



## COVID-19 Safety Plan

The following plan outlines the measures being taken by Church St. Taphouse to minimize/neutralize the spread of COVID-19.

The Health & Safety Committee is comprised of the following people, and any staff member or customer can ask questions or discuss complaints with the following:

- Chris Morrison, VP, Operations
- Dave Shackelford, Chef
- Mike Little, AGM
- Janine Ward, Bookkeeping & AR/AP

### Step 1: Assessing the risks at Church St. Taphouse

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

- ❖ We have involved frontline workers, supervisors, and the joint health and safety committee
- ❖ We have identified areas where people gather, such as break rooms, production lines, and meeting rooms.
- ❖ We have identified job tasks and processes where workers are close to one another or members of the public.
- ❖ We have identified the tools, machinery, and equipment that workers share while working.
- ❖ We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.

## Step 2: Implementing protocols to reduce the risks

Church St. Taphouse has completed the following action items to reduce the risks:

- ❖ Distanced all tables by at least 6 feet
- ❖ Reduced our capacity to 50%
- ❖ Limited all tables to no more than 6 seats
- ❖ Each table has had one chair removed so that customers can access the table while maintaining distance
- ❖ Implemented new cleaning procedures for every department
- ❖ Installed Foot Door openers on washrooms so that Guests can open the door with their foot instead of their hands
- ❖ Incorporated extensive signage around the building to remind people about social distancing
- ❖ All employees have received training on the new procedures and they have signed a form indicating they will not come to work sick.

### A) Reduce the risk of person-to-person transmission

To reduce the risk of the virus spreading through droplets in the air, implement protocols to protect against your identified risks. Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider second, third, or fourth levels if the first level isn't practicable. You might need to use more than one level of protection to deal with a risk — for example, physical distancing and masks.

**First level protection (elimination):** Use policies and procedures to limit the number of people in your workplace at any one time. Implement protocols to keep workers at least 2 metres (6 feet) from co-workers, customers, and others.

- ❖ Distanced all tables by at least 6 feet
- ❖ Reduced our capacity to 50%
- ❖ Limited all tables to no more than 6 seats
- ❖ Each table has had one chair removed so that customers can access the table while maintaining distance

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**Second level protection (engineering controls):** If you can't always maintain physical distancing, install barriers such as plexiglass to separate people.

- ❖ Out of the gate, with our 1st level protection, we have elected not to put in plexiglass at this time.
- ❖ The design of our bar allows for most service to be at 6 feet away

**Third level protection (administrative controls):** Establish rules and guidelines, such as cleaning protocols, telling workers to not share tools, or implementing one-way doors or walkways.

- ❖ We have added extensive signage, mapping across the Taphouse
- ❖ All guests exit in a different location than the entrance to avoid congestion
- ❖ Later in the document we included extensive cleaning procedures.

**Fourth level protection (PPE):** If the first three levels of protection aren't enough to control the risks, have workers and customers use personal protective equipment (PPE) such as masks. PPE should not be used as the only control measure. It should only be used in combination with other measures.

- ❖ Dishwashers are mandated to wear masks at this time
- ❖ Bussers are mandated to wear masks at this time
- ❖ All other positions are personal choice
- ❖ Everyone has access to free masks and gloves supplied by the Taphouse

**First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible**

We have established and posted an occupancy limit for our premises. Public Health has advised that the prohibition on gatherings of greater than 50 people refers to "one-time or episodic events" (weddings, public gatherings), and is therefore not intended to apply to workplaces. However, limiting the number of people in a workplace is an important way to ensure physical distancing is maintained.

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We have **established and posted occupancy limits** for common areas such as break rooms, meeting rooms, change rooms, washrooms, and elevators.

- ❖ Distanced all tables by at least 6 feet
- ❖ Reduced our capacity to 50%
- ❖ Limited all tables to no more than 6 seats
- ❖ Each table has had one chair removed so that customers can access the table while maintaining distance

## **Second level protection (engineering): Barriers and partitions**

We have included barrier cleaning in our cleaning protocols.

- ❖ The existing setup of the bar has many 6 foot distances built in
  - For instance, at the bar patio window
  - Bar self service inside
  - We have shut down seating at the Bar
  - The Kitchen Pass

## **Third level protection (administrative): Rules and guidelines**

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.

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Measures in place include:

The following rules apply to all staff that enter the kitchen area, but particular to kitchen staff members.

## A. WASH YOUR HANDS !!!

- We need to be washing our hands on a regular basis every 2 hours is recommended.
- Wash hands after receiving orders from food service companies.
- Wash your hands after you have gone into the dining area for whatever reason.
- Wash your hands after using any common areas that customers are using. Like the bathrooms.

## B. GENERAL CLEANING

- Use the kitchen cleaning checklist to clean areas of the kitchen every 2 hours.
- Use of our new Peroxide based cleaner is a must when following the checklist.
- Keep a clean and organized station before, during and after your shift.
- When there is down time in the kitchen staff needs to be finding areas to keep clean and organized.

## C. KITCHEN SPACING

- We need to be aware of personal space in the kitchen, this does not mean we need to keep 6 feet apart but we need to be mindful of grouping together in small spaces.
- Be aware of other kitchen staff around you and be sure to complete tasks in one area at a time to avoid moving around.

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- Be aware of having only 2 people in the cooler at once and do not crowd the dish area.
- When you are coughing or sneezing do so into your sleeve for safety.
- Avoid touching your face during service.
- Please remember we have an open kitchen and we want customers confident in our attempt to be safe.

