

PANDEMIC OPERATIONAL

Pandemic Operational Plan Dutch Bakery & Diner

Date: May 17, 2020

Business address 718 Fort street Victoria BC

At The Dutch Bakery, the health of our employees and customers are important to us. We have created this document to clarify the actions that The Dutch Bakery will take in order to ensure the wellbeing of everyone in our place of business and community. This document can be found at 718 Fort Street and on our web site and will be updated by Michele Byrne. Should you have any questions, recommendations or concerns, please contact Michele Byrne at 250-385-1012 or dutchbakeryvictoria@gmail.com

COVID-19 SIGNAGE IN PUBLIC AREAS

Dutch Bakery will affix signage on proper hand hygiene, respiratory hygiene, and physical distancing throughout the facility and outdoor settings as applicable. At a minimum, signage must be placed at any common entrance and location where people tend to congregate. Should you have any questions, recommendations or concerns, please contact Michele Byrne @ 250-385-1012

The required signage has been affixed in this location in the appropriate locations:	Yes	No	N/A
<u>Public Health Authority Sign</u>	X	<input type="checkbox"/>	<input type="checkbox"/>
<u>Physical Distancing Sign</u>	X	<input type="checkbox"/>	<input type="checkbox"/>
Occupancy Limit Sign 30			
<u>Customer Screening & Symptoms Sign</u>	X	<input type="checkbox"/>	<input type="checkbox"/>
<u>How to Wear a Face Mask</u> In Staff room	X	<input type="checkbox"/>	<input type="checkbox"/>
<u>Hand Washing and Sanitizer Sign</u>	X	<input type="checkbox"/>	<input type="checkbox"/>
<u>Use the Stairs Sign</u>	X	<input type="checkbox"/>	<input type="checkbox"/>

1 person on the stairs at a time if you see someone up the stairs please wait for them to come down before you enter stairwell			
Company Name's Best Practices Guide for Safety (manager's office and/or common employee spaces if applicable)	X	<input type="checkbox"/>	<input type="checkbox"/>
<u>Cleaning and Disinfecting Public Spaces</u> (common employee spaces if applicable)	X	<input type="checkbox"/>	<input type="checkbox"/>
<u>Debit/Credit Terminal Sign</u> (all point-of-sale terminals & customer points of entry)	X	<input type="checkbox"/>	<input type="checkbox"/>

PHYSICAL DISTANCING MEASURES

Dutch Bakery will ensure the physical distancing of 2 meters (6 feet) at all times for both our Customers and employees inside our business as well as any lines entering our place of business. Should you have any questions, recommendations or concerns, please contact Michele Byrne @ 250-385-1012 dutchbakeryvictoria@gmail.com

The following physical distancing measures are in place at this location:

- We are limiting the amount of customers to the bakery section to 3 customers at a time
- We are limiting our diner seating to table service of no more than 30.
- Our servers will wear face mask and practice safe sanitizing procedures.
- We have installed plexi glass at our cashier points to protect the customers and staff as well as strict cleaning protocols to be done hourly

The following employees are responsible for monitoring adherence to physical distancing requirements at this location:

Michele Byrne

Jack Schaddelee

Brook Schaddelee

CLEANING AND DISINFECTION PROCEDURES

Dutch Bakery has developed cleaning protocols to ensure that all common areas are cleaned and disinfected hourly. Health and Safety is a responsibility that belongs to everyone in the workplace. Should you have any questions, recommendations or concerns, please contact Michele Byrne @ 250-385-1012 or email at dutchbakeryvictoria@gmail.com

The following cleaning and disinfection procedures are in place at this location:

- The Dutch Bakery will ensure that all the necessary supplies such as hot/cold potable running water, liquid soap, paper towel, and garbage bins, for handwashing; or minimum 60% alcohol based hand sanitizer; toilet paper, cleaning and disinfecting supplies and personal protection equipment (non-medical masks and disposable gloves) are available as appropriate.
- Dutch Bakery will ensure that employees are trained on how to clean and disinfect surfaces and use personal protection equipment if needed.
- Employees and clients should not be present in the area during the cleaning of the workplace to allow enough contact time for disinfectants to kill germs based on the product being used.
- Items such as countertops, chairs (including below the front of the seat), rental/shared tools and equipment, phones, whiteboard markers, cashier equipment, light switches, public washrooms, doorknobs, handrails, elevator buttons, cabinet handles, faucet handles, tables and furniture need to be disinfected more frequently throughout the day.

The following cleaning and disinfection supplies are available at this location:

Hand Sanitizer: with a minimum 70% Alcohol

Disinfecting wipes :Lysol

Spray cleaner containing Ostro San (60%c14, 30%c 16 5%c12, 5%c18)

The following employees are responsible for the monitoring of supplies to ensure stock is maintained during operating hours:

Michele Byrne

Brook Schaddelee

The following employees are responsible for maintaining the house cleaning and disinfecting log:

Michele Byrne

Brook Schaddelee

EMPLOYEE WELLNESS AND HYGIENE

Dutch Bakery will ensure that all employees are informed of the best practices to encourage proper hygiene etiquette. Additionally, the necessary products and equipment will be available to you in the workplace to follow these best practices. Health and Safety is a responsibility that belongs to everyone in the workplace and we encourage you to review [WorkSafe BC resources like COVID-19 Industry Information](#). We have also reviewed our sick leave policy & Health and safety policy to ensure employees are not coming to work unless they are healthy. Should you have any concerns about your wellbeing in the workplace, please contact Michele Byrne

SCREENING OF EMPLOYEES BEFORE EVERY SHIFT

Dutch Bakery will pre-screening all those who enter the workplace

- We are Instructing employees to use a self-assessment tool if they need help determining whether they should seek further care;
- Requiring the employee to go home to self- monitor should they show reasonable signs of symptoms;
 - Pre-screening employees before the beginning of each shift by using the [Screening Questionnaire](#) for COVID-19
 - Advising those who are either symptomatic and/or have been advised by Public Health to self-isolate, to remain home and not enter the premises
 - Provide PPE
 - Ensure to protect all personal information in such a manner as to protect the personal privacy of employees
 - Temperature checks (only with reasonable cause)
 - Contact the local public health authority and business owner/HR contact should there be a confirmed or suspected case
 - Should you feel unwell (i.e. coughing, sneezing, fever, shortness of breath, runny nose, etc.), think you have come into contact with someone with COVID-19, or have someone from your household return from travelling abroad:

The following employees are responsible for pre-screening employees at the beginning of their shifts:

Michele Byrne

Jack Schaddelee

Brook Schaddelee