

Wonton Hut Covid 19 Safety Plan and Policy

How will you screen for COVID-19?

- 1) Screen staff regularly for health issues. If anyone develops symptoms of COVID-19, implement procedures for reporting the illness and keeping the worker away from others. For further guidance on screening procedures, consult the Ministry of Health.
-digital forehead thermometer

Do not enter if you have:

- a) Fever, cough, sore throat, difficulty breathing, loss of smell or taste, any other flu-like symptoms, or feel unwell in any other way.
 - b) Had contact with anyone in the last 14 days who is sick, has/had any of these symptoms or confirmed Covid-19.
 - c) Traveled in the last 14 days. You must request off for the time you will be away, PLUS 14 days after your return.
- install clear signage throughout the workplace, including the points of entry.



- 2) Encourage workers to monitor their own symptoms at all times.
- 3) Update your business's voicemail, email, social media, website and other external communications to inform customers of changes to the business operations.

How will you make sure your plan is working?

- 1) Provide clear **information and instruction** to your workers (**Cantonese, Mandarin**). Make sure they know what they need to do to protect themselves and others. Ensure they know how to follow the work and hygiene practices in your plan, including all new safety measures. Employers need to train workers on possible COVID-19 transmission points in the workplace, what steps are being taken to protect them, and how they can protect themselves, including **frequent hand washing** especially before and after each client

interaction, **sanitizing items and surfaces more frequently**, following tool disinfection procedures, and not touching their face.

- 2) **Immediately use the sanitizer when entering**
- 3) Follow all municipal and local public health warnings, directions and recommendations related to COVID-19. Consider regular times to check in with public health updates and retrain/revise practices as needed.
- 4) Share information in **all languages spoken by your workers**, if possible. **Provide information in ways that are easy to understand, like graphics and pictures**, and use resources from the Ontario government.
- 5) Ensure that measures you decide on are well communicated.

How will you control the risk of transmission in your workplace?

Disinfection and Sanitizing

- 1) Encourage workers to maintain **clean work stations, debit machines, cash registers, counters, and equipment**. Provide hand sanitizer and sanitizing wipes for clients to use upon entry. Consider having them available near the entryway, waiting areas, at reception and other high-traffic areas. (sanitize door handle, waiting area and take out station **every hour**)
- 2) **Do not keep half-eaten food in the dining room, pass, and kitchen or storage area.**
- 3) Provide a safe place for individuals to dispose of used sanitizing wipes and disposable protective equipment. Empty and clean waste containers on a regular basis.
- 4) Surfaces that come in contact with customers must be disinfected prior to and after each customer service performed.
- 5) Clean and disinfect/sterilize equipment such as scissors, hair clippers, nail files, and other equipment between clients/ employees. Public Health Ontario offers more information on clean and disinfect protocols

Use approved disinfectants as per the Government of Canada. Note: all disinfectants approved for use in Canada have a drug identification number (DIN). The products listed on the Government of Canada website are supported by evidence to likely be effective and may be used against COVID-19

Hand Hygiene

- 1) Ensure all **hand-washing facilities are available and in good working order.**
- 2) Proper handwashing is key. Workers should be trained in the proper hand washing technique and avoid touching their face. Extra handwashing is a good idea for everyone –

and when that's not possible, a hand sanitizer with minimum alcohol content of 60% should be used frequently.

- 3) Encourage workers and visitors to wash their hands before entering the workplace, after contact with others, or with surfaces others have touched. Be sure to include handwashing before breaks, at shift changes, after making or receiving deliveries etc. Be sure to keep an adequate supply of soap, paper towels, etc.
- 4) To avoid droplet dispersion, encourage proper cough and sneeze etiquette through the use of posted reminders and other communications.



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

Customers/ Clients

- 1) Consider **managing customer volume** minimizing walk-ins
-Online Ordering, Adding delivery service
- 2) Consider limiting customer capacity if unable to maintain physical distancing.
-We have a maximum capacity of 2
- 3) Remove chairs from the waiting area to make sure people do not sit close together or wait in groups.
- 4) Any waiting area for your customers should have books, service menus, pens and other frequently touched items removed. Reception desks should also have unnecessary items removed as well as pens, paper, etc.
- 5) Where possible, assign workers to ensure staff and customers are utilizing sanitizing materials, following physical distancing protocols and screening for customers presenting COVID-19 related symptoms.

How will you ensure all workers know how to keep themselves safe from exposure to COVID-19?

Eliminate or Minimize Exposure Physical Distancing

- 1) Install physical distancing markers throughout the reception area and other areas depending on the size of the facility, including the entrance area outside the premises if appropriate, to ensure customers maintain a physical distance of 2 meters.
- 2) Limit the number of workers working in one space so that they can distance themselves from each other by:
 - scheduling more time for cleaning in between customers. Practicing physical distancing during breaks.



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

Workers should self-isolate if they either:

- 1) Have symptoms
- 2) Had close contact with an individual with symptoms or a confirmed diagnosis
- 3) Have travelled outside of Canada

Close contacts may include people who have spent time less than two metres away from the infected person in the same room, workspace, or area without barriers or protective equipment and people living in the same home.

Understand the guidelines for Covid 19 self-isolation and return to work for your workplace. In general:

- 1) A worker who had close contact with someone known to have COVID-19 should self-isolate for 14 days. If they do not develop symptoms, they may usually return to work and other activities 14 days after their last contact with the case.

- 2) A worker with COVID-19 symptoms should self-isolate for at least 10 days from when the symptoms started.
- 3) If a worker who has symptoms receives a negative COVID-19 test result, they may usually return to work before 10 days if they do not have a fever and their symptoms are getting better.