

## COVID-19 Preparedness Plan At Sara's Table Chester Creek Cafe

Under Gov. Tim Walz's executive orders, identified businesses that are in operation during the peacetime emergency are required to establish a COVID-19 Preparedness Plan.

A business's COVID-19 Preparedness Plan shall establish and explain the policies, practices and conditions the business will implement to meet the State of Minnesota Industry Guidance for the business, Centers for Disease Control and Prevention (CDC) guidelines, federal Occupational Safety and Health Administration (OSHA) standards and applicable executive orders related to worker, visitor and customer safety and health while in their workplaces. The plan should have the strong commitment of management and be developed and implemented with the participation of workers. Plans must be provided to workers prior to beginning work and posted at the workplace in a manner that is accessible for workers to review. The Minnesota Department of Labor and Industry (DLI), in consultation with the Minnesota Department of Health (MDH), has the authority to determine whether a plan is adequate.

Your COVID-19 Preparedness Plan must include and describe how your business will implement, at a minimum, the following, in compliance with the industry guidance, CDC guidelines and OSHA standards above:

1. policies and procedures that assist in the identification of sick workers and ensure sick workers stay home;
2. implementation of engineering and administrative protocols for social distancing;
3. worker hygiene and source controls;
4. workplace building and ventilation protocols;
5. workplace cleaning and disinfecting protections and protocols;
6. drop-off, pick-up and delivery protections and protocols; and
7. communications, training and supervision protocols.

For businesses that engage with customers and clients, the COVID-19 Preparedness Plan must include and describe how your business will implement, at a minimum, the following, in compliance with the industry guidance, CDC guidelines and OSHA standards above:

8. what customers and clients can do to minimize transmission;
9. additional protections and protocols for receiving and exchanging payment;
10. additional protections and protocols for managing occupancy;
11. additional protections and protocols to limit face-to-face interactions; and
12. additional protection and protocols for distancing and barriers.

This document includes a template that may be used by businesses to develop a COVID-19 Preparedness Plan that includes the components listed above. A business' plan should be **developed to fit the business and the risks of transmission that are present in the business' workplace(s). This template should be used with the State of Minnesota Industry Guidance developed by MDH and DLI for businesses required to create a COVID-19 Preparedness Plan. The State of Minnesota Industry Guidance is available at <http://mn.gov/deed/guidance>.**

Businesses are not required to use this template. However, all plans developed by businesses must address the components included in the State of Minnesota Industry Guidance developed for the type of business.

# COVID-19 Preparedness Plan for At Sara's Table Chester Creek Cafe

**At Sara's Table Chester Creek Cafe** is committed to providing a safe and healthy workplace for all our workers **and customers**. To ensure we have as safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers, management and customers. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. **At Sara's Table Chester Creek Cafe** managers and owners have our full support in enforcing the provisions of this policy and we encourage our workers to ask questions, raise safety and health concerns and offer suggestions related to the plan and its implementation.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working At Sara's Table Chester Creek Cafe. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by listening to concerns posted on Sling or through verbal communication directly with Carey, Jillian or Carla. We hope that worker concerns will be fully addressed in this document and in the daily actions. Our COVID-19 Preparedness Plan follows State of Minnesota Industry Guidance for our business, Centers for Disease Control and Prevention (CDC) Guidelines, federal Occupational Safety and Health Administration (OSHA) standards related to safety and health precautions required in response to COVID-19 and applicable executive orders. The plan addresses the following:

1. policies and procedures that assist in the identification of sick workers and ensure sick workers stay home;
2. implementation of engineering and administrative controls for social distancing;
3. worker hygiene and source controls;
4. workplace building and ventilation protocols;
5. workplace cleaning and disinfecting protocols;
6. drop-off, pick-up and delivery practices and protocols; and
7. communications, training and supervision practices and protocols.

Additionally, because we will be working directly customers, we will also address;

8. what customers and clients can do to minimize transmission;
9. additional protections and protocols for receiving and exchanging payment;
10. additional protections and protocols for managing occupancy;
11. additional protections and protocols to limit face-to-face interactions; and
12. additional protection and protocols for distancing and barriers.

