



## Cardamom Restaurant

COVID-19 PREPAREDNESS AND RESPONSE PLAN

Prepared: 05/28/20

## COVID-19 PREPAREDNESS AND RESPONSE PLAN

**Cardamom Restaurant** takes the health and safety of our employees and guests seriously. As an essential business, we have the need for certain employees to continue or resume in-person work. We are committed to reducing the risk of exposure to COVID-19 and we are ready to provide a healthy and safe workplace for our employees and guests.

Food safety has always been a priority for the restaurant industry. The basis of an effective food safety culture is the Food and Drug Administration Food Code, which for decades has served as the foundation for restaurant operating procedures as they relate to safe food handling. The guidance outlined in the Food Code is science-based and is designed to reduce and prevent the incidence of foodborne illness. Cardamom Restaurant has always had a ServSafe Certified Manager on site at all times per Washtenaw County Health Department requirements for restaurants. Food Code requirements related to sanitation and personal hygiene in particular are reliable protocols to combat risks related to the spread of COVID-19. Nevertheless, during this time, there are additional safety measures that must be put in place which go above and beyond the Food Code.

Our plan is based on information and guidance from the Centers for Disease Control (CDC) and the Occupational Health and Safety Administration (OSHA) at the time of its development. Because the COVID-19 situation is frequently changing, the need for modifications may occur based on further guidance provided by the CDC, OSHA, and other public officials at the state or local levels. ***In addition to the already existing Food Code requirements which include frequent hand-washing and staying home when sick,*** Cardamom Restaurant is focused on three lines of defense:

1. Limiting the number of people together at the same time in the same place,
2. Regular and heightened sanitizing of all areas, and
3. Requiring appropriate personal protection equipment including masks.

**Note:** Cardamom Restaurant may amend this Plan based on changing requirements and the needs of our business.

The spread of COVID-19 in the workplace can come from several sources:

- Co-workers
- Customers
- Guests, such as vendors providing deliveries and tradespeople performing repairs
- The General Public

Our employees fall into the following category as defined by OSHA:

- **Medium exposure risk** (the work performed requires frequent and/or close contact with people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients, or contact with the general public in areas where there is ongoing community transmission).

## COVID-19 WORKPLACE COORDINATORS (TASK FORCE)

**Cardamom Restaurant** has designated the following staff as its COVID-19 Workplace Coordinators at this time:

Becky Winkler, Owner, [beckywinkler1@gmail.com](mailto:beckywinkler1@gmail.com), 734-332-6156

Binod Dhakal, Owner, [binod@cardamomA2.com](mailto:binod@cardamomA2.com), 734-834-1891

### **The Coordinators responsibilities include:**

- staying up to date on federal, state and local guidance
- incorporating those recommendations into our workplace
- training our workforce on control practices, proper use of personal protective equipment, the steps employees must take to notify our business of any COVID-19 symptoms or suspected cases of COVID-19.
- reviewing HR policies and practices to ensure they are consistent with this Plan and existing local, state and federal requirements

## RESPONSIBILITIES OF SUPERVISORS AND MANAGERS

All Cardamom managers/supervisors must be familiar with this Plan and be ready to answer questions from employees. Additionally, Cardamom expects that all managers/supervisors will set a good example by following this Plan. This includes practicing good personal hygiene and jobsite safety practices to prevent the spread of the virus. Managers and supervisors must encourage this same behavior from all employees.

Cardamom will require and keep a record of all self-screening protocols for all employees or contractors entering the worksite, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed cases of COVID -19.

Cardamom will:

- Keep everyone on the worksite premises at least six feet from one another to the maximum extent possible, including through the use of ground markings, signs, and physical barriers, as appropriate to the worksite.
- Provide non-medical grade face coverings to their employees, with supplies of N95 masks and surgical masks reserved, for now, for health care professionals, first responders (e.g., police officers, fire fighters, paramedics), and other critical workers.
- Require face coverings to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace, and consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.
- Increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (e.g., door handles), paying special attention to parts, products, and shared equipment (e.g., tools, machinery).

- Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.
- Make cleaning supplies available to employees upon entry and at the worksite and provide time for employees to wash hands frequently or to use hand sanitizer.
- When an employee is identified with a confirmed case of COVID-19, within 24 hours, notify both:
  1. The local public health department, and
  2. Any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.
- Increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (e.g., door handles), paying special attention to parts, products, and shared equipment (e.g., tools, machinery, vehicles).
- Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.
- Conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
- Train employees on how to report unsafe work conditions.

## RESPONSIBILITIES OF EMPLOYEES

We are asking each of our employees to help with our prevention efforts while at work. Cardamom understands that in order to minimize the impact of COVID-19 at our facility, everyone needs to play their part. We have instituted several best practices to minimize exposure to COVID-19 and prevent its spread in the workplace. This includes specific cleaning efforts and social distancing. While at work, all employees must follow these best practices for them to be effective. Beyond these best practices, we require employees to report to their managers or supervisors immediately if they are experiencing signs or symptoms of COVID-19, as described below. If employees have specific questions about this Plan or COVID-19, they should ask their manager, supervisor or contact Binod Dhakal, owner.

### OSHA and the CDC Prevention Guidelines

OSHA and the CDC have provided the following preventive guidance for all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with anyone who is sick.
- Maintain appropriate social distance of six feet to the greatest extent possible.

Additionally, employees must familiarize themselves with the symptoms and exposure risks of COVID-19. The primary symptoms of COVID-19 include the following:

- Dry cough;
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever (either feeling feverish or a temperature of 100.4 degrees or higher);
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Individuals with COVID-19 may also have early symptoms such as, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as an atypical cough or shortness of breath, do not report to work. You must also notify your supervisor immediately, and consult their healthcare provider. Similarly, if employees come into close contact with someone showing these symptoms, they must notify their supervisor immediately and consult their healthcare provider. We have the responsibility to work to identify and notify all employees who have close contact with individuals with COVID-19 symptoms. "Close contact" is not brief or incidental contact with a person with COVID-19 symptoms.

The CDC defines "close contact" as either:

- Being within roughly six feet of a COVID-19 infected person or a person with any symptom(s) for a “prolonged period of time;” ( the CDC estimates range from 10 to 30 minutes, or,
- Having direct contact with infectious secretions of a COVID-19 infected person or a person with any COVID-19 symptom(s) (i.e., being coughed on).

## HEALTH AND SAFETY PREVENTATIVE MEASURES

Cardamom has put a number of best practices and measures in place to ensure the health and safety of identified groups of individuals. With each group of individuals, our Plan is focused on three lines of defense – limiting the number of people together at a time, sanitizing all areas and requiring appropriate personal protection equipment.

### Minimizing exposure from co-workers.

Cardamom takes the following steps to minimize exposure from co-workers to COVID-19 by educating employees on protective behaviors that reduce the spread of COVID-19 and provide employees with the necessary tools for these protective behaviors, including:

#### General Education:

- Posting CDC information, including recommendations on risk factors
- Providing tissues and no-touch trash bins to minimize exposure to infectious secretions
- Informing employees of the importance of good hand hygiene. Regularly washing hands with soap and water for at least 20 seconds is one of the most effective ways for employees to minimize exposure to COVID-19. 70% hand sanitizer is also available, however hand washing is ALWAYS preferred.
- Encourage good hand hygiene by ensuring that adequate supplies of soap and hand sanitizer are maintained and placing hand sanitizers in multiple locations. Cardamom Restaurant has 7 hand sinks. Employees should always have time to wash hands frequently and when applicable per Health Code requirements. All employees are responsible for keeping all of these hand sinks stocked with soap and paper towel.
- Discourage handshaking and encourage the use of other non-contact methods of greeting
- When possible, avoid the use of other employees’ phones, work areas, other work tools and equipment, and other commonly touched surfaces.
- If the above cannot be avoided, clean and disinfect them frequently, and wash your own hands before and after use of shared equipment

### Social Distancing

- Restrict the number of workers present on-site to no more than necessary
- The nature of our work is on-site, however, we will do some training remotely.
- Encourage and require social distancing to the greatest extent possible while in the workplace
- Encourage employees to minimize ridesharing. If this cannot be avoided, while in vehicles, employees must ensure adequate ventilation. Encourage employees to wear masks and socially distance as much as possible while using public transportation.

