



COVID-19 Preparedness Plan for The Bowling Alley-Ionia

The Bowling Alley is committed to providing a safe and healthy workplace for all our employees. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Managers and employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our facility, and that requires full cooperation among employees and management. Only through this cooperative effort can we establish and maintain the safety and health of our employees and workplaces.

The EOs, OSHA guidance, and CDC guidance for COVID-19 have general safeguards applicable for all workplaces and specific safeguards for certain industries. M. Vallender has read these guidance documents carefully, found the safeguards appropriate to The Bowling Alley based on its type of business or operation, and has incorporated those safeguards into this COVID-19 preparedness and response plan.

As the COVID-19 situation evolves, the EOs and CDC guidance are periodically updated. M. Vallender will be responsible for visiting the EO webpage and CDC guidance webpage regularly (for example, weekly) for the latest information and for revising the plan, as necessary.

Executive Orders

CDC Guidance Documents

This plan reflects the EOs and CDC guidance as of **15Aug2020**.

Management and employees are responsible for implementing and complying with all aspects of this Preparedness Plan. **The Bowling Alley** staff have our full support in enforcing the provisions of this policy.

Our employees are our most important assets. We are serious about safety and health and keeping our employees working at **The Bowling Alley**. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan.

Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC), Michigan Department of Health guidelines and federal OSHA standards related to COVID-19 and addresses:

- hygiene and respiratory etiquette.
- engineering and administrative controls for social distancing.
- housekeeping – cleaning, disinfecting and decontamination.
- prompt identification and isolation of sick persons.
- communications and training that will be provided to managers and employees; and
- management and supervision necessary to ensure effective implementation of the plan.



I. Responsibilities of Management

Management must be familiar with this Plan and be ready to answer questions from employees, customers, and vendors. Bowling center and restaurant management must always set a good example by following this Plan. This involves practicing good personal hygiene and safety practices to prevent the spread of the virus. Management must require this same behavior from all employees.

Management is responsible for monitoring changes to local, state, and federal guidance and adjusting the preparedness and response plan as appropriate. All adjustments to the plan will require communication and / or training of staff prior to implementation.

Exposure Determination

The Bowling Alley has evaluated routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2. M. Vallender was responsible for the exposure determination.

The Bowling Alley has determined that its employees' jobs fall into only the lower exposure and medium exposure risk categories as defined by the OSHA Guidance on Preparing Workplaces for COVID-19:

- **Lower Exposure Risk Jobs.** These jobs do not require contact with known or suspected cases of COVID-19 nor frequent close contact (for example, within six feet) with customers.
- **Medium Exposure Risk Jobs.** These jobs are those that require frequent or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients.

M. Vallender verifies that **The Bowling Alley** has no high-risk exposure jobs.

The Bowling Alley has categorized its jobs as follows:

Job/Task	Exposure Risk Determination	Qualifying Factors
Counter	Medium	Public Contact
Server / Bartender	Medium	Public Contact
Kitchen	Lower	No Public Contact
Delivery Driver	Medium	Public Contact
Mechanic	Lower	No Public Contact
Management	Medium	Public Contact



II. Screening and Policies - Employees Exhibiting Symptoms of COVID-19

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess our employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms.

- **Each employee will have their temperature checked with a no-touch thermometer prior to starting their shift.**
- **Each employee will be asked if they are ill or have exhibited symptoms commonly associated with COVID-19 upon reporting to work. If any employee experiences symptoms while at work, they will be isolated until they can be sent home.**
- **Employees are not to report to work if they display respiratory symptoms or have had contact with a person with a confirmed diagnosis of COVID-19.**

When an employee is identified with a confirmed case of COVID-19, R. Farlin will notify the local public health department immediately, and any co-workers, contractors, or suppliers who may have come into contact with the person who is the confirmed case of COVID-19, within 24 hours. When notifying coworkers, contractors, and suppliers, **The Bowling Alley** will not reveal the name or identity of the confirmed case.

The Bowling Alley has implemented leave policies that promote employees staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household.

- **Paid sick leave equivalent to 2 weeks based on your routine weekly hours**
- **Sick leave and Personal Time Off (PTO) will be granted upon hire and will be sufficient to cover personal illness or self-quarantine requirements.**

The Bowling Alley has also implemented a policy for informing employees if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time.

- **An employee must stay home until they are free of fever (without the use of medication) for at least 72 hours AND symptoms have improved for at least 72 hours AND at least seven days have passed since symptoms first began.**



III. Handwashing and Respiratory Etiquette

Basic infection prevention measures are always practiced at our bowling center.

