

COVID-19 SAFETY PLAN – Park House

Business name: Park House

Division/group: All Staff

Date completed: April 2020.

Revision date: June 2021

Measures we're taking.

How we're ensuring workers know how to keep themselves safe from exposure to COVID-19

- Posting of all current HPPH recommendations.
- Provide information from reliable sources for self protection (i.e., Restaurants Canada)

How we're screening for COVID-19

- Screening questions posted at entrance /patio for patrons to review before entering main restaurant.
- Screening questionnaire that every staff member must answer and record when entering workplace. (Keep for 15 days).
- If staff feel unwell, they **MUST** stay home and if symptoms warrant, get tested for COVID.

How we're controlling the risk of transmission in our workplace.

Physical distancing and separation

- All tables 2 metres apart.
- Staff wear masks and eye protection when unable to be 2 metres from patrons who are not wearing masks.
- Patrons sanitize upon entering restaurant.
- Patrons wear masks unless eating or drinking.
- Restricted number of patrons on patio according to HPPH guidelines.
- Restricted number of patrons in washrooms (2).

- No lineups at door because of restricted space. Patrons waiting for a table must wait outside or in their car and we will call when table available.
- Maximum 4 people sitting at one table unless from same household (address), then 6 may sit at one table.
- No live music during Stage 1.

Cleaning

- All table and chairs sanitized between every customer.
- Condiments only brought to tables as requested. If the container cannot be sanitized, it must be discarded.
- Staff must be very aware of when they handle used dishes/glasses, they must wash hand or sanitize before handling anything else.
- Menus sanitized after every use.
- Moneris machines sanitized after every use.
- Phone, POS computers, sanitized at first and end of every shift.
- Clean door handles and taps in washrooms at first of every shift. (Person coming on shift).

Other

- All patrons must sign in upon entering with name and phone number from each household. Information is kept for 30 days then may be destroyed.

What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace

- If we are notified by HPPH of a possible exposure, we will follow the guidelines that they suggest. Notify all staff contacts involved and depending on circumstances, will advise quarantining, testing, self isolation.
- Deep cleaning of entire business building.

How we're managing any new risks caused by the changes made to the way we operate our business.

- Frequent assessment of how staff is dealing with the stresses of COVID protocols.
- Listening to staff feedback; providing opportunities for staff to voice concerns.

How we're making sure our plan is working.

- No COVID cases
- Happy staff. Happy customers. Listening to staff and customers.