- Masks must be worn at all times while at work; except while eating at designated break times and in designated areas
- Do not share food with other employees; maintain social distance during employee meal breaks; properly sanitize your area prior and after eating
- Customer pick-up will be outside on our patio at this time. No customers in the building at this time. Subject to change within the framework of State and Local restrictions and as our operational needs change.

### Checklist for Employers when employee tests positive for COVID-19

- Treat positive test results and “suspected but unconfirmed” cases of COVID-19 the same.
- If the source of infection is known, identify if it was at the workplace or outside.
- If the infection was contracted inside the workplace, notify workers’ compensation carrier;
  - Place the employee on workers’ compensation leave (with pay); and
  - Record the infection in the employer’s OSHA 300 log.
- Consider and then include employee benefit plans that may be available including: FMLA, PTP, paid sick leave, etc.
- Ask employee if he or she grants the employer permission to disclose the fact that the employee is infected.
  - If yes:
    - Notify employee’s manager(s) or supervisor(s) that employee is infected with COVID-19 and is out on leave.
    - For everyone else, respond to inquiries by disclosing employee is on a leave of absence for non-disciplinary purposes.
  - If no:
    - Notify employee’s manager(s) or supervisor(s) only that employee is on a leave of absence for non-disciplinary purposes.
  - Regardless of yes or no:
    - Disclose identity of employee to any required notification to OSHA or the health department.
- Notify employee’s co-workers who may have come into contact with employee at work within the past 14 days that they may have been exposed to COVID-19 and may wish to see a healthcare provider.
  - Not required to notify other office locations unless the employee visited those sites within past 14 days.
- DO NOT identify the infected employee by name and to the greatest extent possible, avoid making any direct or indirect references that would lead co-workers to identity of the employee.
- For employees who had close contact with employee in past 14 days, send them home for a 14-day self-quarantine.
- Notify known customers, vendors, or third parties with whom the employee may have come into contact with while at work within the past 14 days that they may have been exposed to

COVID-19 and may wish to see a healthcare provider. DO NOT identify the infected employee by name.

- To the extent reasonably possible, avoid making any direct or indirect references that would lead the person to guess the identity of the employee.
- Currently, there is no guidance on how far a company should investigate for third parties who may have come into contact with an employee through work. It is safe to include any parties on the employee's work calendar, in visitor logs, or otherwise readily available or known.
- Arrange for a professional cleaning of the employee's workspace, immediate surrounding area, and areas likely visited (break room, restroom, etc.).
- Respond to inquiries by CDC or public health authorities as received.

### Restrict employees from the workplace if they display symptoms of COVID-19

- For employees who are completing in-person work, health assessments (temperature checks) and questionnaires prior to entry into the facility.
- Any employee with COVID-19 symptoms will be immediately separated from other individuals and sent home.
- The ability to work remotely will be encouraged where possible.
- Guidance from the employee's health care provider on their return to work date will be required.

### Actively encourage sick employees to stay home:

- Families First Coronavirus Response Act Policies and Posters are posted in common places (if employees have questions regarding use of emergency paid sick time, employees should contact Becky Winkler.)
- Cardamom will follow state and federal guidance for return to work guidance.
- Guidance from the employee's health care provider will also be considered

### If an employee has a confirmed case of COVID-19, Cardamom ensures the following:

- We will communicate with co-workers
- We will work with our local health department to provide them with the name of any identified employees that may have been exposed
- We will report cases to OSHA via their reporting/recordkeeping requirements
- Cardamom will follow CDC and State guideline protocols for return to work, including workplace contact tracing and CDC-recommended cleaning and disinfecting in all affected areas
- Guidance from the employee's health care provider will also be considered

### Increased environmental cleaning and disinfection:

- Employees should sanitize their work areas upon arrival, throughout the workday, and immediately before leaving for the day



- We will all routinely clean and disinfect all frequently touched surfaces in the workplace, such as computers, telephones, light switches, and doorknobs.
- Use of Cardamom company vehicle will be restricted to Binod Dhakal (owner) ONLY at this time.

