

COVID-19 Safety Plan – Snapshot

Business name:

Date completed:

09/01/2020

Castle John's Pub & Restaurant

Revision date:

02/24/2021

Measures we're taking

How we're ensuring workers know how to keep themselves safe from exposure to COVID-19

- posting notices in common areas
- emails to management of any recent health announcements
- team meetings
- internal communication announcements
- remind workers about available social and mental health supports, and encourage them to use these resources
- share information to help our workers stay healthy while travelling between home and work
- train and re-train on procedures
- post information for workers and other people entering the workplace

How we're screening for COVID-19

- screen all workers on arrival at work for COVID-19 symptoms and other risk factors (for example, close contact to cases, travel)
- actively screen by having someone ask the screening questions
- actively monitoring workers for symptoms more than once during their shift
- monitoring others who enter the workplace and ensure screening questions are asked and contact information has been provided by the customer/customers.
- signage posted asking people with symptoms not to enter
- encourage workers to monitor their own symptoms at all times
- ensure workers know where to find the online COVID-19 self-assessment
- ask workers to use the tool at home if they have any symptoms and to follow the instructions
- ensure workers know who their workplace contact is and how to get in touch with them in case the self-assessment, public health or their health care provider suggests they self-isolate, or if they start to experience symptoms at work

How we're controlling the risk of transmission in our workplace

Physical distancing and separation

- Maintain 2-metres distance between staff and customers
- All customer seating is a minimum of 6 ft. (2 m) apart or partitioned off
- Ensuring customers are spaced a minimum of 6 ft. (2 m) apart, when moving throughout the restaurant to safeguard the flow of traffic. If customers are waiting for take out orders, we are ensuring that the customers are either a minimum of 6 ft. (2 m) apart, asked to wait in a separate

area from our seated customers, or if proper distancing cannot be maintained, customers are asked to remain outdoors or in their vehicles.

- Minimize contact with customers by maintaining a safe distance while handling goods and taking payments – debit transactions are recommended
- Masks are required by all staff and customers when physical distancing is not possible (except in cases of non-medical mask exemption)
- Face shield or full eyewear required by servers/bartenders if they are within 6ft. (2 m) from a customer
- All customers are required to wear a mask unless they are seated (except in cases of non-medical mask exemption)
- Staff to ensure customers are maintaining safe physical distances

Cleaning

- Provide ways for customers and staff to properly clean hands, by providing access to soap and water or alcohol-based hand sanitizer.
- Provide staff hand sanitizer for their use only.
- Have all employees and visitors wash their hands thoroughly with soap and water or use hand sanitizer before entering the workplace and after contact with surfaces others have touched.
- Encourage staff to wash hands before breaks and at shift changes.
- Staff maintain a regular cleaning schedule for washroom facilities.
- Sanitize commonly-touched surfaces or areas such as entrances, counters, washrooms and kitchens on a regular and consistent basis.
- Sanitize shared equipment (where sharing of equipment cannot be avoided).
- Hygiene instructions posted for staff and customers

Other

- Laminated menus that are cleaned after each use or takeout menus that are discarded after each use
- Online ordering and regular menu available on our website and our app. App is available on Google Play Store and the Apple App Store
- Takeout options by phone or website, and delivery available in some locations
- Condiments and cutlery brought to the table on request – unused items are to be disposed of
- Ensuring that the number of customers seated at a table meets the government standards based on the regional colour code given. (Ex. Red Zone – maximum of 4 people per table.)
- Ensuring we are obtaining customers name and phone numbers for contact tracing in colour zone areas where it is required.
- Remind staff to wash hands, use proper cough and sneeze etiquette and avoid touching eyes, nose or mouth

What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace

Step 1: Exclude symptomatic workers from the workplace

If a worker calls in sick or informs us of symptoms, or close contact with someone with symptoms, they are asked to take the self-assessment. The worker is to follow any recommendations given by the tool, including being tested and self-isolating. If there is any question as to their physical health, they are not required to come to work and will be asked to stay home until they are symptom free. The worker is advised to contact their doctor or Telehealth Ontario at Toll-free: 1-866-797-0000 for further directions about testing and self-isolation.

If a worker shows symptoms in the workplace, they are advised to return home and self-isolate immediately. If the worker cannot leave immediately, they will be isolated until they are able to leave. If the worker is very ill, 911 will be called and the operator will be notified that the person may have COVID-19.

Step 2: Contact public health

We will immediately contact local public health unit for guidance on next steps. Public health will provide instructions and do contact tracing if needed.

To support contact tracing, the following information will be provided:

- date and approximate length and frequency of interaction
- full name
- contact telephone numbers
- addresses (for workers) or the name of the visitor's business

Step 3: Follow public health guidance

Local public health requires that:

- other workers who were exposed are notified and sent home to self-isolate, self-monitor and report any possible COVID-19 symptoms
- the workplace be shut down while the affected workplace or area and equipment are disinfected
- other public health measures are implemented

Disinfection of the premises will commence immediately, including possible shut down until all surfaces etc. have been thoroughly cleaned and sanitized.

Self-isolation and return-to-work

Public health may require self-isolation for a minimum of 14 days for workers with symptoms, and for those who have had close contact with an individual with symptoms or a confirmed diagnosis.

Symptomatic workers may need to self-isolate for longer based on the advice of public health or their health care provider.