- **Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the restroom.**
- **Hand sanitizer (greater than 60% alcohol) will be available for employees and customers.**
- **Hand sanitizer stations will be installed for use at each facility entrance / exit and bottles of sanitizer will be made available for employee and customer use.**
- **Handwashing / sanitation is required following all food / drink service interactions with customers.**

Employees and customers are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands.

- **They will dispose of tissues in the trash and wash or sanitize their hands immediately afterward.**
- **Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all employees and customers.**
- **Respiratory etiquette posters will be present at each entrance, in the restaurant and kitchen.**
- **Trash receptacles will be "no touch" and open for disposal of tissues / other waste.**



IV. Administrative Controls, Physical Distancing and Personal Protection

Physical distancing is being implemented at our bowling center through the following engineering and administrative controls:

- **The number of staff behind the counter, bar and kitchen will be limited to ensure a minimum 6-feet distances between individuals.**
- **Signage or markings will be visible throughout indicating 6-feet distancing for customers in line for service.**
- **Occupancy will be limited to 50% of our occupancy limit as determined by the Fire Marshal or as determined by current state or local health department guidance.**
- **All bowling alley and restaurant furniture will be arranged such that appropriate physical distancing between groups is maintained. Management must approve movement of furniture from its designated spot.**
- **Where appropriate, physical barriers will be provided to minimize contact with customers.**
- **All employees will be provided face coverings and latex / nitrile disposable gloves for use during their shift.**
- **Masks will always be worn in the bowling alley, restaurant and around customers.**
 - **Customers are required to wear a mask to enter the bowling alley / restaurant.**
 - **Masks must be worn until seated.**
- **Gloves are required to be worn when bussing tables.**

Employees and customers are prohibited from gathering in groups and confined areas and from using other employees' personal protective equipment or other personal work tools and equipment.



V. Housekeeping

Regular, scheduled housekeeping practices are being implemented, including routine cleaning and disinfecting of high-touch surfaces and areas in the work environment. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, touch screens, door handles, railings, etc. Approved disinfectants will be used.

- **CDC-approved sanitizer (SANI-CLEAN 2) will be used for all procedural cleanings.**
- **Trash receptacles will be sanitized and open to ensure no touch disposal of items.**
- **Counter and bar will be sanitized after each group and prior to servicing the next.**
- **All contact surfaces (seating, tables) will be disinfected after each use ensuring minimum contact time for disinfection prior to allowing the next group to occupy the space.**
- **House bowling balls will be left on the ball returns following use and sanitized prior to return to the ball racks.**
- **Bowling alley and restaurant sanitization opening procedure:**
 - **Sanitize and document:**
 - all horizontal surfaces
 - entrance / exit door surfaces
 - walk-in cooler and kitchen door contact surfaces
 - condiment caddies and containers
 - restroom facilities
- **Bowling alley and restaurant sanitization closing procedure:**
 - **Sanitize and document:**
 - all horizontal surfaces
 - entrance / exit door surfaces
 - walk-in cooler and kitchen door contact surfaces
 - condiment caddies and containers
 - restroom facilities
 - utensils, mixing equipment, mats



VI. Communications and Training

This Preparedness Plan was communicated **in person** to all employees **on 07Jun2020** and necessary training was provided. Additional communication and training will be ongoing when updated guidance is available and provided to all employees who did not receive the initial training. Managers and supervisors are to monitor how effective the program has been implemented through observation and routine inspection. Management is to work through this new program together with the employees and update the training, as necessary. This Preparedness Plan has been certified by The Bowling Alley management and is available for review at any time. It will be updated, as necessary.

Recordkeeping

The Bowling Alley will maintain the following records as they relate to the COVID-19 preparedness and response plan:

1. Training records (Date, Who)
2. Daily cleaning and sanitation
3. If an employee is identified with a confirmed case of COVID-19, record when the local public health department was notified; as well as any co-workers, contractors, or suppliers who may have come into contact with the person who was the confirmed case of COVID-19.

Ron Farlin, Owner /Manager will ensure that the records are kept.

Certified by: **M. Vallender / R. Farlin**



Appendix A – Guidance for developing a COVID-19 Preparedness Plan

General

www.cdc.gov/coronavirus/2019-nCoV

www.osha.gov

<https://www.michigan.gov/coronavirus>

Handwashing

www.cdc.gov/handwashing/when-how-handwashing.html

www.cdc.gov/handwashing

<https://youtu.be/d914EnpU4Fo>

Respiratory etiquette

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social distancing

www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html

Housekeeping

www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html

www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2

www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Employees exhibiting signs and symptoms of COVID-19

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html

Training

<https://www.michigan.gov/documents/mdhhs/2019-nCoV>

www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html

www.osha.gov/Publications/OSHA3990.pdf