# 1. Policies and procedures that assist in the identification of sick workers and ensure sick workers stay home

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

1. Employees will fill out a short Health screening survey as soon as they enter the building. As well as have their temperature taken and written in the log book.
2. The Health Screening questions are as follows
  - a. Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition?
    - i. Fever (100.4°F or higher), or feeling feverish?
    - ii. Chills?
    - iii. A new cough?
    - iv. Shortness of breath?
    - v. A new sore throat?
    - vi. New muscle aches?
    - vii. New headache?
    - viii. New loss of smell or taste?

If a employee answers "Yes" to any of the screening questions or has a measured temperature above 100.4°F, they should be advised to go home, stay away from other people, and contact their health care provider.

3. Any employees with Covid-19 symptoms or who have been exposed will be sent home. We would strongly recommend that that person go in for testing immediately. Results of any testing will be required to reenter our work force. Photo copy of results or printed photo will be required and kept in your file.
4. When a worker has been potentially exposed to covid-19 they must call their direct manager, Carey or Amanda, Jillian or Jeremy. This is not appropriate to post on Sling or through text message. They should under no circumstance enter the building at 1902 East 8<sup>th</sup> St.
5. Reporting of Illness NEEDs to be recorded in the sick Log, kept in the coffee bar. This will be the same procedure as when a person calls in sick with Diarrhea or vomiting. The difference is when they can come back to work. Food borne illness symptoms require a person to stay home from work for 24 hours after symptoms are gone. However in the case of Covid-19 the person needs to stay home until they get a negative test result or 10 days has passed without symptoms.
6. Our official sick pay policy, taken directly from the Employee Handbook that each person was given on their first day of employment, is as follows;
  - a. *All employees are eligible for sick pay. Sick pay benefits begin accumulating on your first day and are available to you 30 days after your first day of employment. Sick pay is accumulated at the rate of .01917 per hour worked. The total amount of Sick pay available to you is shown on your pay check stub. Sick pay benefits are available only when illness/injury prevents you from working a scheduled shift. It can't be used for vacation. Sick pay benefits are capped at 40 hours. This means that once you accumulate 40 hours in benefits you stop accruing additional benefit*

*hours until you use a portion of them. Sick pay will not be paid out after employment has been terminated or you quit.*

7. In addition to our normal sick time policy we are adding a special period Covid-19 sick pay benefits policy, which is in compliance with the Federal Coronavirus Paid FMLA sick pay requirements. This policy is in effect From April 1, 2020 to December 31, 2020 and applies to employees who have been employed for at least 30 days. It is as follows.
  - a. New pay schedule will kick in when an employee..
  - b. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
  - c. has been advised by a healthcare provider to self-quarantine related to COVID-19;
  - d. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
  - e. is caring for an individual subject to an order described in (b) or self-quarantine as described in (c)
  - f. The amount of hours paid out will be calculated by taking the number of hours worked in the previous two weeks from the date of the illness. This same amount will be paid out for the following two week period at the employee's normal rate of pay. For example a person worked 15 hours in the first week, then 20 hours the next week. They then became ill with Covid-19 or full under one of the previously mentioned categories. For the week following we will pay for 15 hours of missed work and the following week for 20 hours of missed work. This benefit maxes out at 80 hours, overtime will not be paid out.
  - g. This change allows for people who are newer to the staff to be fully compensated for two full weeks of work for the current amount of hours worked. For those that are full time (35 hours or more) to receive full pay for two weeks. We understand that this new policy could potentially pay out less for employees who have accumulated 40 hours of regular sick pay, thus we will pay out the greater of the two.
  - h. SECTION E (above) - employees taking leave shall be paid at two-thirds their regular rate or two-thirds the applicable minimum wage, whichever is higher, up to \$200 per day and \$2,000 in the aggregate (over a two-week period).
8. Any staff member who feels they are "high risk" or part of a "vulnerable population" needs to self-identify in writing to management or the owners. This will be kept in your personnel file. If you feel unsafe returning to work or would like extra precautions taken while you are on the job this needs to be given to the café in writing.
  - a. If no written explanation is given to the café we will assume you are able to return to work. If you are unwilling to work despite our efforts to keep you safe and you have no written explanation of why you cannot work we will assume you are quitting and may possibly hire to replace you. Scheduling priority will be given to staff who demonstrate a desire to work.
9. Our State Guidelines are as follows PARENTAL LEAVE, FAMILY and MEDICAL LEAVE ACT (FMLA)  
*Applies to employees who have been employed with a qualifying employer for at least 12 consecutive months, and for an average of one-half the full-time equivalent position in the employee's job classification during those 12 months.*
  - 1) 6 weeks unpaid leave.
  - 2) Guaranteed return to previous job or equivalent position.
  - 3) Minnesota does not have any medical leave (paid or unpaid) available other than the use of the employee's sick leave for themselves or their sick minor child, adult child, spouse, sibling, parent,

*grandparent or step-parent. However, an employer is not mandated to offer sick leave to its employees.*

- a. However, as stated above we provide our employees with a maximum of 40 hours of paid sick leave normally and up to 80 hours if the employee has become ill with Covid-19
- b. Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions will be dealt with on a per person basis.