## D. HANDLING PLATES AND BASKETS

- We are using black plastic baskets whenever reasonable on the menu.
- We are using ceramic bowls for salads and stir frys.
- When you clear a table or touch any plates from customers including returned items be sure to use gloves  
and wash your hands afterwards.
- Utilize the use of buspans when clearing dishes from tables.

## C. SAFETY CONCERNS

- If you are not feeling well please contact us and stay home.
- If you feel uncomfortable about working in any situation please let a manager know your concerns.
- All information to Managers is kept in confidence to alleviate hesitation about voicing concerns.
- If you want you can wear gloves in the kitchen, just be aware it is not mandatory and you will need to change  
into fresh gloves everytime you complete a task.

## **Fourth level protection: Using masks** (optional measure in addition to other control measures)

We have reviewed the information on [selecting and using masks](#) and [instructions on how to use a mask](#).

We understand the limitations of masks and other PPE. We understand that PPE should only be used in combination with other control measures.

We have trained workers to use PPE properly, following manufacturers' instructions for use and disposal. Measures in place include:

- ❖ Dishwashers are mandated to wear masks at this time
- ❖ Bussers are mandated to wear masks at this time
- ❖ All other positions are personal choice
- ❖ Everyone has access to free masks and gloves supplied by the Taphouse

## **b) Reduce the risk of surface transmission through effective cleaning and hygiene practices**

We have reviewed the information on [cleaning and disinfecting surfaces](#).

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

We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus. [[Handwashing](#) and [Cover coughs and sneezes](#) posters are available at [worksafebc.com](https://worksafebc.com).]

We have implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, tools, equipment, vehicle interiors, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use).

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Workers who are cleaning have adequate training and materials.

## Cleaning protocols

KITCHEN CLEANING CHECKLIST							
				INITIAL EACH TASK AS THEY ARE COMPLETED			
				ADHERE TO CLEANING TIMES AND PROTOCOLS			
COMMON CONTACT AREAS		initials	Cleaning times				
Main Cooler Door Handle			every 2 hours	All cleaning using appropriate chemical			
Salad Cooler Door Handles including top lid			every 2 hours	use a clean dry kitchen cloth and			
Nacho Cooler Door Handles including top lid			every 2 hours	place cloth in available hamper			
Oven Door Handles			every 2 hours				
All Burner Knobs			every 2 hours	Wash your hands before			
Freezer door handles			every 2 hours	and after cleaning areas			
Sink Handles and sink basins			every 2 hours				
Metal counters, prep area and line counter			every 2 hours	Be sure to wear gloves			
Fryer basket handles			every 2 hours	and remove them after use.			
Dishwasher handles and counter area			every 2 hours				
Cold Storage Door Handles Below Hot side			every 2 hours				

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**Step 3: New 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 10 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.
- ❖ Our policy addresses workers who may start to feel ill at work.

All employees have signed the following from BCRFA



**EMPLOYEE PROTOCOL AND COMMITMENT TO SAFETY**

As an employee of this organization, I will adhere to the noted company policies and protocol as outlined by my employer to ensure the safety of myself, my colleagues, my employer and our guests.

I agree to the following:

- I will not come in to work if I have or have had in the last 10 days symptoms of COVID-19 and will instead self-isolate if I have any of the symptoms (symptoms include: chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache)
- If I start to have symptoms of COVID-19 while on shift I will immediately advise my supervisor and make necessary arrangements to go home to self-isolate
- I will abide by the company policy on protocols on social distancing among staff, guests and members of the public and will maintain a distance of two meters as much as possible while still being able to efficiently and effectively do my job
- I will abide by the company policy in regards to handwashing and sanitizing my hands frequently
- I will abide by the company protocol for cleaning of our space in order to ensure safety of all staff, guests and myself
- I will advise my dedicated supervisor of any safety concerns I may have. This will help to ensure safety and confidence among my colleagues, my employer, our guests and myself.

Before Each Shift, I commit to the company check which includes:

- Not having symptoms of COVID-19
- I have not been in contact with someone who has COVID-19
- I am not currently required to self-isolate
- I have not been outside of British Columbia in the last 14 days.

*Failure to report a known illness or exposure to COVID-19 will be grounds for termination.*

I acknowledge that I have read this condition of employment and I agree that I will inform my supervisor or manager, before starting any shift, if any of these factors apply to me.

Employee Name \_\_\_\_\_

Company Name \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

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We also will adhere by:

- ❖ Sick workers should report to manager, 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. [Consult the [BC COVID-19 Self-Assessment Tool](#), 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: 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. [A customizable [occupancy limit poster](#) and [handwashing signage](#) are available on [worksafebc.com](#).]
- ❖ We have posted signage at the main entrance indicating who is restricted from entering the premises, including [visitors](#) and [workers](#) with symptoms.
- ❖ 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** Things may change as our business operates. If we identify a new area of concern, or if it seems like something isn't working, we will take steps to update our policies and procedures. We will involve workers in this process.

- ❖ We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- ❖ Workers know who to go to with health and safety concerns.
- ❖ When resolving safety issues, we will involve joint health and safety committees or worker health and safety representatives (or, in smaller workplaces, other workers).

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

- ❖ We have a training plan for new staff.
- ❖ We have a training plan for staff taking on new roles or responsibilities.
- ❖ We have a training plan around changes to our business, such as new equipment, processes, or products.
- ❖ We have reviewed the start-up requirements for vehicles, equipment, and machinery that have been out of use.
- ❖ We have identified a safe process for clearing systems and lines of product that have been out of use.