

LittleGeorge's Restaurant COVID-19 Safety Plan

February 2021

This COVID-19 Safety Plan is our business's step by step approach to increase our awareness and enhance our protocols for the health and safety of our staff and our customers.

Our business is committing to follow the steps outlined in each of the 6 areas mandated by WorkSafe BC and the official Public Health Order.

Staff Involved in our safety plan:

Kimberly Chadd, Mathews Tharakan

Step 1: Assess the risks at your workplace

We have identified areas where people gather, such as break rooms, production lines and meeting rooms.

Front entrance, rear entrance, kitchen line, prep kitchen, walk in cooler

We have identified job tasks and processes where workers are close to one another or members of the public. This can occur in your workplace, in worker vehicles or at other locations (if workers travel off site as part of their jobs)

Customer and skip driver arrivals for pickups and ordering at the front entrance, taking payments and giving food orders to patrons, preparation and cooking of food, dishwashing, preparing deliveries for drivers, delivery drivers receiving payments and handing over food

Vehicle Transportation

Employees normally travel alone

We have identified the tools, machinery and equipment that employees share while working.

POS stations, skip tablet, keys, phones, personal phones, coffee equipment, pop dispenser, stapler and stationary, dough equipment, fry cutter, salad spinner, pizza pans, storage containers, food processor, dishwasher, knives, spoons, strainers, squeeze bottles, seasoning shakers

We have identified surfaces that people touch often, such as door knobs, elevator buttons and light switches.

Door handles - front, rear and patio entrance, bathrooms, coolers, drawers/cabinets
Taps - bathrooms, hand wash sinks, prep sink, dish sink
Light switches
Front counter and bar, front bench

Step 2 : Implement protocols to reduce the risk

Review industry specific protocols on worksafebc.com to determine whether any are relevant to your industry. Guidance for additional sectors will be posted as they become available. If protocols are developed specific to your sector, implement these to the extent that they are applicable to risks at your workplace. You may need to implement additional protocols if the posted protocols don't address all the risks to your workers.

WorksafeBC Website:

Health and Safety, Industry Information - Phase 1 - Hospitality, Industry Information

Returning to safe operation - Phase 2&3 - Restaurants, cafes, pubs and night clubs

BCCDC - Food Businesses:

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/employers-businesses/food-businesses>

Frontline workers, supervisors, and the joint health officer and relevant to your industry.

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Orders, guidance and notices issued by the provincial health officers and relevant to your industry

Province wide restrictions November 20th - Mandatory masks.

<https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/restrictions#athletics>

<https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/covid-19-pho-order-nightclubs-food-drink.pdf>

https://www2.gov.bc.ca/assets/gov/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/covid-19/class_order_employers_covid-19_safety_plans_covid-19_may_14_final.pdf

Your health and safety association or other professional and industry associations.

BCRFA Covid-19 Resources

<http://www.bcrfa.com/covid-resources>

Have you reviewed your protocols for your COVID-19 Safety Plan to ensure it is up to date and appropriate?

Our protocols are up to date and posted in the workplace and on our website.

Physical Distancing:

Have you identified workers who can work from home to reduce the number of people in the workplace? Are these workers currently working from home?

No, our business is not conducive to workers working from home, however, we did close our dining room and focused on take out. As a result we have less employees. As well, we have tried to create as many full time positions as possible and less part time, which means a more controlled, responsible group of us interacting in the restaurant.

Are you restricting the number of customers allowed in the workplace? Have you established and posted occupancy limits for the workplace and for rooms where occupancy needs to be managed, including kitchens, break rooms, elevators and washrooms?

Yes, the number of customers has been restricted and the occupancy limit has been posted at the front entrance. We have focused solely on take out and the dining room has been closed throughout the pandemic in order to limit patrons from being in the restaurant for any extended period of time. Bathrooms are not open to the public and are single person use. There are no visitors permitted in the work areas.

Have you removed or rearranged furniture in work areas, including kitchens, break rooms, change rooms and other locations where workers may be close to one another?

We have removed the bar stools from the front and blocked the dining room off.

Where possible, have you set up workstations so they are at least 2 m apart?

This is not possible in the line kitchen. Prep workers, when possible, are stationed 2 m apart.

Have you modified work schedules so fewer people are onsite at any one time?

The closure of the dining room, as well as well trained efficient staff has led to fewer employees on site at one time.

Barriers:

A plexiglass barrier is to be installed at the front to protect the FOH staff and patrons picking up their orders. We will include a barrier cleaning procedure in our protocols.

Masks:

Masks are being used in conjunction with other appropriate protocols such as frequent hand washing and social distancing when possible.

Disposable masks and gloves are supplied and available at all times. We have also posted copies of "Help prevent the spread of COVID-19: How to use a mask" throughout the workplace. Customers and employees are required to wear a mask upon entering the building.

Cleaning and Hygiene:

Our cleaning plan includes the high contact surfaces identified in our risk assessment.

We have reviewed the information on cleaning and disinfecting surfaces:

COVID-19 health and safety: Cleaning and disinfecting has been reviewed. 2-step cleaning process noted.

FOH Procedures include:

- Cleaning and disinfecting high contact surfaces at 3:30, 6:30 & 9:30
- Sanitize payment terminals after each use
- Hand sanitizer easily accessible to customers
- Proper washing of hands every time after handling cash

BOH Procedures include:

- Cleaning and disinfecting high contact surfaces at 3:30, 6:30 & 9:30
- Drivers sanitize payment terminals after each use by customer
- Prep cooks wash and disinfect equipment after each use

Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessible.

Signage for proper hand washing has been posted. All employees must wash hands upon entering the premises and good hygiene practices have been communicated with staff.

Step 3: develop policies

We have identified rules and guidelines for how workers should conduct themselves.

We have clearly communicated these rules and guidelines to workers through a combination of training and signage.

Step 4: Develop communication plans and training

You must ensure that everyone entering the workplace, including workers from other employers, know how to keep themselves safe while at your workplace.

We have a training plan in place to ensure everyone is trained in workplace policies and procedures, this includes any new staff as well.

All workers understand the policies for staying home when sick.

We have signage posted at the workplace, including occupancy limits and effective hygiene practice.

We have signage posted indicating who is restricted from entering the workplace, including visitors and employees with symptoms.

Step 5: Monitor your workplace and update your plans as necessary

We make changes to our policies and procedures as necessary. This is usually triggered by the release of a new PHO.

As a smaller workplace we work together to address safety issues and concerns.

Revisions of our plan and policies are updated, communicated and posted for workers.