

Locus Restaurant and Lounge

COVID-19 Safety Plan

Developed from WorkSafe BC's "COVID-19 Safety Plan."

Date Created: May 25, 2020

Last Updated: May 27, 2020

LOCUS
RESTAURANT + LOUNGE

Step 1: Assess the risks at your workplace

- We have identified areas where people gather, such as break rooms, production lines, and meeting rooms.
- 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).
- We have identified the tools, machinery, and equipment that workers share while working.
- We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.

Areas of risks identified at Locus:

- Kitchen area
- Front of House

Step 2: Implement protocols to reduce the risks

Sources for information, input and guidance are continually checked for updated information:

- Review industry-specific protocols on [worksafebc.com](https://www.worksafebc.com) to determine whether any are relevant to your industry. Guidance for additional sectors will be posted as they become available. If protocols are developed specific to your sector, implement these to the extent that they are applicable to the risks at your workplace. You may need to identify and implement additional protocols if the posted protocols don't address all the risks to your workers.

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/restaurant-cafes-pubs>

- Frontline workers, supervisors, and the joint health and safety committee (or worker representative).

<https://www.worksafebc.com/en/resources/about-us/guides/preventing-exposure-to-covid-19-in-the-workplace?lang=en>

- Orders, guidance, and notices issued by the provincial health officer and relevant to your *industry*.

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/employers-businesses/food-businesses>

<https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus>

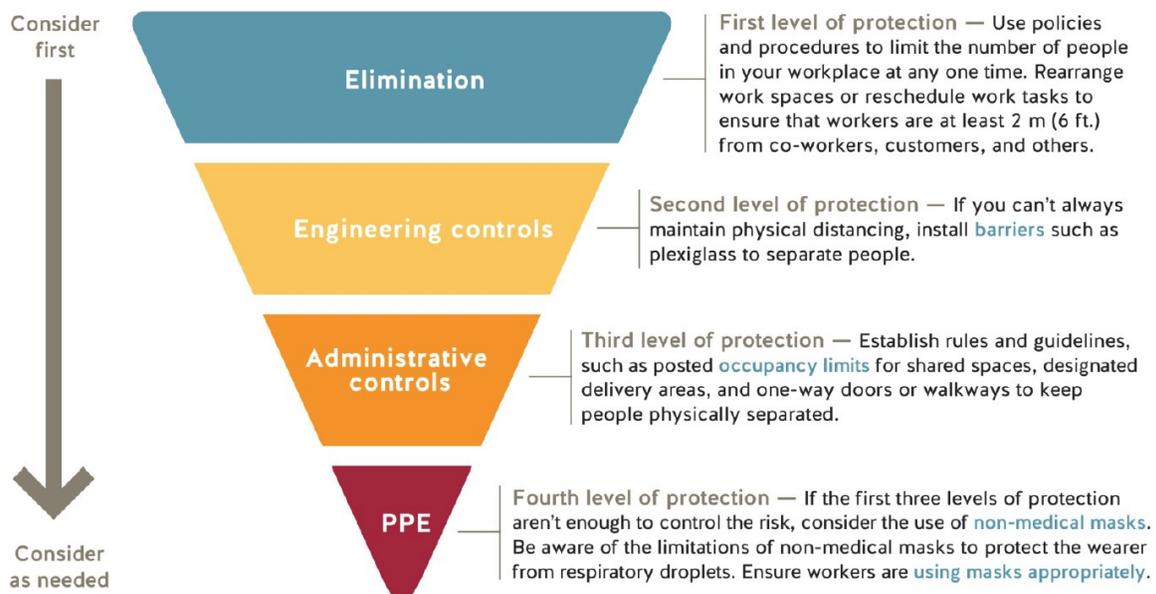
- ☑ Your health and safety association or other professional and industry associations.

<https://www.bcrfa.com/>

<https://ablebc.ca/>

I. Levels of Protection

We will implement levels of protection and protocols to reduce the risk of person-to-person transmission based on the chart provided by WorkSafe BC (see image below).



a. FIRST LEVEL PROTECTION (ELIMINATION)

- ☑ We have established and posted an occupancy limit for our premises. Public Health has advised that the prohibition on gatherings of greater than 50 people refers to “one-time or episodic events” (weddings, public gatherings), and is therefore not intended to apply to workplaces. However, limiting the number of people in a workplace is an important way to ensure physical distancing is maintained. [Public Health has developed guidance for the retail food and grocery store sector that requires at least 5 square metres of unencumbered floor space per person (workers and customers). This allows for variation depending on the size of the facility and may be a sensible approach for determining maximum capacity for employers from other sectors that do not have specific guidance on capacity from Public Health.]

