



Restaurant Covid Plan

COVID-19 Safety Plan

Step 1: Assess the risks at your workplace

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together workers are and the longer they are close to each other, the greater the risk.

Yes, we did a company wide walk through to ensure we are following all new protocols as well as identified possible problems:

- Tables
 - Table is first wiped to remove all large particles
 - Sanitized with "Germosolve" (Cintas) after each table vacates - spray table and let sit for 5 minutes
 - Wipe and then use our D10 sanitizer (Diversy)
- Debit Machines
 - Sanitizer station beside debit machines
 - Staff to also sanitize machines after each use
 - On the every hour wipe down list
- Phones
 - Sanitizer station beside phones
 - Staff to also sanitize phones after each use
 - On the every hour wipe down list
- Water Decanters
 - Single use - goes through the dishwasher after use
 - Staff not to top up waters at the table
- Billfolds
 - Removed from use
- Salt Shakers
 - Removed from table will be offered to guests and then sanitized after use
 - Sanitize using "Germosolve"
- Jams, Peanut Butter & Butter Portions
 - Brought to the table when asked
- Sugar Caddies
 - Removed and will be placing sugar/creamers on plates with the coffee
 - All items disposed of after it leaves the guest's table
- All sauces
 - To be portioned by kitchen staff

- All bottles removed
- Menus
 - All menus are now paper and are compostable or recyclable after each use
- Money
 - Servers will wash hands after they have handled money
- Coffee Cups/Glassware
 - Every refill we will bring a new glass (excluding coffee)
 - Coffee refills. Ask guest to put cut at the edge of the table so you don't touch the cups or have to reach over them
- Cutlery
 - Using cloth napkin roll ups
 - All cutlery will be preset
 - All extra settings removed after guests are seated
- Trays
 - Each server will have their own tray to use while on shift (with their name on it)
 - It will be the responsibility of the server to sanitize their own tray
- Wine Service
 - Glasses will be put at the edge of the table
 - First round is poured by the server and guests will be responsible for topping their own glasses
- POS Stations
 - On the every hour wipe down list
- Keeping Track of Guests Coming in our Restaurant
 - We must collect the first and last name and telephone number or email address of one member of every group of patrons and retain this information for thirty days, in the event that there is a need for contact tracing on the part of the medical health officer
- Reservations
 - New standard - 15 guests every 20 minutes to be seated at any given time
- Pagers
 - All FOH to wear pagers - this will prevent too many servers in the kitchen area at a time
 - Kitchen to ring individual server when their tables food is ready

We have involved frontline workers, supervisors, and the joint health and safety committee (or worker health and safety representative, if applicable).

Yes

We have identified areas where people gather, such as break rooms, production lines, and meeting rooms.

- Staff Room
 - 1 person in the staff room at a time
 - Installed sanitizer beside door
- Behind the Bar (high touch area)
 - For any bar prep, staff is to wear gloves
 - Use the small tongs to pick up anything that will be served to the guest
- Servery
 - Maximum 2 people in the servery - the goal is to have no one in there unless it is to run food to guests
 - Servers to use pagers and kitchen to page server when food is ready
 - Servers not to enter the kitchen, they need to ask the kitchen staff member for any items that they need
- Host Stand
 - Physical distancing signs

- Host to walk guests to the table at a safe distance
- Door Handles
 - Will be sanitized every hour
- Washrooms
 - Will be sanitized every hour

We have identified job tasks and processes where workers are close to one another or members of the public. This can occur in your workplace, in worker vehicles, or at other work locations (if your workers travel offsite as part of their jobs).

- Table service, Taking orders, Bussing and Delivery
 - Physical distancing stickers will be placed on the floor where servers will stand
 - Servers to place food/drinks at the edge of the tables closest physical distancing sign.
- Host Stand (entry into the restaurant)
 - Removal of waiting area couches
 - Physical distancing stickers where guests should stand
- Bar
 - No guests to be seated at the bar
 - Straws will only be available if asked

Step 2: Implement protocols to reduce the risks

Select and implement protocols to minimize the risks of transmission. Look to the following for information, input, and guidance:

General consideration

- Preshift (shift meeting) Held outdoors if weather permits
 - Meeting will be done with social distancing
 - If this is not possible then we will post on our facebook page
- Waiting Areas
 - See above
- Takeout Protocol
 - Curbside pick up parking space
 - Employee to take food out to pick up area
 - Prepayment options
 - Expo to get all to go orders ready to reduce number of hands that touch the take out
- Masks
 - Will be made available to any staff and for guests
- Hand Sanitizers
 - We have installed 6 sanitizer stations for guests to use
- Washrooms
 - We will only allow 2 guests in our washrooms at any one time
 - Signage is posted outside washrooms
- Joint Occupational Health and Safety Committee
 - Our Food and Beverage Manager will be available by phone or email if anyone has any questions or concerns
- Table Service
 - We are only allowing groups of 6 or under
 - Any groups larger than 6 people will be sat at a multiple table with no tables exceeding 6 guests and no mingling between tables.
 - Remove one chair per table to allow service more space
 - Guest to package their own leftover food