**10. At Sara's Table Chester Creek Cafe** has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time.

1. IF a worker or group of workers have been exposed to a coworker who has a positive covid-19 test OR is experiencing symptoms related to Covid-19 you will be informed through a phone call. This may require you to quarantine for up to 10 days. In addition, a policy has been implemented to protect the privacy of workers' health status and health information. Names of specific workers who are ill will be kept private, as required by law.

## **2. Social distancing – maintaining six feet of physical distancing**

Social distancing of six feet will be implemented and maintained between workers in the workplace through the following engineering and administrative protocols: We understand that social distancing in a restaurant/kitchen is difficult and near impossible. However we encourage employees to try and keep physical distance between themselves and their coworkers whenever possible.

1. If there is a need to pass someone in a close space, lower your head and eyes to reduce the chance of breathing on each other.
2. Do not every gather in groups of larger than 5 while working.
3. When taking a break to eat your staff meal, do so at a table by yourself or seated more than 6 feet away from others.
4. When taking a drink of water, coffee or other beverage OR while tasting foods, your back must be turned to coworkers AND not be within 6 feet of someone while doing this activity. ALSO you must wash your hands in the proper fashion afterwards.

Social distancing of six feet will be implemented and maintained between workers and customers in the workplace through the following engineering and administrative protocols:

1. Tables will be placed 6 feet apart from each other.
2. Front of the House staff will be instructed to stay 6 feet away from customers when talking with customers.
3. When dropping off food the server/food runner will stand behind the customer and deliver the food from the left hand side.
4. Any removal of dishes will be from the right hand side.
5. It is possible that a bus tub will be available for customers to drop off their own dishes.

IF it starts to rain or inclement weather happens we will quickly provide to go containers for any uneaten food. We will not allow customers into the building for any reason other than to go to the bathroom as outlined in Line 12 in this document. \*State recommendations allow customers to enter the building in order to pay and bag up their food, however we would prefer that this not happen.

### 3. Worker hygiene and source controls

Worker hygiene and source controls are being implemented at our workplaces at all times.

1. **Handwashing.** Washing hands can keep you healthy and prevent the spread of respiratory and diarrheal infections from one person to the next. This is extremely important during this time of heightened need to prevent the spread of Covid-19. Germs can spread from other people or surfaces when you:

- Touch your eyes, nose, and mouth with unwashed hands
- Prepare or eat food and drinks with unwashed hands
- Touch a contaminated surface or objects
- Blow your nose, cough, or sneeze into hands

Wash your hands during these key times when you are likely to get and spread germs:

- **Before, during, and after** preparing food
- **Before** eating food
- **Before and after** treating a cut or wound
- **After** blowing your nose, coughing, or sneezing
- **After** touching garbage
  
- Using the restrooms.
- Touching areas of the body such as ears, mouth, nose or hair.
- Touching unclean equipment or work areas.
- Handling raw food, particularly meat and poultry.
- Handling money or credit cards.
- Using any tobacco products.
- Cleaning and scraping dishes and utensils.
- Eating.

Follow these five steps for proper handwashing every time.

1. **Wet** your hands with clean, warm running water and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. **Rinse** your hands well under clean, running water, as hot as you can handle.
5. **Dry** your hands using a clean towel, use the towel to turn off the water.

