

# Workplace COVID-19 Safety Plan

## Final Approach Restaurant

3-1000 Ravensbourne Lane, Qualicum Beach, BC, V9K 1P9

Date plan was created: 06/17/2020

Date last updated: 06/23/2020

- We are in compliance with the Worksafe BC and the Provincial Health Officer (PHO) orders for physical distancing between customers and staff.

## Level 1: Elimination Controls

### General Considerations

The maximum number of customers allowable on the premises at any given time:

- Dining Room: 38
- Patio: 16

Indicate the maximum numbers of staff in each of the following areas:

Kitchen: 4	Storage Room: 2
Washroom: 1	Dining Room: 3
Prep Area: 2	Walk-in Cooler/Freezer: 1
Supplies Storage/Laundry: 2	
Office: 2	

Maximum 6 staff members on shift at once

The staff member/role responsible for managing the occupancy limit is (name and title):

Adam Potter – Co-Owner

Ian McLaughlin – Co-Owner

Hours of operation have changed:

Wed-Fri: 11am-8pm

Sat/Sun: 10am-8pm

Mon/Tues: Closed

We are maintaining physical distancing in our establishment by:

- Staying home when exhibiting symptoms of illness
- Eliminating in-person meetings/huddles, or holding meetings outside
- Eliminating hand-to-hand contact with guests and other employees
- Creating separate areas for dine-in customers and pick-up customers
- Having guests wait outside for a table
- Having guests seat themselves
- Operating every other sink and/or urinal in washrooms
- Staggering start times for employees to reduce gathering in common areas
- Staggering break times to reduce the number of staff gathering in break areas

### Table Service

We are maintaining physical distancing during table service by:

- Removing bar seating to allow customers to exit the restaurant while maintaining a distance of 2 metres from other customers

### Kitchen

We are maintaining physical distancing in the kitchen by:

- Wherever possible, ensuring employees remain 2 metres apart
- Limiting the number of staff allowed in the kitchen area at one time
- Restricting access into food preparation areas for delivery agents (permission only), members of the public, and other staff who are not kitchen employees
- Kitchen delivery door always locked from outside to restrict access

## Level 2: Engineering Controls

### General Considerations

We have installed physical barriers in the following indoor spaces where physical distancing may not be possible between the public and employees:

- At greeting station / payment area (hostess stand)
- Between all tables in dining room
- Along bar counter

We have placed the following physical distancing markers/reminders for customers and staff in our workplace:



We have made the following changes to the design and/or layout of the facility:

- Adding floor decals and signage to facilitate the flow of people
- Provided hand sanitizer at the door for customer use when they enter & exit the facility
- Provided workers with lockers for personal belongings
- Eliminated storage of personal belongings in common areas

## Table Service

We have made the following changes to the design and/or layout of dining areas

- We have created a designated space for servers to drop off food (edge of table)
- Removed salt/pepper shakers, sauce dispensers, candles and other table items
- We are using single-use menus
- We are using single-use condiments and crayons
- All staff are required to wear face shields – “How to use a mask” instructions posted

## Kitchen

We have made the following changes to the design and/or layout of the kitchen

- Kitchen access door is always locked from the outside
- Food delivery location clearly identified along inside of exterior wall

## Level 3: Administrative Controls

### General Considerations

- YES, we are retaining contact information (first and last name plus email or phone number) from one member of every party of patrons for 30 days in the event that there is a need for contact tracing on the part of the medical health officer
  - Contact information will be stored on our POS system: TouchBistro

The procedure if a **worker** is identified as having symptoms is:

- Ensure the employee is wearing a mask
- Ask the employee to leave work immediately, go straight home, and contact their doctor or 8-1-1 for further guidance
- Sanitize all surfaces that the employee may have come in contact with
- Encourage the employee to use the BC COVID-19 self-assessment tool
- Maintain communication with employee and determine eligibility to return to work as instructed by public health

The procedure if a **customer** is identified as having symptoms is:

- BCCDC Covid-19 Poster displayed at entrance
- Guests reminded not to enter the restaurant if they are not feeling well



We have implemented the following additional administrative controls in our facility:

- Our staff sick policy supports workers to stay home if symptomatic
- We have provided worker training and orientation on COVID-19 safety protocols
- We have provided workers with medical resource information that includes telephone numbers for key medical, mental health, and bullying resources, with approved COVID-19 information
- We are posting our key COVID-19 protocols at the entrance of our restaurant and on our website's main page: [www.finalapproachrestaurant.ca](http://www.finalapproachrestaurant.ca)
- This Worksafe Safety Plan is available to the public on the main page of our website

## Table Service

Our protocols for receiving payment and handling cash at tables are as follows:

- Credit/Debit is our preferred method of payment as advised in our COVID-19 protocols
- Credit/Debit machines will be sanitized between uses. Sanitizer sprayed on disposable towel then machine wiped down
- Staff are to sanitize hands before and after each transaction (credit/debit or cash)

We have the following administrative controls for table service:

- All service staff to wear face shields while on shift
- Guests to pour their own bottled beverages into their glass
- Having servers leave food and drinks at the front of the table and letting guests distribute them after the server has stepped away
- Providing packaging and letting guests wrap up their own leftovers
- Removing all items when turning a table. Table number sign is the only item that will remain on the table which is plastic and will be sanitized thoroughly with the rest of the table/chairs

## Kitchen

We have the following administrative controls for the kitchen:

- All kitchen staff are to wear face shields/cloth masks while on shift
- As much as possible, cooks and chefs use their own high-use tools such as knives

## Cleaning and Hygiene

We have implemented the following administrative controls to ensure enhanced cleaning and disinfection and good hygiene practices throughout the facility:

- Established hand washing procedures for all front of house staff (worksafe poster)
- Hand washing signage is provided near all sinks
- Increased cleaning between table seatings: tables, vinyl/leather seats, table number sign should be wiped when tables turn
- Menus and condiments have been changed to single use only
- Bathrooms checks increased; hand washing stations sanitized regularly
- Enhanced cleaning of all frequent touchpoints in common areas: walls, tables, chairs, barstools, coat hooks, restrooms, doors including front door, restroom door, staff doors to offices and kitchens
- Incorporating additional regular and end-of-shift cleaning and disinfection for all shared spaces and surfaces in public serving zones
- Developed a cleaning schedule
- Ensuring workers are supplied with appropriate supplies such as soap and water, hand sanitizer and disinfection wipes

## Level 4: Personal Protective Equipment

- Service staff are always required to wear a face shield. Face shield is to be disinfected before and after each shift. Each staff member has been provided their own face shield
- Kitchen staff are always required to wear a face shield or cloth mask. Face shield is to be disinfected before and after each shift. Cloth mask is to be washed after every shift. Each staff member has been provided their own face shield/mask