

# Workplace COVID-19 Safety Plan

## Restaurants, Cafes and Pubs

Name of Business:

Address:

Date plan was created:

Date last updated:

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**Please complete this form. Provide a detailed explanation of your workplace COVID-19 safety plan in the spaces provided on the following pages.**

### General Checklist

*(check the boxes that apply):*

- Yes, we have created this workplace COVID-19 Safety Plan by following the processes outlined in the [WorksafeBC COVID-19 Safety plan guide checklist](#).
- We are in compliance with the [WorkSafe BC](#) and the [Provincial Health Officer \(PHO\) orders](#) for physical distancing between customers and staff.

### Refer to the following websites for updates and resource materials:

[WorkSafe BC COVID-19 Safety Plan Checklist](#)

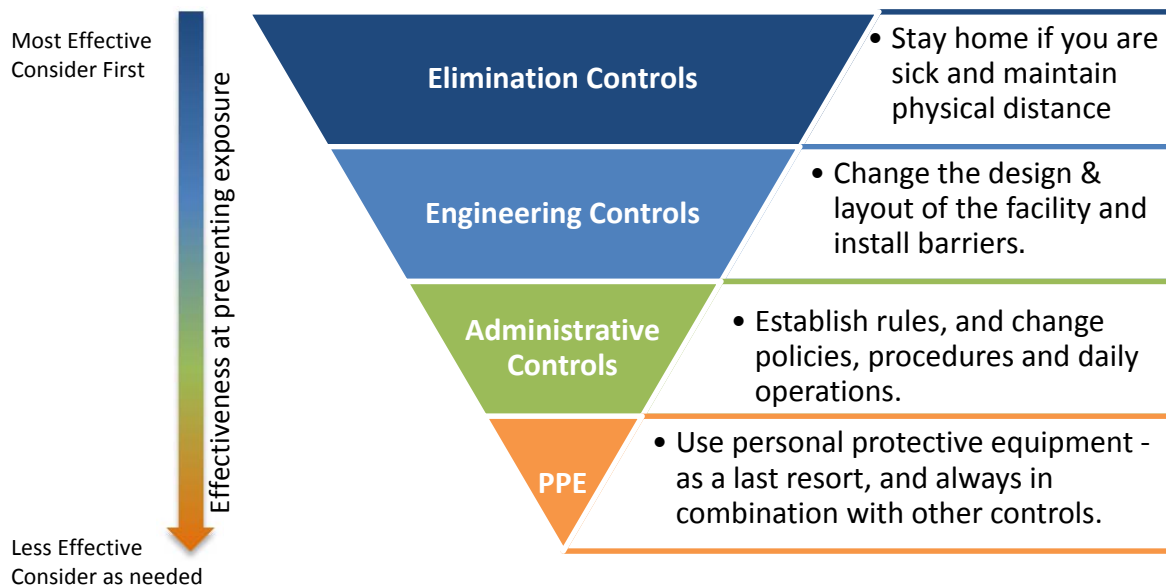
[WorkSafe BC Protocol for Returning to Operations](#)

[WorkSafeBC Occupational First Aid Attendant \(OFAA\) protocols during the COVID-19 pandemic](#)

[Current Provincial Health Officer Orders under the Public Health Act](#)

[Vancouver Coastal Health Sector Guidelines and Letters](#)

# Levels of Protection



## Level 1: Elimination Controls

These refer to new measures that will be put in place to prevent crowding or close contact between people in the workplace. Ensuring physical distancing by reducing the number of people onsite is considered an “elimination control” in that this approach eliminates or removes the hazard (i.e. infected people) from being at the workplace.

## Level 2: Engineering Controls

These refer to new designs or modifications to plants, tools, equipment, ventilation systems, and processes that reduce the risk of exposure

## Level 3: Administrative Controls

These refer to policies and standard operating procedures at your workplace that alter the way the work is done to reduce risks. Examples include timing of work, training, housekeeping, equipment maintenance and personal hygiene practices.

## Level 4: Personal Protective Equipment (“PPE”)

This refers to protective gear worn by people in your workplace to reduce their contact with other people who may potentially be infected with COVID-19 (e.g. masks, gloves, face shields, eye protection).

## Level 1: Elimination Controls

### General Considerations

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

Yes, this number represents 50% or less than the usual capacity of customers.

Indicate the maximum numbers of staff in each of the following areas (*where applicable*):

Kitchen:

Storage Room:

Staff Room:

Dining Room:

Washroom:

Bar/Lounge:

Other (*describe*):

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

Our hours of operation have changed:

We are maintaining physical distancing in our establishment by (*check all that applies*):

Staying home when exhibiting symptoms of illness

Working remotely wherever possible

Eliminating in-person meetings/huddles, or holding meetings outside

Eliminating hand-to-hand contact with guests and other employees

Creating a separate entry/exit door paths

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

## Level 1: Elimination Controls

### Table Service

We are maintaining physical distancing during table service by *(check all that apply)*:

- Ensuring there are at least two metres between customers seated at the same table unless they are from the same party
- Ensuring there are at least two metres between customers seated at one table and customers seated at other tables, unless they are from the same party
- Ensuring there are two metres between customers seated or standing at bars and counters, unless they are from the same party.