2. **Hand sanitizer.** Hand sanitizer is appropriate when proper handwashing is not possible. This is particularly true for the worker in the shack, who does not have immediate access to running water. Or the coffee bar person who may need to sanitizer between different activities. Hand sanitizer will be provided to the staff at the Coffee bar, the shack and the office.
3. **Glove Use** The use of gloves can be an effective way to keep bacteria off of ready to eat foods. However it can also give a false sense of security. Gloves need to be changed after handling raw meat, touching your body, etc. Basically any time that you would wash your hands you need to change your gloves. Otherwise we would like them to be changed every 15 minutes.
4. **Face shields.** All staff are required to wear a face covering at all times while in the building. This can be a three ply paper mask, non-medical cloth mask or a medical mask. In addition, face shields, gloves and paper masks will be provided by At Sara's Table Chester Creek Café at all times. \*\*\*If you have to touch your mask you have to wash or sanitize your hands. If you removed or lowered your mask to taste, eat or drink, you MUST wash your hands.
5. No touch garbage receptacles have been provided in multiple locations throughout the restaurant.
6. All beverage containers need to be fully submerged in sanitizing water once they are in the café. This includes water bottles, covered coffee cups and mugs. They can be a source of bacteria and once set on a work station that bacteria can spread.

## 4. Workplace building and ventilation protocols

Reopening the workplace includes necessary sanitation, assessment and maintenance of building systems including water, plumbing, electrical and HVAC systems.

1. **HVAC;** There are four Trane packaged rooftop AC/heat units (RTU) with ReliaTel Controls and all adjustable economizer settings. RTU filters were replaced on 4/25/20 while the restaurant was shut down. Currently the filters have a Merv 10 rating and our supplier, Gustav A. Larson Co. does not have Merv 13 or 14 filters in stock. We will look elsewhere to procure the required Merv rating.
2. Each RTU is connected to a Honeywell VisionPro series programmable thermostat with four allowable occupancy settings. They are programed to have the fan running full time 2 hours before any employees enter the building and stay on while the building is occupied.
3. There is also a RenewAir energy recovery ventilation unit, model EV240, installed to ventilate the restrooms and upper level meeting space. This unit displaces 100-240 CFM/minute. RenewAir is selling Merv 13 pre-filters directly and we will be installing them. We also have 5 ceiling fans on 24 hours a day to circulate the air in the dining room.
4. We do not have a drinking fountain and all public restroom faucets are controlled with touch free motion sensors.

## 5. Workplace cleaning and disinfection protocols

Regular housekeeping practices are being implemented, including routine sanitizing of the workplace and frequent sanitizing of high-touch areas. Workers have been instructed that personal equipment and tools should not be shared and, if shared, should be disinfected between users.

1. We have established a documented Sanitation schedule and checklist that describes each surface, item or equipment that needs to be cleaned, the cleaning agent and the frequency with which the sanitation will occur. These include but are not limited to all POS screens, door knobs, countertops, railings, handles, office space, locker room, bathrooms etc.
2. Electronic devices –our lights are activated by a motion sensor, thus no touching is required.
3. Personal equipment, tools and phones should not be shared, or touched by others. If you are going to touch your phone at all during your shift you need to wipe it with a sanitizer towel before starting your day and after possible contamination. This means that if you take a break to eat or smoke and use your phone at the same time, you need to sanitize it again.
4. If an employee or customer should become ill with Covid-19 a routine cleaning and disinfecting of the work place will occur. The restaurant may close for 2-3 days.
5. All cleaning agents will be rated to work against SARS-CoV-2 as described by the EPA.
6. All Products Safety data sheets will be reviewed and followed.  
Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.

## 6. Drop-off, pick-up and delivery practices and protocols

In order to provide customers with our services while also providing a safe space for our employees we are operating a drive thru. Ordering can be done online, with a phone call or by using the drive through intercom.

1. When food pick up occurs the customers drive up to the “shack” window and are handed their bag of food. The bag has been closed by a gloved Front of the house worker. Receipts are stapled to the bag and the bag is handed to the customer or placed on the stainless steel shelf attached to the shack.
2. If food is not ready a post it note is placed on the car door and the customer is instructed to park in the parking lot. When food is ready it is walked to the car by a food runner and handed to the customer.
  - a. This employee is required to wear a face mask and gloves, face shields are provided.
3. Customers will be asked to wear a mask when picking up their food. Enforcement by staff is not expected.

## 7. Additional Protections and protocols for outdoor dining

Outdoor dining is done through a multi-step process designed specifically to limit face to face contact with customers.

Step 1. A customer will call the café to make a reservation “Call Ahead Reservations” At this point we will ask the Health screening questions and record their first and last name, phone number and number of people in the party.

Step 2. They are told a table number and location. They can then park and find their table on their own.

