



## **Colombo Lodge - Italian Cultural Center**

### **COVID – 19 Safety Plan – August 2020**

#### **Step 1: Assess the risks at your workplace**

**Identify areas where there may be risk, either through close physical proximity or through contaminated surfaces. The closer together workers are and the longer they are close to each other, the great the risk.**

We have done a walk through to ensure we are following all new protocols as well as identified possible problem areas:

Areas of action:

#### Tables:

- . tables are thoroughly wiped to remove all residues
- . tables are sanitized with “ Germosolve” ( Cleanaway ) spray and then left to sit for 5 minutes.
- . tables are wiped with sanitizer (Ecolab)

#### Debit machine:

- . station beside debit machine is sanitized
- . machine is sanitized by staff after each use

#### Decanters:

- . decanters are used once and then washed in dishwasher.

- . decanters will not be topped off with water at individual tables

#### Saltshakers:

- . saltshakers will not be placed on tables, quests may request salt and the saltshakers will be sanitized after each use.

- . germosolve will be used to sanitize saltshakers

#### Sugar caddies:

- . sugar caddies will not be placed on the tables. Sugar and creamers will be placed on individual coffee plates.

#### Coffee cups/glassware:

- . for every refill we will bring a new glass/ cup

- . staff will not refill used glasses and cups.

#### Cutlery:

- . all cutlery will be pre-set on the tables

#### Tablecloth and napkins:

- . tablecloths will be pre-set on the tables

- . cloth napkins will be pre-set at the tables

#### Trays:

- . each server will have their own tray to use for serving

- . servers will be responsible for regularly sanitizing their own tray

Wine/drink service:

- . first round of drink is included with the meal and will be poured by the Bartender
- . guests may purchase a bottle of wine and will be responsible for topping their individual glasses
- . drinks will be individually served

Keeping track of banquet guests:

- . contact information will be collected at the door. First and last name, the telephone number and/or email address. This information will be kept for thirty days, for contact tracing purpose

Reservations:

- . a maximum of fifty people/guests will be hosted

**We have involved frontline workers, supervisor, and the joint health and safety committee (or worker health and safety representative, if applicable)**

Yes, and we will ensure that all staff are apprised of the necessary health protocols.

**We have identified areas where people gather such as break rooms, production lines, and meeting rooms**

Behind the bar:

- . for any bar prep, staff are required to wear gloves
- . tongs will be used to pick up food/ drink items that will be served to the guests

### Galley:

- . max 2 servers will be utilized to bring food to guests
- . servers will not enter the kitchen. Servers must ask a kitchen staff member for any items that they require

### Coffee bar:

- . maximum 1 person at a time to prepare coffee for guests

### Lobby:

- . physical distancing signs will be present
- . host to walk guests to their tables to ensure safe distancing is followed

### Door handles:

- . will be sanitized every hour
- . a record of sanitation will be kept

### Washroom:

- . will be sanitized every hour
- . a record of sanitation will be kept

**We have identified job tasks and processes where workers are close to one another or members of the public. This can occur in your workplace, in worker vehicles, or at other work location (if your workers travel offsite as part of their job)**

### Table service:

- . physical distancing stickers will be placed on the floor where servers will stand to provide service
- . servers to place food/drinks at the edge of the tables closest to the physical distancing sign

#### Lobby area:

- . physical distancing stickers will direct guests as to where they should stand, plus there will be a staff member available to assist

#### Bar:

- . guests will not have access to the bar
- . straws will only be provided if requested
- . dressings for drinks available on a request basis only

### **Step2: Implement protocols to reduce the risks**

**Select and implement protocols to minimize the risk of transmission. Look to the following for information, input, and guidance:**

#### Meeting:

- . all meetings will be held using social distancing directions and protocols

#### Waiting areas:

- . social distancing will be enforced

#### Take out protocols will be posted:

- . prepayment options
- . online orders
- . drive thru
- . take out food will be hand delivered by the employees to the pick up area
- . pick up times
- . orders will be ready so that a minimum number of hands will handle the takeout order
- . tap payments

#### Masks:

- . will be made available for guests to use

#### Hand sanitizers:

- . sanitizer stations will be highly visible and available for guests to use

#### Washrooms:

- . we will only allow 2 guests in our washrooms at a time
- . a sign will be posted outside each washroom entry
- . we will have one staff in the lobby to monitor the number of people accessing the washroom

