

COVID-19 safety plan – snapshot

This snapshot can be posted in a place where it can be seen easily so your workers, clients and other people entering the workplace will know what actions are being taken.

Business name: Seasoned Spoon Cafe

Division/group: Unlicensed Restaurant

Date completed: July 30, 2020

Revision date: August 27, 2021

Measures we're taking

How we're ensuring workers know how to keep themselves safe from exposure to COVID-19

- We have reviewed all our health and safety protocols and provided additional training to staff, in addition to Trent's Return to Campus training.

How we're screening for COVID-19

- We have followed Trent University's lead and asked staff to complete the Ontario public school checklist before coming to work, found here: <https://covid-19.ontario.ca/school-screening/>

How we're controlling the risk of transmission in our workplace

Physical distancing and separation

- installing a plexi-glass barrier at our till
- offering only take-out food, no in-café seating
- serving all food by staff (no self-serve)
- suspending our volunteer program

Cleaning

- providing hand sanitizer at every work station and surface sanitizer as needed
- When equipment cannot be shared, one staff person will use it and sterilize its surface at the beginning and end of its use.
- The Kitchen Managers will regularly sanitize high touch surfaces, such as doorknobs, counters, serving implements.

- High touch surfaces in the café include our till counter, debit machine and Trent card machine will be sanitized between use by customers and staff.
- We will make hand sanitizer available to patrons and staff.

Other

- ensuring that there is sufficient equipment that staff do not need to share frequently used tools, such as knives and spoons. Staff will sanitize and wash these tools at the end of their shift.
- mask-wearing and diligent handwashing
 - We have developed protocols for when a staff person is ill, or has been exposed to someone who may be ill. Sick leave policies and procedures already exist, have been reviewed and shared with staff.

What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace

- Staff are asked to follow Trent's procedures for reporting expectations with regards to confirmed or suspected covid-19 symptoms.
- We have detailed contingency plans, should any staff person need to miss work waiting for test results. Staff have been trained in multiples areas to support other staff should they need to miss work.
- If a member of our staff is diagnosed with covid-19 we will follow the advice of Peteborough Public Health and if needed close the café for up to two weeks, to facilitate the self-isolation of other staff and for deep cleaning.

How we're making sure our plan is working

- Regular meetings amongst core staff and board members. Creating opportunities for feedback from patrons. Keeping in regular contact with the head of Food Services at Trent University.