Positioning Guide – Social Distancing

Shift Information

Date:	Shift Manager:	Time Period:

Positioning of the crew and the number in each area will be more or less, in every restaurant due to your restaurant configurations. Review the coronavirus microsite for guidance and with your Owner Operator determine the maximum number of staff in your restaurant.

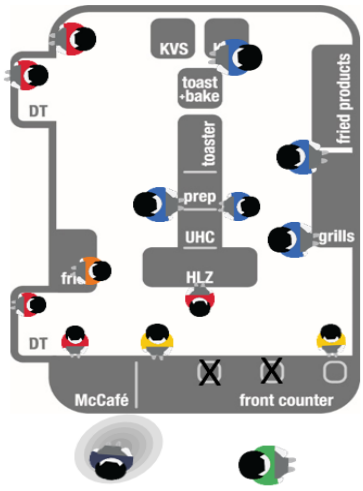
Positioning Schedule – recommended guidance below to practice Social Distancing

Shift Hours:							
Drive Thru **3 staff or less – use only 1 lane / 4 or more staff use 2 lanes for OT**							
1 Cashier (OT2)							
2 Order Taker 1 (Run, Present)							
3 Runner (DT&FC) (Present)							
4 Presenter							
5 Order Taker 2							
Take-Out (Front Counter) **Runner added only in extreme situations (high McDelivery orders etc.), where 6 foot social distancing can be maintained**							
1 Order Taker							
2 Presenter							
3							
Production - Breakfast **When 3 or more staff – Production Leader is the Toast Bake Q person / 2 or less they are the Assembler**							
1 Cook 1							
2 Assembly 1							
3 Toast/Bake/Q							
4 Assembly 2							
5 Cook 2							
6							
Production – Regular Menu **When 5 kitchen staff – Production Leader is the Bun Person/4 or less Assembly 1 (6 and 7 staff only in extreme situations)**							
1 Cook 1							
2 Assembly 1							
3 Assembly 2							
4 Cook 2							
5 Buns							
6							
7							
Fries / Hash Browns **Fry person intentionally moves to the right when done bagging fries.** **Runner communicates fry needs to fry person to ensure they are ready for pick-up to allow for no contact.**							
1 Fries							
McCafé **If Social Distancing can be achieved – a McCafe person can be used**							
1 McCafé Specialist							
Sales							
Projected							
Actual							
TCs							
Projected							
Actual							

Shift Targets	Car Count	OEPE	KVS	Sandwich
Target				
Actual				

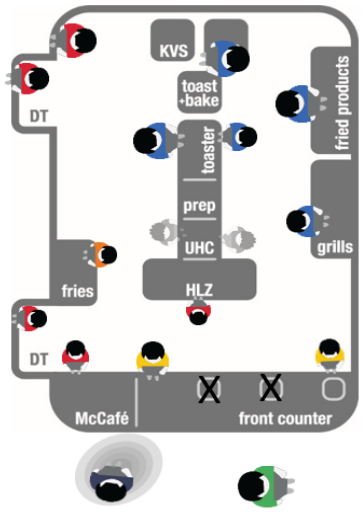
Shift Targets

Recommended max staff in each area



Regular Menu

Recommended max staff in each area



Staffing and Breaks

Name	Time	Break