#### Table services:

- . a maximum 6 people allowed per table, if requested, otherwise 4 people per table
- . one chair will be removed between each seated guest to allow more space at each table

### Cleaning and hand washing:

- . all sinks for employee use will have a sign posted listing proper hand washing procedures
- . staff will be trained on hand washing protocols
- . hand washing signs to be posted in key areas

### **First level protection(elimination)**

- . a staff member will be assigned to the lobby to monitor guests coming in and going out
- . 2 staff members will provide bar service, one behind the counter and one for the table serving
- . 2 servers will provide food service
- . the kitchen will be staffed with three people
- . we will ensure that workers and customers are at least 2 meters apart from each other
- . maximum gathering of 50 people per event

### **Second level protection (engineering)**

- . plexiglass barriers have been installed at the bar counter
- . plexiglass barriers have been installed on the pickup counter
- . we have posted physical distancing signs so that they are visible

### **Third level protection (administrative controls)**

- . we have established rules and guidelines for our workers and clearly communicated these rules and guidelines to workers

## **Fourth level protection (PPE)**

### Masks:

- . we have trained our workers on how to use masks appropriately

### **Implementing effective cleaning and hygiene practices**

- . we have reviewed the information and guidelines on cleaning and disinfecting surfaces with our workers
- . our facility has adequate handwashing stations for our workers. Handwashing locations are visible and easy to access
- . “Handwashing” “Cover Coughs and Sneezes” and “When to Wash the Hands” posters have been reviewed with our workers
- . we have implemented cleaning protocols and procedures for all common areas and surfaces
- . workers who are cleaning have been given training and required materials

### **General considerations:**

- . we are a banquet Hall
- . our social /banquet gatherings will be limited to 50 people
- . we will open the banquet hall doors at 5:30 pm and close at 11:00 pm
- . banquet guests arrive between 6:00 to 7:00 pm. The social distancing will be enforced, and guests will be escorted to their tables
- . food and drinks will be served

### **Cleaning and disinfecting protocols**

#### Tables:

- . remove all table settings and wash them in the dishwasher
- . remove all napkins and tablecloths, putting them into laundry bag for pick up
- . laundry bag contents will be sent to laundry cleaner after each event

## Cleaning, disinfecting, sanitizing procedure

- . remove dirt and impurities from surfaces by using soap detergent and water
- . disinfect the surfaces with Germosolve spray and leave for 5 minutes, followed by wiping the surface
- . sanitize surfaces with sanitation solutions (Ecolab)

## **Step 3: Develop policies**

- . we will be collecting all names and phone numbers of guests in case of an outbreak
- . anyone reporting symptoms of COVID-19 (in the last 10 days) are not allowed to enter the building (guests or employees). Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- . anyone directed by Public Health to self- isolate will not be allowed to enter our building.
- . anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms
- . visitors who wish to enter the workplace must be appropriately screened prior to entry

## **Our policy addresses workers who may start to feel ill at work. It includes the following:**

- . workers who feel sick should report to the General Manager, even with mild symptoms.
- . workers experiencing symptoms of illness need to stay home and not report to work
- . workers with first signs of illness will be asked to wash or sanitize their hands and will also be provided with a mask and isolated. The General Manager will

instruct the worker to go straight home, and to get assessed. (BC COVID-19 Self Assessment)

- . if a worker is severely ill (i.e. difficulty breathing, chest pain) 911 will be called
- . all areas that the sick worker has contacted will be thoroughly cleaned and disinfected

#### **Step 4: Develop communication plans and training**

**You must ensure that everyone entering the workplace, including workers from other employers, know how to keep themselves safe while at your workplace.**

- . we have a training plan to ensure everyone is trained in workplace policies and procedures
- . all workers have received instructional policy/ guidelines for staying home when sick
- . we have posted signage at our workplace, including occupancy limits and effective hygiene practices

#### **Step 5: Monitor your workplace and update your plans as necessary**

- . we have a plan in place to monitor risks. We will make change to our policies and procedures as necessary and required
- . workers will be informed of who to contact with health and safety concerns

#### **Step 6: Assess and address risks from resuming operations**

- . we have a training plan around any changes to our business practices
- . we have a training plan for staff on any changes in roles or responsibilities due to change in business practices

. we are aware and have communicated to staff that the risk associated from returning to work after being shut down due to COVID-19 are almost non existent (not including COVID-19 itself)