



Covid Workplace Safety Plan May 2020

We have identified the following areas of concern :

- ❖ Behind the bar, we want to minimize the amount of people there, one person running the main terminal taking orders and payment (***when they order***).
- ❖ Coffee service, cups to the table and pouring the coffee without handling the cups, refills same method. Customers not to touch the coffee pots.
- ❖ High contact areas, menus, doors, table tops, chairs, condiments and others. Must be wiped and sanitized after each use of customers.
- ❖ Personal staff hygiene, touching of the face, and being in contact with customers and various contact points, POS, moneris and others. Before engaging with other customers you must wash your hands and or disinfect hands.

The following Protocols Have been Implemented

- ❖ Sanitization stations for any items that go out to the customers, condiments, menus and such
- ❖ Limiting table visits by the customer ordering and paying in one step.
- ❖ Customers no pouring of their own coffee.
- ❖ Tables spaced 2 meters apart, one seat left empty at each table to allow server to place food and customer distribute around the table. Maximizing the number of people at a table to 6.
- ❖ Removed tables and chairs to reduce capacity to 50%.
- ❖ Sanitizing of the washrooms every ½ hour that will emphasize high touch areas such as but not limited to the door handles, taps, dispensers and such.
- ❖ Tables and chairs will receive a complete wipedown between uses.
- ❖ Limiting the amount of people in the facility.
- ❖ Plexi- glass guard at the POS station where orders are placed and payment taken in restaurant.
- ❖ Staff cleaning off dirty plates will have gloves on.

Second Level of Protection

- ❖ We have installed a glass partition for the safety of the staff and customers when they are placing orders and taking payment.
- ❖ Assigned staff work areas, whereas previously they did not have these segregated areas of work.
- ❖ Each staff member will have their own coffee pot to work from as well as an assigned Moneris and POS station to work from. After each use if another person or customer has used it then it will be sanitized.
- ❖ Kitchen staff will not leave the line to perform other duties without first sanitizing and hand washing before they come back on line.
- ❖ Kitchen staff will have their own utensils for performing their task and not interchange them.
- ❖ Reduced staff as well as reducing the menu.

Third Level - Rules and Guidelines

- ❖ All staff must read and sign off on a letter that states they have not traveled or been in contact with anyone infected with Covid. As well any signs of the virus, fever, coughing, ect then they must stay home and self isolate for 10 days.
- ❖ Cleaning of POS terminals that the customer touch cleaned after every use.
- ❖ Must wash their hands between handling of new customers or touching their face
- ❖ Be aware of your interactions with staff as well as away from work as those interactions have an impact on your co workers and customers.
- ❖ Deliveries are dropped at the back door and taken out of boxes as much as possible when they are brought into the facility.

Fourth Level - Using Masks and other PPE

- ❖ We have decided not to use masks at this time due to the fact that people will touch their face more often in most circumstances
- ❖ We will be having staff use gloves when they clear tables as well as when they are washing dishes.
- ❖ Kitchen staff will be using gloves when they handle deliveries and come in contact with anything brought in from the outside.
- ❖ Gloves will be utilized when we are sanitizing the bathrooms and wiping down the entrance way doors and such.

5th Level - Monitor and Update

- ❖ We will be monitoring our performance to see if we have to make changes to any of our current policies or procedures.
- ❖ As new staff enter the workforce we will be training them and make available all the literature they need to make them aware of the policies and procedures we have in place.

Reducing the risk of surface transmission through cleaning and hygiene practices.

- ❖ We have trained the staff and have cleaning and disinfecting information posted for them to follow.
- ❖ We have hand washing protocols and proper hand washing posters as well as cover coughs and sneezes placed around the building.
- ❖ Kitchen and FOH staff have been limited to the bare necessities to do their task as well as been assigned areas to stay in as best as possible.