

RELAUNCH CONSIDERATIONS

To open your business to the public, you must complete a plan to reduce the risk of transmission of COVID-19 among your staff and customers. The completed template must be posted in your place of business or online within 7 days of the public being able to attend your business.

The following template includes considerations to help guide you as you plan to open your business. This should be completed using Alberta Health's [Workplace Guidance for Business Owners](#), sector-specific guidelines, and any additional requirements your business or industry association provides.

Guidelines:

Distancing Measures

Considerations: *How will you ensure people maintain 2 metres between each other? Do you need to maintain directional traffic flow? Can staff stagger their breaks to limit congregating in break rooms? How will you limit the number of people in your space? Have you considered installing physical barriers (e.g., Plexiglas window or high-walled cubicle) to reduce exposure when 2-metre distancing is hard to maintain?*

Tables and chairs have been spaced out by 2 metres in every direction. Bathrooms are single stalls and there have been posters posted in the front and around the restaurant to remind patrons to keep a 2 metre distance from other patrons and staff. Tables and chairs have been removed and we are operating at a maximum of 45 seats in the restaurant which is just over 30% capacity.

Staffing has been scheduled so that the minimum amount of people are working at all times based on volume of business.

Cleaning

Considerations: *How will you manage frequent cleaning on high touch surfaces (e.g., bathroom, chairs, door knobs, break rooms)? How will you train and ensure staff keep their work surfaces, order screens, debit machines, cash registers, and equipment clean?*

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Staff have been briefed on new cleaning protocol prior to starting their first shift. We have organized sanitizing stations around the whole restaurant. Tables and chairs after use are to be cleaned with peroxide first and then sanitized. Staff have been instructed use the eraser part of their pencils to input orders on our touchscreen POS systems. Individual menus are to be used once a day. They will all be cleaned and sanitized at the end and the beginning of each day. Peroxide and Sanitizing spray bottles have been strategically placed around the restaurant. Hand sanitizer dispensers are at all POS stations, wet bar, host stand and office. Bathrooms are to be sanitized once every hour during slow periods and once every half hour during peak periods.

We have also implemented a “hand sanitizing service.” Guests will receive a small bottle of hand sanitizer prior to their meals arriving and they will also receive hand sanitizer when their bill is presented.

Screening for Symptoms

Considerations: *How will you monitor staff and customers for symptoms of fever, sore throat, cough, runny nose or difficulty breathing? Have you educated your staff to do self-monitoring of symptoms? Have you identified a space where staff members can be separated from others if they develop symptoms while at work? Are you prepared for increases in absenteeism due to illness or isolation requirements? Have you considered absenteeism policies to enable staff members to stay home when ill, in quarantine (self-isolation), or if they are taking care of children or someone who is ill? Are you maintaining a log of staff attendance? What is your response plan for staff who come to work with symptoms?*

Staff are required to report any symptoms PRIOR to arriving at work. They will be told to stay at home and self-quarantine until they are symptom free. Should a staff member develop symptoms during a shift, they will be asked to leave the premises immediately. All touching surfaces will then be cleaned and sanitized. We have scheduled “on call” shifts in the case someone does call in sick or cannot come to work. All staff are to sign in once they arrive in the restaurant and they will be required to sign out when they have left the restaurant.

Personal Protective Equipment (PPE) – where distancing measures cannot be maintained

Considerations: *How will you promote PPE use (e.g., masks or gloves) when people are unable to be 2 metres apart? If 2 metres cannot be maintained and PPE is necessary, where will your staff obtain it? Will customers require their own PPE such as masks, or will you supply them? How will you inform customers before they enter your business that PPE such as masks are required?*

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All kitchen and wait staff are required to wear masks while they are working. We have provided masks for all our staff. Our restaurant has an open kitchen concept and both front of house and back of house staff members are visible to patrons so they will see the masks being worn. Our patrons are not required to wear masks but should someone request a mask, we have them available.

Responsibilities

Considerations: *Who will be responsible for ensuring staff and customers are following your precautions? Have you updated contact information for staff members so that they can be notified in the event of a known exposure?*

The General Manager is responsible for ensuring all our policies are executed. The Chef is primarily responsible for the back of house staff. The Chef follows up with our Corporate Chef and the General Manager follows up with our Operations Manager. Any important info or events are reported to these 2 people as well as written in our daily log which is completed at the end of the night. The Corporate Chef and Operations Manager will be performing random audits several times during the week.

All guests are required to have a reservation. Should we receive a walk-in, we require their information for traceability purposes. Should we receive notice that someone dined at our restaurant who eventually tested positive for Covid-19, we will have the ability to contact all guests who were in the restaurant at that time.

Owner/Manager: _____

Date: _____