a-food-safety-certification-course/">https://www.phila.gov/services/permits-violations-licenses/get-a-license/business-licenses-permits-and-approvals/food-businesses/take-a-food-safety-certification-course/</a> <a href="https://www.phila.gov/media/20200121152123/Food-Safety-Training-Course-Providers-Rev-January-21-2020-002.pdf">https://www.phila.gov/media/20200121152123/Food-Safety-Training-Course-Providers-Rev-January-21-2020-002.pdf</a>
Bucks County, Pennsylvania	Must have CFP accredited certificate then apply for Bucks County Department of Health Certified Food Safety Manager Certificate	<a href="http://www.buckscounty.org/government/healthservices/HealthDepartment/Environmental/FoodEstablishment">http://www.buckscounty.org/government/healthservices/HealthDepartment/Environmental/FoodEstablishment</a>
Nassau County, NY	Must be certified through Nassau County - 10 hour training, live class. Other certifications not accepted	<a href="https://apex4.nassaucountyny.gov/apex/apexprod/f?p=386:31:">https://apex4.nassaucountyny.gov/apex/apexprod/f?p=386:31:</a>
Suffolk County, New York	Courses offered by Suffolk County  Accepts valid equivalent certificates issued within prior 3 years <ul style="list-style-type: none"> <li>• Nassau County Health Department</li> <li>• National Registry of Food Safety Professionals</li> <li>• National Restaurant Association (ServSafe®)</li> <li>• New York State Education Department</li> <li>• New York City Department of Health and Mental Hygiene</li> <li>• Nutritional Management Services</li> <li>• Prometric</li> <li>• The American Food Safety Institute</li> </ul>	<a href="https://www.suffolkcountyny.gov/Departments/Health-Services/Public-Health-Protection/Food-Managers-Course">https://www.suffolkcountyny.gov/Departments/Health-Services/Public-Health-Protection/Food-Managers-Course</a>
New York City, New York	Food protection certificate through NYC Health Academy	<a href="https://www1.nyc.gov/nycbusiness/description/food-protection-certificate">https://www1.nyc.gov/nycbusiness/description/food-protection-certificate</a>
Rhode Island	Must apply to state of Rhode Island for "Manager Certified in Food Safety" after obtaining food safety certification (certificate and hours of training)	<a href="https://health.ri.gov/licenses/detail.php?id=257#pgm">https://health.ri.gov/licenses/detail.php?id=257#pgm</a>