#### Other considerations:

- We do not typically have work-related travel, but any work-related travel is fully eliminated at this time.
- Employees are reminded that the Washtenaw County Health Department is the best source of local information and has links to community assistance, health, mental health and other resources available on their website. [www.washtenaw.org/3095/COVID-19](http://www.washtenaw.org/3095/COVID-19)

#### Minimizing exposure from those outside of our workforce including customers, vendors and general public

- **Social distancing practices to be observed:**
  - 6-foot distances are marked in areas where customers might gather/wait
  - Limit the number of customers allowed into restaurant per current regulations
  - Minimize face to face contact
- Information is posted throughout the worksite educating individuals on ways to reduce the spread of COVID-19
- Any individual entering our facility may have their temperature checked and/or a questionnaire completed prior to entry. This will be done by manager-in-charge on a daily basis for all employees.
- Individual symptoms will be observed and individuals displaying symptoms of COVID -19 will be ask to leave the workplace.
- Physical barriers between employees and customers will be considered in high volume areas (i.e. Plexiglas shielding at the host stand or bar).
- Cardamom will provide masks for employees (cloth/washable; disposable) and customers/vendors (disposable) entering the building as well as appropriate disinfectants.
- Any vendor or tradesperson entering our facility must wear a facemask. Disposable face masks are available if they do not have their own.

#### **Additional industry-specific guidelines for Bars and Restaurants:**

#### Restaurant & Bar Regulations per Michigan Executive Order 2020-91

- a. Limit capacity to 50% of normal seating. [Currently not allowed in our region]
- b. Require six feet of separation between parties or groups at different tables or bar tops (e.g., spread tables out, use every other table, remove or put up chairs or barstools that are not in use). [Currently not allowed in our region]
- c. Create communications material for customers (e.g., signs, pamphlets) to inform them of changes to restaurant or bar practices and to explain the precautions that are being taken to prevent infection.

- d. Close waiting areas and ask customers to wait in cars for a call when their table is ready.
- e. Close self-serve food or drink options, such as buffets, salad bars, and drink stations. [Not applicable in our operation – we don't have self-serve areas]
- f. Provide physical guides, such as tape on floors or sidewalks and signage on walls to ensure that customers remain at least six feet apart in any lines.
- g. Post sign(s) at store entrance(s) informing customers not to enter if they are or have recently been sick.
- h. Post sign(s) instructing customers to wear face coverings until they get to their table.
- i. Require hosts and servers to wear face coverings in the dining area.
- j. Require employees to wear face coverings and gloves in the kitchen area when handling food, consistent with guidelines from the Food and Drug Administration ("FDA").
- k. Limit shared items for customers (e.g., condiments, menus) and clean high-contact areas after each customer (e.g., tables, chairs, menus, payment tools, condiments).
- l. Train employees on:
  - Appropriate use of personal protective equipment in conjunction with food safety guidelines.
  - Food safety health protocols (e.g., cleaning between customers, especially shared condiments).
  - How to manage symptomatic customers upon entry or in the restaurant.
- m. Notify employees if the employer learns that an individual (including an employee, customer, or supplier) with a confirmed case of COVID-19 has visited the store.
- n. Close restaurant immediately if an employee shows multiple symptoms of COVID-19 (fever, atypical shortness of breath, atypical cough) and perform a deep clean, consistent with guidance from FDA and the Center for Disease Control. Such cleaning may occur overnight.
- o. Install physical barriers, such as sneeze guards and partitions at cash registers, bars, host stands, and other areas where maintaining physical distance of six feet is difficult. [At this time, we are not having customers in the building]
- p. To the maximum extent possible, limit the number of employees in shared spaces, including kitchens, break rooms, and offices, to maintain at least a six-foot distance between employees.

This Plan is based on information and guidance from the CDC, OSHA and Washtenaw County Health Department at the time of its development. The safety of our employees and visitors remain the top priority. We recognize that all individuals are responsible for preventing the spread of COVID-19 and reduce the potential risk of exposure to our workforce and visitors. As the COVID-19 outbreak continues to evolve and spread, Cardamom is monitoring the situation closely and will update our guidance based on the most current recommendations from the CDC, OSHA, The State of Michigan, Washtenaw County Health Department and any other public entities.

Michigan Executive Order 2020-91 is available here: [https://www.michigan.gov/whitmer/0,9309,7-387-90499\\_90705-529864--,00.html](https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-529864--,00.html)