- Encourage tap payment
- Cleaning and Hand Washing
 - All sinks for employees have signage denoting proper hand washing procedures
 - All staff are trained on hand washing protocols
- Increased cleaning for tables and chairs between seatings
- Added in an hourly high-touch surface area cleaning procedure
- A new cleaning schedule has been developed with a sign off and date
- Second Level protection engineering
 - No barriers have been installed
 - We have installed physical distancing signage
- Third level of protection administrative
 - We have identified rules and guideline for how workers should conduct themselves
 - We are clearly communicating these rules and guidelines to workers through a combination of training and signage
- Fourth level of protection
 - Masks
 - We trained workers on how to use masks if they choose to wear one

Step 3: Develop policies

- We will be collecting all names and phone numbers of guests in case of an outbreak
- Anyone who has had symptoms of COVID-19 in the last 10 days will not be allowed to enter the building (guests, or employees). Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- Anyone directed by Public Health to self-isolate will not be able to enter our establishment.
- Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.
- Visitors are prohibited or limited in the workplace.
- First aid attendants have been provided protocols for use during the COVID-19 pandemic.
- Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace. Ensure an appropriate violence prevention program is in place.
- If there is a guest that appears to be ill, we will offer a face mask, and the server will wear a mask while serving

Our policy addressing workers who may start to feel ill at work includes the following:

- Sick workers should report to Restaurant Management or Kitchen Manager, even with mild symptoms - if the worker is experiencing these symptoms before coming to work, they need to stay home
- Sick workers should be asked to wash or sanitize their hands. They will also be provided with a mask, and isolated. ROMEOS will ask the worker to go straight home and will recommend using the BC COVID-19 Self Assessment Tools available online.
- If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
- Clean and disinfect any surfaces that the ill worker has come into contact with.

Step 5: Monitor your workplace and update your plans as necessary

- We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- Workers know who to go to with health and safety concerns.
- When resolving safety issues, we will involve joint health and safety committees
- This plan has been updated on Thursday August 6th.

Step 6: Assess and address risks from resuming operations

- We have a training plan for new staff.
- We have a training plan for staff taking on new roles or responsibilities.
- We have a training plan around changes to our business, such as new equipment, processes, or products.
- We have identified that the risk associated from returning to work after being shut down due to COVID-19 are almost non-existent (not including COVID-19 itself)

THIS ORDER REPEALS AND REPLACES MY ORDER MADE ON MARCH 20, 2020 OWNERS AND OPERATORS OF PLACES AT WHICH FOOD AND/DRINK ARE PREPARED AND SERVED OWNERS AND OPERATORS OF PLACES AT WHICH MEALS AND DRINKS, INCLUDING DRINKS CONTAINING LIQUOR, ARE PREPARED AND SERVED.

You may provide services, including standing and seated service, subject to the following:

- patrons must be able to maintain a distance of two metres from one another, unless they are in the same party, and from staff;
- if there are tables and chairs on your premises, patrons must be seated in such a way that
 - there are two metres between the patrons seated at the same table, unless they are in the same party, and
 - there are two metres between the patrons seated at one table and the patrons seated at another table, unless they are in the same party;
- there must be no more than six patrons seated at a table;
- patrons seated at a counter must be seated so that they can maintain a distance of two metres from other patrons, unless they are in the same party;
- patrons standing at a counter or table must be able to maintain a distance of two metres from other patrons, unless they are in the same party;
- there must be no more than 50% of the usual capacity of patrons present at one time;
- If practicable, you must retain contact information for one member of every party of patrons for thirty days in the event that there is a need for contact tracing on the part of the medical health officer.

Kitchen: Assess the risks at your workplace

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together workers are and the longer they are close to each other, the greater the risk.

Yes, we did a company wide walk through to ensure we are following all new protocols as well as identify possible problems.

- Ordering & receiving
 - Sanitizer station beside the back door entrance, disposable gloves and personal reusable mask are given to the receiver.
- Prepping
 - We are scheduling prep shifts on off hours so we can limit the number of employees in the kitchen
 - Each kitchen employee will be designated with one table to work with for dinner service prep
 - We will be prepping on the less traffic side of each tables to make room for people.
- Health and symptoms free protocol.
 - Manager on shift will do a daily temperature check for employees before they start their shift and will be logged and kept for 30 days. Maximum temperature allowed is 37.5 degree Celcius, anything above is deemed unsafe to work
- Uniforms
 - All kitchen employees are required to wear a clean uniform
 - All kitchen employees are required to wear disposable gloves when handling food.
- All sauces and prep items
 - We will be monitoring whos and when the products are prepped by labelling with dates and the person that made them.
 - We are limiting the amount of people in the walk-in coolers and freezer to 2 per person at a time.
- Social distancing online
 - We have created a menu that will limit the amount of people online to create more social distancing
- Dishwashing protocol
 - One person will be putting in dishes in the dishwasher
 - And one person putting away dishes