

*Last updated: Nov 19<sup>th</sup> 2020*

## Step 1: Assess the risks at your workplace

- We have identified areas where people gather, such as break rooms, kitchen lines, washrooms.
- We have identified job tasks and processes where workers are close to one another or members of the public such as dropping off food/drinks,
- We have identified the tools, machinery, and equipment that workers share while working, Knives, pots/pans, spray bottles, POS systems, debit machines, sweeping brushes, oven doors, bottles, cork screws, bottle openers,
- We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches, chair backs, ATM's, Bar counters
- We have identified chemicals which staff will use to sanitize surfaces which may be harmful to the skin if used in large quantities.

## Step 2: Implement protocols and reduce the risks

- Anyone who has had symptoms of COVID-19 in the last 14 days must self-isolate at home; symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache.
- We have spaced all groups of no more than 6 at 2 metres apart
- All servers must wear face masks which they are trained to do so, as they will be dropping off food and drinks to customers
- All guests must wear masks when not seated at their table
- All staff are conducting a wellness check before starting their shift
- We have ensured servers remain in their own section as to prevent the spread of covid-19
- We have provided adequate hand-washing facilities on site for all workers and ensured the location is visible and easily accessed.
- We have developed policies around when workers must wash their hands, including upon arriving for work, before and after breaks, after handling cash or other materials, before and after handling common tools and equipment.
- We have trained staff and posted visual cues throughout our location as to:
  - how to sanitise
  - how to wear a facemask
  - how to wash your hands
  - how to cover their face when sneezing
- We have implemented a cleaning checklist which will be signed off by staff members who have been trained to do so hourly, for washrooms, kitchen and work areas and all public spaces including door handles, tables and surfaces(elevator buttons, and light switches, chair backs, ATM's).
- We are creating pods of workers who work together exclusively to minimize the risk of broad transmission throughout the workplace.

- Where distance cannot be maintained, we are separating people with partitions or plexiglass barriers.
- Our kitchen staff will be wearing face masks which they have been trained how to wear properly.
- Have a plan around workers who may start to feel ill while at work, including who they should notify and how they will travel from the workplace to their home.
- We have removed unnecessary tools or equipment that may elevate the risk of transmission, including items like water bottles, salt and pepper shakers.
- We have trained staff on how to prevent chemical burns when sanitising surfaces
- We have posted information throughout our location reminding guests to wear masks when in communal spaces
- All guests are required to fill out our contact tracing form

## Step 3: Develop Policies

- Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.
- Anyone who has had symptoms of COVID-19 in the last 14 days. 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.
- 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.
- We have a working alone policy in place
- 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.
- Our policy addresses workers who may start to feel ill at work. It includes the following:
  - Sick workers should report to first aid, even with mild symptoms. Sick workers should be asked to wash or sanitize their hands, provided with a mask, and isolated. Ask the worker to go straight home, or call 811 for further guidance related to testing and self-isolation.
  - 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 4: Develop communication plans and training

- We have a training plan to ensure everyone is trained in workplace policies and procedures.
- All workers have received the policies for staying home when sick.
- We have posted signage at the workplace, including occupancy limits and effective hygiene practices.
- We have posted signage at the main entrance indicating who is restricted from entering the premises
- Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

## 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 whilst updating all staff.
- Workers know who to go to with health and safety concerns.
- When resolving safety issues, we will involve the health and safety committee.

## Step 6: Assess and address risks from resuming operations

- We have a training plan for new and current staff.
- We have a training plan for staff taking on new roles or responsibilities
- We have identified a safe process for clearing systems and lines of product that have been out of use.