Occupancy Limit: 40 ppl max

- ☑ We have implemented measures to keep workers and others at least 2 metres apart, wherever possible. Options include revising work schedules and reorganizing work tasks.
- ☑ Modify or eliminate in-person meetings and morning huddles; when in-person meetings are required, hold them outside where the risk of transmission is lower.
- ☑ Eliminate hand-to-hand contact with customers (handshakes, fist bumps, high-fives, etc.).
- ☑ Maintain a 2 metre distance from other workers and guests. If work activities mean that physical distancing cannot be maintained at all times, employers may consider the use of masks as an additional measure. Refer to WorkSafeBC's guidance on the selection and use of masks.
- ☑ Provide hand sanitizer at the door for customers to use when they enter the restaurant.
- ☑ Create and maintain a protocol for accessing and using washroom facilities where a 2 metre or 6 feet separation cannot be maintained.
- ☑ Support workers with medical resource information that includes telephone numbers and website addresses for key medical, mental health, and bullying resources, and approved sources for COVID-19 information.
- ☑ Ensure workers have a health and safety contact person available for every shift (joint occupational safety and health committee member, representative, or otherwise) to support that protocols are being followed and understood.

Additional changes made at Locus

- Customer policing
 - No customers on the bar
- Service changes
 - Bread knife/Bread Basket Charge
 - Implement Take Out/Delivery services
- Hours/Staff Changes
 - No more late nights & start closing earlier
- Maintain and uphold cleaning schedule and daily disinfection protocols

For reference:

- [WorkSafe BC - Help prevent the spread of COVID-19: Occupancy limit](#)
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b. SECOND LEVEL PROTECTION (ENGINEERING CONTROLS)

Front of House

General

- ☑ Physical barriers within the restaurant exist to separate sections.

Table Service

- Have guests pour their own water by providing water in a bottle or jug at the table. Or pre-pour water glasses at the bar.
- Have servers leave food and drinks at the front of the table and let guests pass them after the server has stepped away.
- Remove one chair per table and use that space as a designated place for the server to come to the table, similar to the open side on a booth. This ensures that workers don't have to squeeze in between customers.
- Remove salt and pepper shakers, sauce dispensers, candles, and other table top items. Provide if requested and replace with thoroughly cleaned and sanitized ones. Consider single-use options.
- Avoid touching coffee cups when refilling.
- If customers ask to take unfinished food with them, provide packaging and let the customer put the food into the container.
- Try to limit the use of cash and limit the handling of credit cards and loyalty cards whenever possible, by allowing customers to scan or tap their cards and handle the card readers themselves. Encourage tap payment over pin pad use.

Cleaning and Hygiene

- Develop and establish handwashing procedures for all front-of-house staff. WorkSafeBC handwashing signage is provided to communicate good handwashing practices. Post handwashing signs near all sinks.
- Have sanitizer available to customers and staff. Install additional dispensers as needed.
- Place sanitizer for customers and staff at entrance, after checkout, and throughout the establishment.
- Increase cleaning between seatings. Tables, vinyl or laminated menus, and vinyl/leather/metal seats should be wiped when tables turn. Remove all items when turning a table, for example, unused cutlery, children's colouring paper, and crayons.
- Establish cleaning procedures for condiments and other items brought to the table or available for sharing. Ensure they are cleaned between uses.
- Clarify procedures for cleaning staff areas and train accordingly.
- Clean bathrooms thoroughly and on a more frequent basis. Install additional touch-free soap and paper towel dispensers if possible.
- Enhance cleaning of all frequent touchpoints including walls, tables, chairs, barstools, coasters, condiments, coat hooks, restrooms, doors including front door, restroom door, staff doors to office, kitchen, and breakroom.

- ☑ Establish hygiene practices that address the needs of the workplace that includes the requirement to wash or sanitize hands after coming into contact with public items.
- ☑ Develop a cleaning schedule and assign and train a person who is responsible for completing cleaning tasks and ensuring these tasks are completed.
- ☑ Create a process to track what has been cleaned, when, and by whom.

Kitchen

Physical Distancing

- ☑ Limit the number of staff in a food preparation area at any one time. Use similar calculations for maximum number of guests for how many workers can be in the kitchen.
- ☑ Consider creating cohorts of workers who work together and who do not interact with other cohorts. This will assist in reducing transmission throughout the workplace in the event that a staff member becomes ill.
- ☑ Restrict access into the food preparation area by delivery agents and members of the public and other staff. Create a staging area to allow unpacking outside of the kitchen setting. Where possible, perform work outdoors, where transmission risk is lower.
- ☑ If it is not possible to maintain physical distance at all times, employers may consider the use of masks as an additional measure. Refer to WorkSafeBC's guidance on the selection and use of masks.

Cleaning and Hygiene

- ☑ Enhance cleaning and disinfecting practices for high-contact areas such as surfaces in public serving zones; incorporating regular and end-of-shift cleaning and disinfection for all shared spaces; and ensuring workers are provided with appropriate supplies, such as soap and water, hand sanitizer, and disinfectant wipes.
- ☑ As much as possible, cooks and chefs should use their own high-use tools such as knives.
- ☑ Establish a system to eliminate or minimize sharing of communal equipment and small tools (implements). Any shared equipment such as small appliances, mixers, etc. should be cleaned between use and workers should wash their hands.
- ☑ Ingredients and containers that are often shared should be included in your cleaning protocol.
- ☑ High touch equipment (freezer doors, oven handles, knobs) should be included in your cleaning protocol.
- ☑ Develop and establish additional handwashing procedures for all kitchen staff. This includes before and after leaving the kitchen and using equipment.

c. THIRD LEVEL PROTECTION (ADMINISTRATIVE CONTROLS)

- We have identified rules and guidelines for how workers should conduct themselves. **A high level of professionalism is expected.**
- We have clearly communicated these rules and guidelines to workers through a combination of training and signage.

For reference:

- [WorkSafe BC - Preventing exposure to COVID-19 in the workplace: A guide for employers](#)
 - [WorkSafe BC - COVID-19: A guide to reducing the risk](#)
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d. FOURTH LEVEL PROTECTION (PPE)

- All staff will wear masks while on duty, including chefs while cooking/prepping food and servers while on shift.**
- We have reviewed the information on selecting and using masks and instructions on how to use a mask.
- We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.
- We have trained workers in the proper use of masks.

For reference:

- [WorkSafe BC - Help prevent the spread of COVID-19: How to use a mask](#)
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e. REDUCE THE RISK OF SURFACE TRANSMISSION THROUGH EFFECTIVE CLEANING AND HYGIENE PRACTICES

General

- 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. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus. [Handwashing and Cover coughs and sneezes posters are available at worksafebc.com.]
- We have implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, tools, equipment, vehicle interiors, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use).
- Workers who are cleaning have adequate training and materials.

- ☑ We have removed unnecessary tools and equipment to simplify the cleaning process — e.g., coffee makers and shared utensils and plates

Locus Restaurant and Lounge Disinfection Protocol

Daily Disinfection – Front Of House

- All Menus
- POS System + Computer
- Card Readers (after every use)
- Trays
- Door handles
- Bathrooms
 - sanitized every 15 minutes
- Expo Station
 - peppers
 - powdered sugars
 - condiments
- Avoid serving straws (unless asked)
- Avoid touching rims of glasses
- Store glassware with minimal contact of rims to surfaces
- WASH HANDS AFTER
 - HANDLING DIRTY PLATES & GLASSES
 - HANDLING MONEY/CARDS
- Disinfecting all phones regularly

Daily Disinfection – Back Of House

- All standard and new sanitary measures

General Safety Precautions

- All staff (kitchen and food handlers) wear protective masks & gloves
- All food is sealed
- 2m markers at the entrance
- Occupancy limit set
- Practice safe distancing (including staff)

For reference:

- [WorkSafe BC - COVID-19 health and safety: Cleaning and disinfecting](#)
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Step 3: Develop Policies

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.

- Anyone who has had symptoms of COVID-19 in the last 10 days. 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.
- 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 are prohibited or limited in the workplace.
- Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace. Ensure an appropriate violence prevention program is in place.

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

- Sick workers should report to first aid, even with mild symptoms.
- Sick workers should be asked to wash or sanitize their hands, provided with a mask, and isolated. Ask the worker to go straight home. [Consult the BC COVID-19 Self-Assessment Tool or call 811 for further guidance related to testing and self-isolation.]
- If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
- Clean and disinfect any surfaces that the ill worker has come into contact with.

Step 4: Develop Communication plans and Training

- We have a training plan to ensure everyone is trained in workplace policies and procedures.
- 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. [A customizable occupancy limit poster and handwashing signage are available on worksafebc.com.]
- 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.

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 who to go to with health and safety concerns.

- ☑ When resolving safety issues, we will involve joint health and safety committees or worker health and safety representatives (or, in smaller workplaces, other workers).

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

Further Information

I. Responsibilities

Employers, workers, owners, prime contractors, and other people at the workplace all have a responsibility to prevent exposure to COVID-19 in the workplace.

Employers are responsible for the health and safety of their workers, and all other workers at their workplace. They are responsible for completing and posting the COVID-19 Safety Plan and to train and educate everyone at the workplace of the contents of that plan. Employers are also responsible for having a system in place to identify the hazards of COVID-19, control the risk, and monitor the effectiveness of the controls.

Workers are responsible for taking reasonable care to protect their own health and safety and the health and safety of other people at workplace. In the context of COVID-19, this means workers are responsible for their own personal self-care, which includes frequent hand washing and staying home when sick. Workers are also responsible for reporting unsafe conditions to their employer, and following the procedures put in place by the employer to control the risks associated with COVID-19.

The owner or the prime contractor is responsible for coordinating health and safety at a workplace where workers of two or more employers are working at the same time. This includes doing everything that can reasonably be done to establish and maintain a system or process to ensure compliance with WorkSafeBC.

For reference:

- [Orders, Notices and Guidelines from Provincial Health Officer](#)
 - [BC CDC modelling and projections](#)
 - [BC CDC Dashboard and Summary of Cases](#)
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