

# COVID-19 SAFETY PLAN SUMMARY

CHEZ CHRISTOPHE BURNABY – AS OF JUNE 24, 2020

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

## Changes to work schedules

- a reduction of Front of House and Kitchen staff.
- certain staff members are working a separate days to reduce amount of people in the kitchen
- Office Manager working either off-site or when onsite in a separate office in another floor

## Occupancy limits for workers

- Kitchen has a maximum of six workers at one time working in the pastry kitchen
- Front of House has a maximum of four workers at one time

## Limiting or prohibiting visitors

- Restricted access into the food preparation area by delivery agents and members of the public. No supplier, vendor or courier can enter the building. A sign is posted at our back-loading dock so all of our suppliers are aware. Suppliers ring a doorbell when they arrive, and we accept the delivery outside and bring it inside our facility ourselves.

## General Protocols

- Limited seating inside
- Floor signs stating the separation of customers to stand while waiting
- Single use dishware only
- hand sanitizer and table sanitizer available for customer use

Second level protection (engineering): Barriers and partitions

- Installation of Plexiglass at payment station in the Front of House area.- POS is covered with plastic and sanitized after every transaction

Third level protection (administrative): Rules and guidelines

- Use single use dishes and utensils - Removal of self-serve area for lids, straws, and other self-service needs.
- POS is covered with plastic and sanitized after every transaction
- No cash transactions - only contactless credit/debit card transactions
- Have a sanitation plan and record of high touch point areas – when and who cleaned in our Health and Safety binder.

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

- Masks are available for all staff members and have been offered a mask for PPE at their choice.
- Workers have been shown how to wear the mask properly and responsibly - a copy of “How to Wear A Mask” document provided by WorkSafeBC in Health and Safety binder.

## Cleaning Protocols

FRONT OF HOUSE	KITCHEN
<ul style="list-style-type: none"><li>- Hand Sanitizer provided for customers at front door/till</li><li>- Contactless payment only and machine is sanitized after each use (no cash)</li><li>- Posted signs on hand washing and sanitizing procedures at the sink areas</li><li>- Sanitizing tables and chairs after each use</li><li>- Washrooms are temporarily closed</li><li>- Staff sanitizing serving utensils and high touch contact spots in service area between uses</li><li>- Hourly cleaning and disinfecting practices for high-contact areas such as surfaces in public serving zones</li><li>- All staff are responsible for end-of-shift cleaning and disinfection for all shared spaces and floors</li><li>- workers are provided with appropriate supplies, such as soap, hand sanitizer, and disinfectant wipes.</li></ul>	<ul style="list-style-type: none"><li>- Hand Sanitizer provided for employees in the kitchen</li><li>- High Temperature Dishwasher water is changed every two hours. Person responsible has a signature.</li><li>- Machinery is sanitized after the staff member is done</li><li>- Hourly cleaning and disinfecting practices for high-contact areas such as refrigerator and freezer doors, shelving and tables, oven doors, and knobs.</li><li>- Hand washing and sanitizing procedures posted</li><li>- Staff do not share used tools or utensils. After use, they are washed in a high temperature dishwasher</li><li>- Staff only use clean tools; they are not shared between staff members. Staff are responsible for washing their dishes.</li><li>- Floors and surfaces are cleaned with disinfectant at the end of every shift by the entire staff</li></ul>

