



COVID-19 Safety Plan

May 22, 2020

1. Assessing Risks

The virus that causes COVID-19 spreads in several ways. It can be spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

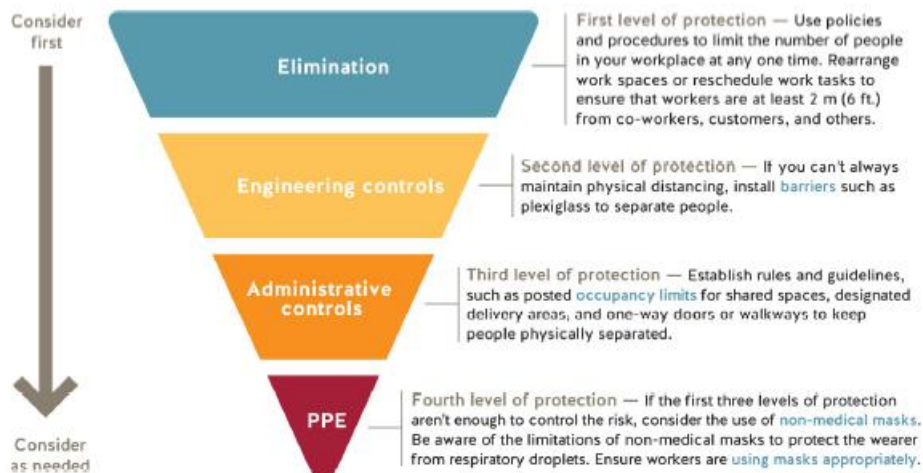
The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

We have involved our entire team of employees and identified the areas where there may be risks, close physical proximity, or contaminated surfaces.

1. Areas where people gather, such as: break rooms, production lines, and meeting rooms.
2. Job tasks and processes where workers are close to one another or members of the public.
3. Areas in our workplace, in worker vehicles, or at other work locations when workers travel offsite as part of their job.
4. Tools, machinery, and equipment that workers share while working.
5. Surfaces that people touch often, such as door-handles, common tables/counters, restroom facilities, and light switches.

2. Implementing Protocols

To reduce the risk of the virus spreading through droplets in the air, protocols (starting with those offering the highest level of protection) will be implemented to protect against our identified risks.





The following protocols are to be implemented to minimize the risk of transmission:

1. Protection through Elimination

- Total dine-in capacity reduced by 50%
- 6-person maximum party size
- Tables distanced at least 6' apart
- Fewer employees in workplace
- Switch to table-service. You will be seated then served with minimal interaction with anyone outside your own party
- Encourage table-side payments with contactless credit/debit
- Set cohorts or bubbles of employees working at one time

2. Protection through Engineering

- Transparent acrylic barriers at bar
- Hand sanitizer stations at each entrance and exit

3. Protection through Administrative Actions

- One-way foot traffic through lounge
- Separate lounge entrance and exit
 - When possible, employees will try to open doors for other staff and guests when arriving/exiting the building.
- Frequent Sanitation of High Traffic Touchpoints
- Our staff will be instructed to wash their hands regularly (Minimum of every 30 minutes)
 - When entering from service doors
 - Before and after breaks or whenever returning from the Staff area
 - After touching or cleaning tables any surfaces that may be contaminated
 - After sneezing, coughing or nose blowing
 - After touching your face or hair
 - After using the restroom
 - After touching personal items (Must be left in designated location in Staff area)
 - After using shared equipment such as computers, POS systems and debit terminals between different users
- Our staff will be instructed to;
 - wipe down tables after each group of guests
 - wipe down washrooms regularly
 - Sanitize surfaces, chairs, tables in the staff area at least twice a day, as well as sanitizing his/her area after meals
- Any individuals that feel sick or have travelled outside of Canada within the last 14 days, will be asked to please stay home (including guests and employees)
 - Daily temperature check for all employees when clocking in
 - Brief health questionnaire to be filled out by all returning staff
- Staff will be encouraged to keep their hair and any clothing/accessories away from their faces to limit face touching



- Waiting inside the restaurant for a seat or for take-out will be discouraged
- A designated clearing/cleaning team will handle all dirty dishes after a group is finished dining
- Posted signage near the designated entrances to establish new procedures to guests and employees and delivery drivers
- Servers will ask to collect contact info from one person from each party to be kept on hand for contact tracing purposes (stored for 1 month according to Public Health Order)
- Clear emphasis on reducing touch experiences (No high fives, pats, handshakes, etc.)
- Employee shift briefing will be done online to minimize staff huddles in confined break rooms or back-of-house areas
- Easily accessible yet safely distanced receptacles for used gloves or disposable face masks

4. Protection through Personal Equipment

Though masks will not be required by employees that can successfully practicing safe distancing, we will have PPE available for those that feel more comfortable with it. We will require employee PPE to be discarded regularly if used.

- Gloves supplied for employees
- Masks supplied for employees
- Hand sanitizer supplied for employees

3. Developing Policies

The following policies will be necessary to manage our workplace in these times. These policies have been established to ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace:

1. Anyone who has had symptoms of COVID-19 in the last 10 days.
 - a. These include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
2. Anyone directed by Public Health to self-isolate.
3. 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.
4. Non-customer and non-vendor visitors are prohibited or limited in the workplace.
5. 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.

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

6. Workers that start to feel sick should don protective equipment and report this to their supervisors, even with mild symptoms.
7. Sick workers will be asked to wash or sanitize their hands, provided with a mask, and isolated.
8. Ask the worker to go straight home.



- a. Supervisors can consult the BC COVID-19 Self-Assessment Tool, or call 811 for further guidance related to testing and self-isolation.
9. If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
10. Clean and disinfect any surfaces that the ill worker has come into contact with.

4. Developing Communication Plans and Training

Our plan will ensure that everyone entering the workplace, including workers from other employers, will know how to keep themselves safe while on-site.

1. We will have training meetings to ensure everyone is confident in workplace policies and procedures.
2. All workers are aware of policies for staying home when sick.
3. We have posted signage at the workplace, including occupancy limits and effective hygiene practices.
4. We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.
5. Supervisors have been trained on monitoring workers and the overall workplace to ensure policies and procedures are being followed.

5. Monitoring and Updating Plans as Necessary

Things may change as our business begins to operate once again. If our team identifies new area of concern, or aspects that do not seem to be working, we will have steps to update these policies and procedures.

1. We have a plan in place to monitor risks. We make changes to our policies and procedures, as necessary.
2. Workers know who to go to with health and safety concerns.
3. When resolving safety issues, we will involve Supervisors and other workers.

6. Assessing and Addressing Risks When Resuming Operations

As we revisit several aspects of our operations that have remained dormant for a period during the COVID-19 pandemic, we will be taking steps to manage any risks that arise relating to this downtime.

1. New and returning staff will be trained based on this safety plan.
2. Employees taking new roles or responsibilities will be encouraged to think about new COVID-19 related implications and whether any overlooked procedures/policies are required.

7. Going Forward

As the situation in BC and on Vancouver Island changes, we will review and update this plan with any new information. In addition to this plan, we will be taking recommendations from Worksafe BC and the BC Restaurant and Foodservice Association on how to ensure we are keeping our employees, our guests, and the community safe during these times.

TWIN CITY BREWING



If you have any recommendations, comments, or questions regarding our plan, please contact us at info@twincitybrewing.ca or call Aaron Colyn (Owner/Brewer) at (778) 419-2739.