

Old School Eatery



Covid-19 Safety Plan

The OSE Safety Plan has been established to ensure the safety of customers and staff based on the directives outlined by BC Health and Worksafe BC. This plan outlines the steps and measures taken by OSE in order to minimize the hazards caused by Covid-19 and to ensure that protocols and procedures are followed at all times.

Staffing:

- Staff schedule start times to be staggered so that no more than 2 people will be in our designated change area before each shift.
- Employees will not be permitted to wear their uniform to work.
- Schedules will be created attempting to keep the same individuals on the same shifts wherever possible to limit contact with other employees.
- Staff will have pre-shift health check in form of mandatory temperature checks.
- Anyone with fever or other Covid-19 symptoms will be sent home.
- If employee has travelled or left the province they will be required to isolate for 14 days before being allowed to return to work.
- Tables have been removed in order to use less staff lessening potential contact between individuals.
- On call shifts to be scheduled every day in order to cover staff members who may display any kind of flu like symptoms.
- Gloves to be provided for prep and dishwasher shifts
- Masks to be worn at all times by staff

Staff to sign a simple one time health check declaration form that states they agree not to come to work if:

- 1. They have symptoms of Covid-19 including fever, cough or shortness of breath.**
- 2. Have been in contact with Covid-19**

3. Have travelled and are currently subject to 14 day quarantine

Dining Room Distancing

- Tables are distanced 6 feet apart from side to side
- Tables are distanced a minimum of 6 feet apart back to back

Dining Room Procedures:

- No condiments to be placed on tables at any time. Only upon request. Use ramekins whenever possible.
- Tables, Chairs and booths to be fully sanitized after each usage.
- Front door handle to be wiped and sanitized every 30 minutes.
- Bathrooms cleaned and sanitized every 30 minutes. Include sanitizing of door handles.
- Employees to observe co workers as they enter kitchen areas and to ensure they give proper space before entering or exiting doorways
- Wherever possible use one route to drop off dirty plates and another to deliver food.
- If customer request that any unfinished food be wrapped boxes will be dropped off for them to do themselves.
- Once plates are cleared and dropped off in dish area employee will be required to wash hands before resuming duties.
- Water and coffee will be refilled without employee physically touching glassware. Leave water vessel on table and allow guests to refill themselves.
- All trays to be sanitized between usage
- Bartenders will use tongs for all garnishes to eliminate direct contact.
- All highchairs and booster seats to be cleaned and sanitized after each use.
- All menus to be wiped and sanitized after each use or destroyed if not laminated
- All tables, chairs, bar top, server areas and guest service stand to be fully wiped and sanitized at the end of the shift.

Take Out Procedures:

- Customers to wait for pick up/take out will remain outside opposite of the line up to dine in.
- Designated employee will be responsible for this service
- Payment handheld (Moneris) device to be used outside with the guest to complete transaction
- Guests encouraged not to use cash
- Only OSE to go bags will be used. Customers are not permitted to bring their own.

Full Sanitizing stations to be set up in designated areas with labelled bottles.

Hand sanitizer will be provided by the washrooms and by the entrance and exit. All guests will be encouraged to use before entering the premises.

Handheld payment devices to be wiped after each use. Guests will be encouraged to use TAP option to minimize contact.

Signage to be posted reminding customers of proper physical distancing.

Line ups for customers waiting to enter establishment will be closely monitored. Tape and/or Chalk will clearly define 6 ft spacing on the sidewalk and be strictly enforced.

Any potential customer displaying any kind of possible Covid-19 symptoms will be refused entry.

Guests will be asked to dine within a one-hour maximum seating time. To be enforced by manager on duty

Deliveries:

- All deliveries to be accepted by designated individual.
- Delivery driver must have mask and display no Covid-19 symptoms in order to enter premises.
- Some drivers will not be permitted into food prep areas and employees will receive product outside or in hallway.
- Suppliers must ensure that drivers are healthy and free of any illnesses.
- Drop shipments (key drops) will have the driver sign designated delivery form ensuring protocols are adhered to and they are free of Covid-19 symptoms.

Kitchen Procedures:

- Schedule teams when possible. Use the same people on the same shifts to lessen contact between employees in BOH.
- Stagger prep shifts in order to keep employees apart in tight areas.
- Masks to be worn at all times due to proximity of working stations.
- Ensure counter areas are being wiped every 20 minutes with approved solution.
- All high touch equipment (walk in handles, knobs, oven handles etc to be cleaned regularly as per cleaning schedule)
- If possible cooks and prep will use their own high-use tools and not share during shift.
- Prep employees to wear gloves. Optional for line cooks.
- Dishwasher to use heavy gloves and wear mask at all times.
- Designated person to retrieve items from walk in cooler or dry storage.
- Use tongs whenever possible.
- Cleaning cloths to be kept in food safe soluble liquid
- All BOH employees will be required to wash their hands regularly during shifts

All managers on duty will be the designated safety point person while on shift

Cleaning Schedule FOH:

- FRONT WASHROOMS – EVERY 30 MINS
(to be recorded and signed off)
- STAFF WASHROOM – EVERY 30 MINS
- HIGH TRAFFIC ITEMS – EVERY 30 MINS
(door handles, host stand, expo line, auphan terminals, sink taps, espresso machine, coffee pots)
- BAR TOP– EVERY 30 MINS
- DEBIT MACHINES – AFTER EVERY USE
- MENUS – THROWN AWAY AFTER EVERY USE
- WATER JUGS – AFTER EVERY USE
- CONDIMENT BOTTLES - AFTER EVERY USE

Cleaning Schedule BOH:

- WORKING SURFACES – CLEANED EVERY 20 MIN (TO INCLUDE ALL LINE AND PREP AREAS)
- HIGH TRAFFIC ITEMS – EVERY 30 MIN
(HANDLES TO ALL COOLERS, OVENS AND WALK IN COOLERS & FREEZERS, KNOBS & DIALS ON EQUIPMENT AND TIMERS)
- SINK TAPS SANITIZED EVERY 30 MIN

- ***EMERGENCY: 9-1-1***
- ***Non-Emergency Police: (250) 837-5255***
- ***Interior Health – BC Health Link: 8-1-1***
- ***Non-Medical Information Covid-19: 1-888-268-4319***
- ***Mental Health Access & Assessment Centre: 604-675-3700***
- ***Provincial Crisis Centre of BC: 1-800-784-2433***
- ***Youth Distress Line: 604-872-3311***
- ***BC Addiction Services: 1-866-658-1221***