### Kitchen

We are maintaining physical distancing in the kitchen by *(check all that apply)*:

- Wherever possible, ensuring employees remain 2 metres apart
- Limiting the number of staff allowed in the kitchen area at one time
- Clearly marking exits and entrances between kitchen and service areas to avoid interaction between outgoing food and incoming dishes being cleared
- Restricting access into food preparation areas for delivery agents, members of the public, and other staff who are not kitchen employees

### Delivery

We are maintaining physical distancing when delivering food by *(check all that applies)*:

- Dropping off packages at the door or outside buildings to avoid coming into close contact with customers

### Other

Describe any additional **elimination controls** you have in place to support physical distancing in your establishment:

## 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 (*check all that apply*):

- At payment areas
- At the greeting station
- Other (*describe*): \_\_\_\_\_

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 (*check all that applies*):

- Adding floor decals and signage to facilitate the flow of people
- Re-arranged waiting areas by removing extra chairs and benches
- Re-arranged lunch rooms to create more space
- Re-arranged supply rooms to create more space
- Removed magazine, booklet or brochure racks and toys from customer areas
- Provided hand sanitizer at the door for customer use when they enter the facility
- Provided workers with bins or lockers for personal belongings
- Eliminated storage of personal belongings in common areas
- Installed touch-free soap and paper towel dispensers, if possible

## Level 2: Engineering Controls

### Table Service

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

*(check all that apply):*

- We have removed one chair from each table to create designated space for servers to drop off food (similar to the open side of a booth)
- Removed salt/pepper shakers, sauce dispensers, candles and other table items
- We have provided sanitary wipes at each table
- We using digital menu boards, chalkboards, single-use menus, or other alternatives to traditional menus
- We have installed a communication system for guests to signal when service is required. For example, give each table a disc with a green side and a red side. If the green side is up, they are requesting service, if red is up, they are fine
- Other (describe):

### Kitchen

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

*(check all that applies):*

- We have established physical barriers made of non-porous materials between workspaces in kitchens, where physical distancing cannot be accomplished.
- We have created a staging area to receive deliveries to allow unpacking outside of the kitchen; this area is outdoors if possible.

### Other

Describe any other **engineering control measures** (changes to the design and/or layout of the facility) that have been taken:

## 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.

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

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

We have implemented the following additional administrative controls in our facility  
(*check all that applies*):

- 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 and website addresses for key medical, mental health, and bullying resources, with approved COVID-19 information
- Workers have a health and safety contact person available for every shift (Joint Occupational Health and Safety (JOHS) member, representative or otherwise) to ensure protocols are understood and being followed
- We have organized our staff members into working groups or teams to facilitate reduced interaction between groups
- We are posting our key COVID-19 protocols to our website and social media  
(*provide link*):



## Level 3: Administrative Controls

### Table Service

Our protocols for receiving payment and handling cash at tables are as follows (*describe*):

We have the following administrative controls for table service (*check all that apply*):

- Serving drinks in bottles and having guests pour their own drinks
- Providing water in a bottle or jug, or pouring water at the bar
- Having servers leave food and drinks at the front of the table and letting guests distribute them after the server has stepped away
- Decreasing server contact with dirty dishes by having servers bring out food and having a busser remove dirty dishes
- Having guests remove their own dirty dishes
- Providing packaging and letting guests wrap up their own leftovers
- Removing all items when turning a table, for example, unused cutlery, children's coloring paper and crayons etc.
- Other (*describe*):

### Kitchen

We have the following administrative controls for the kitchen (*check all that apply*):

- As much as possible, cooks and chefs use their own high-use tools such as knives
- Established a system to eliminate or minimize sharing of other communal equipment and small tools (implements)

### Deliveries

Our protocol for receiving payment and handling cash during deliveries is:



## Level 3: Administrative Controls

### Cleaning and Hygiene

We have implemented the following administrative controls to ensure enhanced cleaning and disinfection and good hygiene practices throughout the facility (*check all that apply*):

- Established hand washing procedures for all front of house staff
- Hand washing signage is provided near all sinks
- Increased cleaning between table seatings: tables, vinyl or laminated menus and vinyl/leather/metal seats should be wiped when tables turn
- Established cleaning procedures for condiments and other items brought to the table or available for sharing
- Clarified procedures for cleaning staff areas and trained employees accordingly
- Cleaning bathrooms thoroughly and on a more frequent basis
- Enhanced cleaning of all frequent touchpoints in common areas: walls, tables, chairs, barstools, coasters, condiments, coat hooks, restrooms, doors including front door, restroom door, staff doors to offices, kitchens and breakrooms.
- Incorporating additional regular and end-of-shift cleaning and disinfection for all shared spaces and surfaces in public serving zones
- Developed a cleaning schedule
- Assigned a person who is responsible for completing cleaning tasks, and who is ensuring completion of these tasks
- Ensuring workers are supplied with appropriate supplies such as soap and water, hand sanitizer and disinfection wipes
- Thoroughly cleaning delivery vehicles and areas including a disinfectant wipe of all touch points (e.g. door handles, steering wheels, seats, windows, stairs, handrails, elevator buttons, door handles, garbage handles, seats, phones)

## Level 4: Personal Protective Equipment

If the first three levels of protection are not enough to control the risks, then personal protective equipment may be used as an additional control measure. If your facility is using personal protective equipment, complete this section.

Yes, we have reviewed [WorkSafe BC's Guidance on Selection and Use of Masks](#).

We have developed a personal protective equipment policy **for employees** as follows:

We have developed a personal protective equipment policy **for customers** as follows:

The following tasks require the use of personal protective equipment (*describe, if any*):

If applicable, employees have received training about:

- How to safely put on and take off a mask
- When to change a mask
- The importance of conducting hand hygiene after taking off a mask
- How to safely put on and take off gloves
- When to change gloves
- The importance of conducting hand hygiene after taking off gloves

If applicable, describe any other measures that have been taken related to **personal protective equipment**: