

# COVID-19 SAFETY PLAN

## General Conditions

- All employees must read and agree to our safety plan and most importantly uphold the standards included herein. **Member of the Joint Health & Safety Committee / GM**
- Employees will be reminded and monitored for general hygiene including hand washing, face touching and cross contamination. **GM / Chef**
- Employees will be asked to refrain from high fives, hugs & handshakes on shift. **GM / Chef**
- The Lodge Steakhouse/Horse and Ryder pub will maintain all necessary sanitation, soap, towels & PPE for staff. **GM/Chef**
- The Lodge Steakhouse/Horse and Ryder pub will take names in their reservation system from at least one member of every group. We will keep this information for a minimum of 30 days. **GM/Management team/Host**
- As of September 13th, 2021 - We will be asking each guest that enters our host stand for proof of single vaccination. As of October 24th, 2021 guest will be required to have proof of full vaccination before entering our establishment.
- Cleaning materials and chemicals will be separated front and back of house. **Chef**
- Garbage containers will be lined with plastic garbage bags. **Chef**
- Restrooms will be outfitted with warm running water, soap & paper towels. **GM**
- Hand sanitizer will be available for guests. **GM**
- The proper use of masks & gloves, should they be used, will be reviewed by the member of the Joint Health & Safety Committee. **Member of the Joint Health & Safety Committee**
- Employees involved in deep cleaning will be asked to wear gloves & masks provided. **Chef / GM**
- Employees involved in dishwashing will be encouraged to wear eye protection provided. **Member of the Joint Health & Safety Committee / Chef**
- Cleanliness & sanitation checklists will be updated & circulated for all stations as they change. **GM / Chef**
- Guests will be strongly encouraged to reserve tables. **Management Team**
- All kitchens must contain only essential personnel. **Chef / Sous Chef**
- Will discourage cross location employees. **GM / Chef**
- Safety plan will be posted online. **GM**
- As required by WorkSafe BC, occupancy limit will be posted at entrance to the Restaurant. **GM**

## Physical Distancing – Front of House

- All staff and guests must wear masks at all times. With the exception of guests sitting down at their table. **Chef/GM**
- Will minimize table movement. **GM / Member of the Joint Health & Safety Committee / Host**
- Will modify shift meetings by maintaining 6 feet between attendees. **Member of the Joint Health & Safety Committee / GM / Chef**
- The Lodge Steakhouse/Horse and Ryder pub will ask staff and management to maintain respectful distances from coworkers and avoid additional points of physical contact between team members. **GM / Chef / Member of the Joint Health & Safety Committee**
- The Lodge Steakhouse/Horse and Ryder pub has created separate take-out and dine-in protocols. **GM/Chef**
- Our policy is to let guests forward coffee cups and water for refill without handling. If this is not possible, fresh cups and glasses will be brought to the table. **GM**
- Wine bottles, once opened, will be poured by guests. Please instruct guests. **GM / Server**

- All Menus will be sanitized after every use **GM**
- Drink and food pads that guest use will be disposable. **GM /Serving Staff**
- A member of the Joint Health & Safety Committee will be in the building daily. **GM/Chef**

## **Cleaning & Hygiene – Front of House**

- The Lodge Steakhouse/Horse and Ryder pub will recommend and encourage tap or mobile payment methods. **Host**
- The Lodge Steakhouse/Horse and Ryder pub will make sanitizer available to customers and staff. **GM / Chef**
- The Lodge Steakhouse/Horse and Ryder pub will make gloves and masks available to staff. **GM / Chef**
- Staff will require washing of hands frequently and after touching any dirty dish, glass, utensil or high touch surface. **Member of the Joint Health & Safety Committee**
- The Lodge Steakhouse/Horse and Ryder pub will reduce contact points. Guests will be brought items like condiments only upon request. **GM / Member of the Joint Health & Safety Committee**
- The Lodge Steakhouse/Horse and Ryder pub will post handwashing signs near all sinks. **Chef**
- Staff will be required to wash hands as per posted standards.
  - Before handling and running food and drink.
  - After bussing a table.
  - Before pouring fluids.
  - After handling cash or credit cards.
  - Between interacting with different parties.
- If a guest asks to take unfinished food with them, server will provide packaging and let the customer put the food in the take-out containers. **Serving Staff**
- A member of the Joint Health & Safety Committee will check with all staff for visible symptoms and ask all staff coming on shift whether they have any symptoms. **Member of the Joint Health & Safety Committee**
- Areas are sanitized and cleaned by staff at township - Handles, switches, high touch areas etc. **GM/Health and Safety Committee,**

## **Other**

- No personal items may be stored overnight. **GM / Chef**
- All Staff areas including all back of house areas to have an occupancy limit adhering to social distancing guidelines of 2 metres/6 feet. **GM**
- The Lodge Steakhouse/Horse and Ryder pub will require social distancing in restrooms which will be posted on restroom doors. **GM**
- The Lodge Steakhouse/Horse and Ryder pub will post a province-wide medical resource list for staff that includes telephone numbers and website addresses for key medical, mental health, and bullying resources and approved sources for COVID-19 information. **GM**

## **Physical Distancing – Back of House**

- Kitchen teams will work together to establish separations between workspaces in kitchens and be aware of physical distance in kitchen settings. **Chef**

- The Lodge Steakhouse/Horse and Ryder Pub will limit the number of staff in a food preparation area at any one time to a maximum of 6. **Chef**
- The Lodge Steakhouse/Horse and Ryder Pub will organize staff where possible into working groups or teams to facilitate reduced interaction between groups as much as possible. **GM / Chef**
- The Lodge Steakhouse/Horse and Ryder Pub will limit access into food preparation area by delivery agents. **Chef / Member of the Joint Health & Safety Committee**
- Dishes after washing must be handled with clean, washed hands and or with gloves. **Chef**
- People putting dishes into the dishwasher must thoroughly wash hands or have another person with clean hands and or wearing gloves put dishes away. **Chef**
- Glassware once through bar dishwasher requires a washing of hands and or wearing gloves by the bartender before putting glassware away. **GM / Member of the Joint Health & Safety Committee**

## **Cleaning & Hygiene – Back of House**

- The Lodge Steakhouse/Horse and Ryder Pub will instruct kitchen teams on cross contamination hazards. **Chef**
- The Lodge Steakhouse/Horse and Ryder Pub will establish formal enhanced 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. **GM/Chef**
- The Lodge Steakhouse/Horse and Ryder Pub will instruct cooks and chefs not to share knives, utensils, or service tools. High touch equipment (freezer doors, oven handles, knobs) will be cleaned regularly and cleaned / sanitized in between different users. **Chef**
- The Lodge Steakhouse/Horse and Ryder Pub will instruct staff to clean and sanitize bathrooms after each use. **GM/Staff**
- The Lodge Steakhouse/Horse and Ryder Pub will clean all frequent BOH touchpoints including doors, handles and rails hourly as per cleaning schedules. **Member of the Joint Health & Safety Committee / GM / Chef**
- Develop a cleaning schedule and assign a person who is responsible for completing cleaning tasks and who is ensuring completion of these tasks. **Chef / GM**
- The Lodge Steakhouse/Horse and Ryder Pub will create a BOH log that employees must sign to verify cleaning is being done at the specified intervals. **Chef / Member of the Joint Health & Safety Committee / GM**

## **Physical Distancing – Delivery**

- The Lodge Steakhouse/Horse and Ryder Pub will stagger start times for food delivery drivers to prevent crowding at restaurant dispatch locations. **Chef**
- The Lodge Steakhouse/Horse and Ryder Pub receiving practices are adjusted for proof of delivery so that in-person signatures are avoided and online confirmation of receipt of package can be used instead. **Chef / GM / Member of the Joint Health & Safety Committee**

## **Training & Orientation**

- The Lodge Steakhouse/Horse and Ryder Pub will implement a policy requiring staff to perform personal health check prior to the start of shift (for example, via: <https://bc.thrive.health/>). **Member of the Joint Health & Safety Committee / Chef / GM**
- The Lodge Steakhouse/Horse and Ryder Pub will make PPE available for any staff requesting PPE. The Lodge Steakhouse/Horse and Ryder Pub will train staff to correctly wear, maintain, and dispose of appropriate PPE, namely disposable gloves and a face covering over the nose and mouth. The use of gloves must be accompanied by frequent and correct change-out (where necessary), as well as handwashing. Workers will be trained on proper donning and doffing of the PPE. This can be addressed through the education and training provided to workers during the business resumption orientation. **Chef / GM / Member of the Joint Health & Safety Committee**
- The Lodge Steakhouse/Horse and Ryder Pub will communicate new floor plans, menus and notes, schedules and shift policies, sanitization and documentation procedures, curbside/to go and gift card programs, tipping and schedule changes, and staff hygiene and uniform standards as they may change. The Log Steakhouse/Horse and Ryder Pub will have a sign-in sheet to verify employees have been informed and trained on these procedures. **GM / Chef / Member of the Joint Health & Safety Committee**
- The Lodge Steakhouse/Horse and Ryder Pub will establish guest and staff feedback lines for procedural changes. **GM/Member of the Joint Health & Safety Committee**
- The Lodge Steakhouse/Horse and Ryder Pub will communicate Covid-19 symptom policy. **GM/Management Team**
- The Lodge Steakhouse/Horse and Ryder Pub will continue to create talking points and COVID-cautious FAQs for all staff answering phones. Practice questions and discuss when to involve a manager or owner. **GM / Chef / Member of the Joint Health & Safety Committee**

## Bar Area

- Bartenders must use tongs for bar garnishes such as lime wedges. **GM/Management Team**
- Bartenders must handwash after handling dirty dish/glass/other before handling clean Items. **GM/Management Team**
- Bartenders should pour drinks. If other than bartender hand washing Is required before pouring. **GM/Management Team/Serving Staff**

## Further Resources

[British Columbia Restaurant and Food Services Association \(BCRFA\)](#)

[Restaurants Canada](#)

[British Columbia Center for Disease Control – Food Businesses](#)

[Alliance of Beverage Licensees \(ABLE BC\)](#)

[Go2HR](#)

[BC's Restart Plan](#)

[Health Canada approved disinfectants for covid 19](#)

[Bccdc guideline for cleaning and disinfecting](#)