

Barcelona Tapas&Wine Bar : COVID-19 Safety Plan

1, WORKPLACE RISK ASSESSMENT

PHYSICAL DISTANCING RISKS :

High Congregation Areas

- Outside – footpath, stair case, deck
- Entrance – doorway
- Washrooms – public and staff
- Tables/Bar – bar, tables
- FOH – service station, bar service area, hostess desk, staff hallway, the service line, glass/cutlery wiping area
- Kitchen – prep table, the line, dish pit

Close Proximity Areas

Entrance, Washroom, Bar service area, POS station, Service line

CONTAMINATED SURFACE RISKS :

Shared Contact Surface

Cash money, Drink trays, Credit card machine, Receipt paper, Gift cards, Food & drink chits, Food safe sanitizer spray/disinfectant spray, Cleaning cloths, Salt&pepper shakers, Pens, Phone, Ice Machine/ ice scoop

General High Touch Surfaces

Light switches, Door handles, Washroom facilities, Take-out window

Service High Touch Surfaces

Beer&wine tap handles, Water bottles, Coffee machine, Hot water machine, POS screen, Tables, Chairs including the backs of chair, Bar fridge door, Kegs, Limes/lemons etc

Kitchen

Sinks/Soap dispensers, Kitchen utensils, Oven handle, Fridge doors, Containers, Walk-in handle, Dishwasher, Machinery such as blenders and slicers

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2, IMPLEMENTED PROTOCOLS TO REDUCE RISKS

- Cleaning logs
- Mandatory Health Check Form for all staff
- Refusal of entry protocol for anyone experiencing symptoms related to COVID-19
- Reduced occupancy load
 - Inside 19 seats (instead of 38 seats)
 - Patio 26 seats (instead of 54 seats)
- Determine maximum number of staff to be on the premise at the same time
 - 10people in total for front & back of the house
- Physical distancing guidelines for entering
- One-way traffic sign
- Signage for updated service protocol & requirements
- Guest details book containing relevant contact information store for 30days
- Hand washing signage for guests and staff members

REDUCING THE RISK OF PERSON-TO-PERSON TRANSMISSION

FIRST LEVEL PROTECTION (ELIMINATION) :

Control measures for physical distancing for guests :

- Limited capacity of guests :
- No groups of larger than 6 people at each table allowed
- Reduced seating to allow for 6ft between patrons at separate tables
- Removed chairs from tables to create more space to people pass by

Control measures for physical distancing for staff :

- Change of work schedules ; reduced staffing, different time of arrival at work
- Appropriate number of staff working at one time in same area with a reduced number of staff
- Assigned roles for staff to reduce cross contamination
- Changes to how tasks are completed e.g. duties to be completed at separate stations
 - Minimizing the use of using shared tools and designation personal stations
- A detailed floor plan as a guideline for staff for physical distancing
- Maintain physical distance of 6ft from guests and other co-workers
- No skin to skin contact e.g. handshake, hugs
- No visitors allowed for staff
- All staff will take a break at different times and eat outside table at the back of the building

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SECOND LEVEL PROTECTION FOR GUESTS & STAFF (BARRIERS & PARTITION) :

- Plexiglass barrier at hostess desk and bar area to separate guests and staff
- Detailed signage of restrictions in place for guests/staff with COVID-19 symptoms displayed
- Clear signage to demonstrate physical distancing practices
- Floor plan created with reduced capacity and 6ft spacing
- Hand sanitizer stations set up at the entrance of the patio, all the entrances of the building, outside of washroom
- Clear markings for the wait line of washroom

THIRD LEVEL PROTECTION (ADMINISTRATION CONTROLS) :

- Mandatory Health Check declaration. Staff must stay at home for 14 days when experiencing any symptoms related COVID-19
 - Staff must wash hands ; after handling anything that has been in contact with a guest, shared surfaces, handling cash, beginning of shift, after breaks, washroom visits and end of shift
 - Staff must follow cleaning schedule, signing off completed tasks
 - Assigning staff with personal tools and equipment to minimize the need for sharing
 - Staff must maintain 6ft apart from guests and other workers
 - Face shield must be worn during the shift
 - Dishwashers must wear individually provided gloves to operate their tasks
 - Follow designated one-way traffic in both front of the house and back of the house