Step 3. The table will be preset to have pre-wrapped silverware, water pitcher and laminated menu.

Step 4. They will be instructed to order and pay by calling the front desk or by ordering online.

5. Sanitizer will be provided at each table
6. A Hand washing station is available in the parking lot.
7. All plates of food will be covered with a washable plate cover to protect the food between the kitchen and the diners.

## 8. Communications, training and supervision practices and protocols

This COVID-19 Preparedness Plan was communicated to our staff by a staff meeting held on May 31<sup>st</sup> in the parking lot and through a Zoom meeting and necessary training was provided. We will be walking our employees through the practices and protocols described in this document, step by step with time for questions after each section. Managers and supervisors are to monitor how effective the program has been implemented by **visually monitoring staff behavior, daily use of checklists and weekly meetings to discuss an issues that arise.**

Management and workers are to work through this new program together and update the training as necessary.

This COVID-19 Preparedness Plan has been certified by **At Sara's Table Chester Creek Cafe** management and was posted throughout the workplace **on May 31<sup>st</sup> 2020** It will be updated as necessary.

## 9. What customers and clients can do to minimize transmission of COVID-19

1. We have posted a simple health questionnaire on the website to assist customers in deciding if they are healthy enough to eat at a restaurant.
2. All Call in reservations will be asked the list of questions before we can take their reservation. This list, taken directly from the MN department of Health is as follows.
  - a. Have you had any of the following symptoms since your last day at work or the last time you were here that you cannot attribute to another health condition?
    - i. Fever (100.4°F or higher), or feeling feverish?
    - ii. Chills?
    - iii. A new cough?
    - iv. Shortness of breath?
    - v. A new sore throat?
    - vi. New muscle aches?
    - vii. New headache?
    - viii. New loss of smell or taste?
  - b. If a visitor answers "Yes" to any of the screening questions or has a measured temperature above 100.4°F, they should be advised to go home, stay away from other people, and contact their health care provider.
3. Customers will be asked to wear a mask at all times except when eating.

## **10. Additional protections and protocols for receiving and exchanging payment**

1. We are NOT accepting cash at this time. All payment is done contactless. This is achieved by
  - a. prepayment on the Online ordering system
  - b. verbally speaking of credit card information over the phone
2. If a physical Credit card is requested by the customer, the card will be wiped clean with a sanitizing towelette. The customer will be shown this process.

## **11. Additional protections and protocols for managing occupancy**

1. Seating will only occur outside and only with 6 feet of space or more between tables.
2. Seating will be in one of four different locations. These locations are
  - a. In front of the store windows; 3 tables will be provided
  - b. Along the perimeter wall of the parking lot; 9 tables will be provided
3. Groups of 4 or less are allowed unless it is a family, in which case a group of 6 is allowed
4. Seating will be capped at 50 people in total
5. All seating will be by reservation only
  - a. Reservations will occur by "Call ahead" only.
6. Reservations will require customers first and last name and phone number and group size in case Contact Tracing is required at a later date. All information will be recorded and saved for at least one month.
7. We will encourage customers who are "high risk" to postpone their reservation
8. We will encourage people to do a self-check of their body temperature on the day of their reservation.
9. We will post screening questions at the entrances to the building and while making reservations.
  - a. Servers will ask customers if they can respond No to all the questions on the questionnaire
10. The management will decide if we need to refuse service to a customer.

## **12. Additional protections and protocols to limit face-to-face interactions**

1. Ordering at outdoor seating will be done via the Online ordering app or by calling the café from their tables to place and pay for the food.
2. Disposable menus will be available at the shack AND Laminated versions at each table
3. All Silverware will be prewrapped
4. Tables will not be pre-bused.

### **Bathroom Facilities**

Bathrooms will be provided to the customers in a safe way. This will occur by following these procedures.

1. We will have only one door to the inside of the restaurant. The door located in the parking lot at the split level. This door is closest to the bathrooms.
2. There will be lines taped to the floor indicating 6 feet of distance

3. Only one person will be allowed at the hand washing sink at a time.
4. Masks will be required to use while using the bathroom. This will be posted.

### **13. Additional protection and protocols for distancing and barriers**

1. Signage will be posted outside the restaurant at each entrance outlining our established protocols

Certified by:

**Owner**

**Owner**

**General Manager and Head Chef**

**General Manager and Front of the House Manager**