

COVID- 19 SAFETY PLAN (November 1st, 2020)

FIRST LEVEL PROTECTION

- ☑ All groups are seated a minimum 6 feet (2m) apart from each other or will have a plexi-glass barrier in between them
- ☑ All tables are limited to a max of 6 people per grouping
- ☑ We have cleared space for larger walk ways
- ☑ Limited occupancy to 2 persons in the common area bathrooms

EMPLOYEES

- ☑ We have reduced staff by over 25% and have staggered start times to limit employees arriving at the same time
- ☑ Limited the occupancy of employees in changing area at one time
- ☑ We have scheduled the same employees to work the same shifts
- ☑ Welfare check on each employee before entering the space

SECOND LEVEL PROTECTION

- ☑ Plexiglass barriers at the main host stand and tables

THIRD LEVEL PROTECTION

- ☑ All tables are left bare. Servers will provide utensils and napkins upon the guest's arrival
- ☑ All table surfaces are sanitized with a peroxide solution between each seating
- ☑ All chair armrests, seats and seat backs are sanitized between each guest
- ☑ Menu covers are sanitized between each seating. QSR menu codes are provided as an alternative
- ☑ Hand sanitizer dispenser or spray bottle available for guests upon arrival and departure
- ☑ Common area bathrooms are maintained by the building maintenance and all high frequency touch surfaces will be sanitized every 30 mins (ie. door key pads, door handle, toilet handles and stall door latches)
- ☑ Dinner bills (checks) will be provided to guests in paper form
- ☑ Credit card machines have a protected cover and will be sanitized after each use

EMPLOYEES

- ✓ Increased signage for washing hands posted throughout kitchen and service areas
- ✓ Increased signage for health and well-being of employees
- ✓ Any employees receiving any products from an outside distributor will don a mask and vinyl gloves
- ✓ All employees have been trained in new safety guidelines

GUIDELINES FOR EMPLOYEES

- ✓ Temperature check before beginning shift
- ✓ Wash hands frequently with soap hot water thoroughly for 20 seconds
- ✓ No shaking hands/ fist bumps/ high fives
- ✓ Avoid direct contact especially those with sickness
- ✓ Maintain personal space of 6 feet (2m) whenever and whenever possible
- ✓ Cough into your elbow
- ✓ Don't touch eyes, mouth or nose
- ✓ In addition to washing hands, use hand sanitizer
- ✓ Non surgical face masks are available
- ✓ Vinyl gloves are provided for clearing dirty dishes

EMPLOYEE POLICIES

- ✓ Anyone arriving from outside of Canada, must self-isolate for 14 days before entering the workplace
- ✓ All employees must undergo proper training in sanitization and cleanliness
- ✓ Any employee showing symptoms must notify the MOD and have shift their covered
- ✓ No more than 2 employees can arrive to work at the same time
- ✓ No personal belongings aside from work gear to be brought into the space
- ✓ Every employee must have their temperature checked before signing in
- ✓ No visitors during shift
- ✓ No visiting work when not scheduled
- ✓ All employees must frequently wash hands a min of 20 mins between washing
- ✓ Must ensure uniform/apron is cleaned daily.
- ✓ Implement cleaning protocol
- ✓ Chefs use their own knives, spatulas and carving forks
- ✓ Chefs and kitchen prep cooks will wear masks
- ✓ Upon arrival, during, and at the end of their shift kitchen staff will sanitize station and surface areas with clean rags. Rags can be disposed once used
- ✓ When receiving deliveries you must wear gloves and a face mask while handling product

CLEANING PROTOCOL

- ☑ Fill each spray bottle with sanitizer mixture
- ☑ Take clean cloth and spray down all table tops, chairs, server area
- ☑ Sanitize all credit card machine before opening and after each transaction during open hours
- ☑ Bathrooms to be sanitized every 30 minutes during shift using clean cloth or paper towel. Surfaces include door key pad, door handle, stall door handles and toilet handle.
- ☑ Ensure paper towel is full in bathrooms
- ☑ Sanitize the sanitizer dispenser every 30 minutes
- ☑ Sanitize with clean cloth or paper towel – table tops, chair seats, armrests and seat backs, and any surface should table be near after each seating. Use new cloth each time
- ☑ Kitchen staff will use clean cloth to sanitize surfaces and clean space once used. Dispose of now dirty cloths in kitchen laundry bag and grab a new cloth
- ☑ Hand sanitizer dispensers to be checked throughout the shift to ensure level of fullness

PROTECTION

- ☑ All staff will wear face masks
- ☑ Employees clearing dirty plates are encouraged to don vinyl gloves to minimize contact, otherwise they must wash their hands between each clearing
- ☑ Employees must wash hands before donning a face mask
- ☑ Inspect mask for damage
- ☑ Turn so coloured side is facing outward
- ☑ Put loops around each ear
- ☑ Make sure there are no gaps
- ☑ Don't touch your face
- ☑ Wash or dispose of face mask after each use