

## COVID-19 INFORMATION

# RELAUNCH CONSIDERATIONS

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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:

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### 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?*

- Our restaurant/patio will operate at 50% capacity to ensure there is adequate spacing to maintain 2 metres.
- Tables and chairs are measured to be a minimum of 2 meters apart.
- Physical barriers are in place at our counter in the restaurant.
- There is a maximum of 6 people per table.
- Signage has been created and posted in various areas to control the direction of traffic (entrance and exit), floor spacing signs, directional arrows on floor
- A staff room has been created to reduce staff eating in the restaurant area, this space is monitored for cleanliness and sanitized after use
- Washroom is open for patrons but with alternate stalls in use to encourage distancing

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### 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?*

- Each table in restaurant will be sanitized after customer use
- Washroom is sanitized hourly and supervised to ensure no more than 2 patrons at a time
- Staff will be performing frequent hand washing
- Reusable menus, debit machines and order screens will be sanitized after each use
- One designated staff member to each order system to prevent more than one person touching each others screen, these will be sanitized after each shift and during
- Cups, plates and cutlery will be all disposable
- Hand dryers in bathroom have been closed
- Water fountain has been closed
- Sanitizer stations will be set up at all entrance and exit points to encourage sanitizing hands

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## 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?

- Each person working in the restaurant completes an AHS fit for work questionnaire upon arrival, any “yes” answers on the questionnaire classify the person as unfit for work and will be sent home immediately
- In event of a symptomatic employee they are to inform their direct supervisor immediately and will not attend work for the mandatory isolation period or until a negative swab has been confirmed. Other staff that they have come into contact with will be informed and will abide by the same isolation period

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## 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?

- While serving tables servers will wear masks provided by the business
- Gloves are provided for the staff and are changed continuously while using frequent hand washing

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## 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?

We use a mass scheduling system that provides us with a method of contact for all staff. All staff will be immediately notified if a known exposure occurs

In event of a symptomatic employee they are to inform their direct supervisor immediately and will not attend work for the mandatory isolation period or until a negative swab has been confirmed

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Owner/Manager: \_\_\_\_\_

Date: \_\_\_\_\_