



**WORK SAFE BC**

## COVID-19 Safety Plan

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

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

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

- Staff room, Loading dock, Liquor room, Server area/ coffee machine, Server side of kitchen pass, Staff smoking area at back door bins, lobby area

**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 locations (if your workers travel offsite as part of their jobs).**

- Curb side pick-up, receiving orders from vendors, kitchen prep area
- Order taking and Table service
- Bar service and Drink creation
- Food running from kitchen pass
- Signing in/out from communal device

**We have identified the tools, machinery, and equipment that workers share while working.**

- Shared equipment in kitchen includes as follows: Cryo Vac machine, blender, dishwasher, freezer
- POS iPads
- Moneris Machines
- Bar equipment

- Phones
- Cleaning tools e.g.- squeeze bottles, mop/broom handles
- Service stationary e.g.- notepads, pens, bill folds, calculators
- Menus

**We have identified surfaces that people touch often, such as doorknobs, and light switches.**

- High touch points in kitchen as follows: Cooking range knobs, switches, cooler door handles, sinks, dishwasher, door handles, ipad, telephone.
- Door handles
- Kitchen swinging doors
- Light switches
- Phones
- POS iPads
- Moneris machines
- Bar top
- Table tops
- Chair backs
- Cupboard/ drawer handles
- Beer taps & Bar equipment
- TV remotes

## Step 2: Implement protocols to reduce the risks

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

- Initiatives include, over the phone payments, sanitizing stations outside for staff.
- Guests to wear masks, except for when seated at table.
- When receiving orders loading dock is closed to the rest of the building so that delivery driver can drop order off and leave. Sanitizing station set up on loading dock.
- Staggered start times to prep shifts to minimize workers being close to one another.
- Designated prep stations with a set of own utensils to minimize contact.
- Initiatives include all touch points required to be sanitized each hour by a staff member. PPE worn at all times during shift(masks), each employee provided with masks.
- All kitchen equipment sanitized after each use between staff members.
- Will not accept any bookings for private events over 50 guests. No events planned for Winter 2020/2021.
- In order to reduce the number of people at the worksite we have limited the number of customers and workers within the Cliffhanger restaurant to 50% capacity with 2m physical distancing measures
- Carefully measured floor plan (2m seat back to seat back).
- Host-controlled group sizes and seating times, 6 people table limit, contact tracing details taken as guests arrive and kept on site.

- Host/Management monitored dining room, ensuring guests remain seated at tables.
- We have established and posted occupancy limits for common areas such as break rooms, change rooms, washrooms, and public areas.
- We have implemented measures to keep workers and others at least 2 metres apart, wherever possible as in the dining areas both inside and out, front entrance and exit as well as washrooms.
- Strategic rostering e.g.- staggered start times, fewer staff per department at once, dedicated bartender.
- Control measures for Cliffhanger restaurant are as follows, reducing the number of customers, limiting, or prohibiting visitors, less workers on site at a time, sanitization stations throughout the location.
- We have identified rules and guidelines for how workers should conduct themselves. Covid-19 specific training for all staff
- We have clearly communicated these rules and guidelines to workers through a combination of training and signage.
- We have reviewed the information on cleaning and disinfecting surfaces.
- Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.
- We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers.
- We have implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, tools, equipment, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned 3 times per shift, as well as the timing (before and after shift, after lunch, after use).
- Workers who are cleaning have adequate training and materials.

### Step 3: Develop policies

- Greywolf has developed proper protocol and sick policy for workers showing signs of COVID-19. Workers are having to 100% comply and sign off on the policy before beginning work
- COVID-19 Safety Plan policy has been reviewed by all Cliffhanger staff and posted in common areas for reference
- Who can be at the work place policy is: Only staff scheduled on shift is able to enter the premises unless otherwise coming as a guest to dine or golf. Visiting or having visitors while on or off shift is prohibited at this time
- All service, bar and kitchen staff while serving guests are required to wear masks.
- House policy of once you have signed into Compu-Time at beginning of shift is that you are agreeing that you have no signs of COVID-19 as related to the in-house sick policy, Symptom waiver notices prominently visible from sign-in device

### Step 4: Develop communication plans and training

- We have a training plan to ensure everyone is trained in workplace policies and procedures.
- COVID-19 specific training routines for all staff, new AND returning

- Altered service training to “new normal” safety standards
- All workers have received the policies for staying home when sick.
- We have posted signage at the workplace, including occupancy limits and effective hygiene practices.
- We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.
- Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.
- Washroom cleaning schedules
- Routine sanitization schedules

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

- We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.
- Workers know to go to direct managers for all health and safety concerns. Matt Alport, Galasa Aden and Jordan Woodward are the direct F&B managers for Greywolf golf course.
- When resolving safety issues, we will involve all onsite managers at Greywolf before executing the final direction.

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

- We have a training plan for new staff.
- We have a training plan for staff taking on new roles or responsibilities.
- We have a training plan around changes to our business, such as new equipment, processes, or products.
- We have reviewed the start-up requirements for vehicles, equipment, and machinery that have been out of use.
- We have identified a safe process for clearing systems and lines of product that have been out of use.
- All new and returning staff required to complete all safety, COVID-19 specific, new service and procedure training before receiving any shifts.