**** New position : COVID-19 safety supervisor ****

- Inform customers about our COVID-19 safety measurements such as hand sanitizer station, one-way traffic
- Cleaning surfaces of public area with disinfection constantly
- Cleaning restroom every 30min
- Remind customers and staff to maintain social distance
- Crowd control

FOURTH LEVEL PROTECTION (PPE) :

- Every staff will be provided their own face shield and wear it during the shift
- Clean own face shield after the shift
- Any disposable gloves must be disposed of after single use
- Dishwashers must wear individually provided gloves to operate their tasks

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REDUCE THE RISK OF SURFACE TRANSMISSION

CLEANING SCHEDULE

- Cleaning lists have been created for all common areas and surfaces. The cleaning lists must be completed daily and signed.

**** How to clean surfaces with disinfectant ****

- 1, Pre-clean areas by removing things such as food.
- 2, Spray disinfectant 6-8inches from the surface ; making sure to wet surfaces thoroughly.
- 3, All surfaces must remain wet for the 5minutes.
- 4, Dry surfaces.

- Hand washing facilities are available with posted signage as a reminder to wash hands frequently. Staff will be advised to wash hands after any contact with guests dishes, shared surfaces etc. Signage has been placed in a guest washroom with proper hand washing practices.

- We have hand sanitizer stations at every entrance of the building, patio, bar, food path area for guests and staff to use.

- All workers who are cleaning have adequate training and access to materials such as food safe multi cleaning disinfectant, PPE.

REDUCING SHARED ITEMS

- Menu will be single use and accessed through QR codes on personal devices
- Water bottles will be provided on each table
- Staff will provide to-go containers for guests to pack themselves

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3, DEVELOP POLICIES

- Our workplace policies ensure that staff and others showing symptoms of COVID-19 are prohibited from the workplace.
 - Anyone who has had symptoms of COVID-19 in the last 10days. 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 14days and monitor for symptoms
 - Visitors are prohibited in the workplace
- Mandatory Health Check list for all staff
- Guest details book containing relevant contact information stored for 30days
- Hand washing signage for guests and staff
- Entry policy

4, DEVELOP COMMUNICATION PLANS AND TRAINING

STAFF TRAINING ON UPDATED PROCEDURES ;

- A staff training plan will be in place with the new revised cleaning procedures and scheduling. This will be communicated through a pre-opening meeting, signage, and accessible to all staff to keep workers and visitors safe
- All staff will check and sign a health check list beginning of every shift, and understand they have a duty of care related to experiencing COVID-19 symptoms
- Hand washing signage and occupancy limit signage will be posted clearly for staff and guests.
- Cleaning procedure must be completed daily. Frequent cleaning on shift to high touch risk areas.

COMMUNICATING WITH GUESTS THROUGH SIGNAGE ;

- Signages about physical distance, hand washing, one-way traffic, and other policies are posted

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5, ASSESS & ADDRESS RISKS FOR RESUMING OPERATIONS

- Training plan for staff to educate and communicate the changes in service and business
- Monitor the sharing of items, and continually adapt to the situation to maintain the safety of patrons and workers
- Training and monitoring of employees daily
- Re train / refresh of work duties for staff in all areas

6, RESOLVING CONCERNS ABOUT UNSAFE WORK

- Workers have the right to refuse work if they believe it presents an undue hazard
- Training on any new measures and concerns will take place
- Continuous assessment of safety measures in place
- Communication with staff on safety measures and procedures
- Regular communication with staff on effectiveness of measures, and suggested improvements.

Sources :

Order of the Provincial Health Officer : [Food Service Establishments and Liquor Services](#)

WorkSafe BC : [COVID-19 Safety Plan](#)

BC Restaurant and Food Services Association : [Blueprint for Reopening In-Restaurant Dining](#)

Vancouver Coastal Health : [COVID-19 Guideline for Food Service Establishments](#)