

COVID-19 safety plan

Company details

Business name: Burleigh Falls Inn & Suites
Inc, & Triple “B” Foods o/a THE GRILL

Developed by: Jennifer Craig, Manager

Others consulted:

Date distributed: February 09th, 2021

1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?
2. How will you control the risk of transmission in your workplace?

Actions:

All Covid 19 Protocols will be posted at the Staff Entrance & Front Desk.

- Staff Screening – upon arrival at the facility all Staff will self assess using the checklist provided.
- All Staff will provide a temperature Sample

If for any reason, a staff member answers yes to the screening questions or presents with a moderate to severe fever (anything above 37.5) they will be sent home with instructions to contact their local health provider for further monitoring. Staff will be paid 1 full day of sick pay, and if required to self isolate will be promptly provided with the paperwork necessary to apply for

- All Staff must arrive wearing an appropriate and approved Mask

For General Areas – a cloth mask is required , for Front line (Servers, Front desk) a appropriate medical mask is required, along with a pair of safety glasses when a 2 metre distance cannot be maintained.

- All staff are to use the hand sanitizer upon entry to any building and encourage to wash hands frequently.

Staff are to utilize designated Staff Washroom to isolate from the General Public.

Interactions with Guests/Customers to be kept to a minimum to include but not limited to:

Staff will monitor “public areas” public areas to routinely wiped down throughout the shift

Hotel Guests:

Contactless Checkin & Checkout – all guests to be presented with welcome envelope for pickup at the desk, payment to be done manually, Checkout to be done by Text

Maintenance Issues – if a maintenance issue arises which requires staff to enter Guest accommodations. Guests will be asked to leave, door to be propt open. Staff to enter room with face covering, safety glasses and gloves (gloves to be immediate disposed of after exiting room).

Housekeeping – all guest housekeeping services to be suspended during stay. If guests requires additional amenities items during stay, these are to be room dropped outside guest door in a sealed bag.

After Guest departure, rooms to be put on stand down, Staff will only enter to room to turn off any electrical or propane items, (using gloves, face mask). After 24 hours, room to be stripped of all linen, and cleaned with a final “spray” of Hydrogen Peroxide Medical grade on any hard or soft surface. Room to be marked Sealed till next guest arrival.

Front Desk – maintain a 2metre distance from all guests (see above for remote checkin /checkout payment opitons). Front desk staff to wear PPE (Face Mask, Safety glasses when required or Face shield at all times).

Restaurant/Frood Service

Food Service will continue as Take-out Room/Service only.

Only permit one customer inside the Restaurant area at a time for pickup/payment purposes

Should customers request washroom use, record date, time, name & telephone number

Delivery of Take-out items for pickup – wearing face mask or face shield and safety glasses when 2 metres cannot be maintained.

Ask Customers to wait inside their vehicles until items are prepared to limit number of patrons waiting in line or inside the Restaurant area.

In Kitchen area, employees will be required to wear a mask if they cannot maintain a 2 metre distance from other employees, and on receiving deliveries from outside sources.

Cleaning of work stations should be done frequently

Washing of hands anytime you leave the kitchen area

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3. What will you do if there is a potential case, or suspected exposure to, COVID-19 at your workplace?

Actions:

- Upon Screening with employees if unwell, they will be sent home immediately advised to self isolate and seek additional medical attention.

If an Employee becomes ill while at work or during the week schedule, the area the employee was working in will be shut down when able to do so. A thorough cleaning and disinfection of the area the employee was working in will commence.

Upon a positive case, Management will seek the guidance of the local ministry of Health & the Public Health authority. When and if needed the identified employee and all close contacts will go into mandatory isolation and will seek testing.

All contacts with Guests/ Customers will be reported to the Public Health Authority along with a list of those suspected to be in close contact.

An official public advisory will be voluntarily submitted by the Establishment that will advise the local community and customers of the potential of exposure. When necessary the Inn will cancel all guests reservations if they fall within a mandatory self isolation period.

Upon confirmation of a Guest positive case, the Inn will advise the local health authority. Any employee identified that may have had close contact with the guest will be advised to Self Isolate and seek testing. Any other guests who may have had close contact will be advised of the potential exposure and advised to seek testing at their own local health authority.

4. How will you manage any new risks caused by changes to the way you operate your business?

Our policies will be reviewed weekly or sooner as outlined by any Health orders.

Staff have access to open communication, and if they feel uncomfortable with their working environment will be followed up with a plan for a temporary absence and a return to work schedule.

5. How will you make sure your plan is working?

We will review the plan weekly, along with any updates as provided by the Health orders.

We will also seek Staff input on strengthening or changing measures as needed.