



BCRFA Restaurant COVID-19 Safety Plan

**Time & Place Restaurant
6083 McKay Avenue
Burnaby, BC**

This COVID-19 Safety Plan is our business' step-by-step response to increased awareness around, and our enhanced protocols for, the health and safety for our staff and our customers.

Our business is committing to following the steps outlined in each of the 6 areas mandated by WorkSafe BC and the official Public Health Order. Our plan includes outlining our physical changes, our increased protocols and our required usage of PPE. We also outline the training we will be providing for our staff to ensure that the processes are followed.

Our goal with this plan is to create a workplace that is aware and responsive to the new protocols and physical changes to our workplace as a result of COVID-19. Through our enhanced awareness, we aim to help the Provincial Ministry of health to reduce the risk of person-to-person transmission through the following 6 measures in order of priority:

- 1 – Creating more space between patrons and staff in our business.
- 2 – Reducing the number of people in our business at any one time according to the latest Public Health Order.
- 3 – Adding physical barriers between people working in our establishment that cannot otherwise maintain physical distancing.
- 4 – Establishing new rules and guidelines for our staff to follow to help keep people physically distanced and to enhance our cleaning regimens.
- 5 – Defining what positions and in what situations our staff will safely be using PPE, particularly non-medical masks, to limit exposure to respiratory droplets. This includes training on how to use masks correctly.
- 6 – Limiting private gathering to no more than 50 people in accordance with the PHO.

Our plan is current as of this date: Oct 15, 2020

Our contact for COVID-19 related concerns is: Michael Favelle

You can reach our COVID-19 contact by email at: michael.favelle@hilton.com

Our customer-facing version

of this plan is available online at: www.Timeandplaceburnaby.com

Per the Public Health Order, our capacity has been reduced from 80 ppl to 62 ppl



Risks in Our Workplace

We have worked extensively with our staff and identified the following risk areas in our workplace. We have accessed both physical proximity issues as well as surface contamination issues.

We have identified the following areas where people gather as points where 2 metres of physical distancing is difficult to maintain:

- Service hallway
- Behind the bar
- Cooking line

We have identified the following job roles, tasks and processes where workers are frequently close to one another or members of the public for periods of time that are longer than 15 minutes:

- Line cooks
- Bartenders

We have identified that the following kitchen equipment, smallwares, computer and POS terminals are high touch surfaces that must be subject to rigorous cleaning protocols:

- POS terminals
- iPads/Order pads – reservation system
- Bar service guns
- Tap handles
- Hand held payment terminal

We have identified that the following locations as high touch surfaces that must be subject to rigorous cleaning protocols:

- Cooler handles
- Light switches
- All door knobs
- Service counters
- Passthrough counters



We have created new protocols for reducing risk

In collaboration with our entire staff team and in consulting with the WorkSafe BC guidelines for Restaurants and the Public Health Order, we have outlined the following processes for reducing risk in our workplace.

Our enhanced Front of House Protocols are:

- Servers will:
 - Have a dedicated place at every table from which to serve.
 - Will stand back at least 3 feet from the table when speaking to guests and approach the table only for service of food and beverage.
 - Leave drinks or food at the front of the table and let the guests grab them after the server has stood back.
 - Hold plates underneath with the thumb on the rim.
 - Use the cup saucers to place cups on tables.
 - Use the stem to carry wine glasses.
 - Wrap all utensils in paper napkins.
 - Keep hands off the bowl of a spoon or prongs of a fork.
- We will create signage to clearly separate entering and exiting.
- We will place 2 m markers for physical distanced standing for counter service.
- We have closed buffets or self-service temporarily.
- For water service, staff will provide water in a jug at the table and allow guests to pour their own water. For coffee service, staff will not touch cups when refilling.
- Staff will remove salt and pepper shakers, sauce dispensers, candles, and other table top items and only provide items when requested.
- Menus will be offered digitally with a QR code placed on the table
- For leftovers, staff will provide the guest with the container and let them pack the to-go box.

Our enhanced Back of House Protocols are:

- Employees wear distinct kitchen uniforms and/or work clothes. No street clothing to be worn in the kitchen.



- We will limit the number of people who aren't cooks and chefs entering the kitchen area. This includes deliveries, service technicians and sales people. For any deliveries that would normally enter the kitchen, we will create a staging area for deliveries outside of the kitchen. Where possible, we will unbox items before bringing them into the kitchen. Our receiving/delivery log will include date, time, company.
- We will set 30-minute timers to remind all food handlers to wash their hands for best practices.
- Use of gloves:
 - Gloves mandatory for cold food preparation and cold plating.
 - Gloves mandatory when handling deliveries and receiving raw food product and must be changed after each task.
- Kitchen and prep areas are wiped down in 30-minute intervals with approved sanitizer.
- Our chefs and cooks do not share knives, utensils or service tools.
- In the dishwashing area, all employees will wear gloves and masks and/or face shields.
- The dishwashing area is divided into "Clean End, "Dirty End" so dishwashers are not loading clean dirty and then removing clean to cross-contamination.
- All kitchen sinks will have hand-washing instructions.
- Our cook and chef teams will observe social distancing whenever possible, i.e. when in the walk-in fridges/freezers, dry storage area, during staff meetings, staff meals, receiving orders, large prep jobs, etc.



Our People Protocols are changing to respond to COVID-19.

Our staffing protocols have changed as follows:

- We require staff to declare that they will not come to work if they have had symptoms of COVID-19 in the 10 days prior to their shift. Should staff experience symptoms of COVID-19, they are required to contact Public Health at 8-1-1 and self-isolate if required.
- We have also required staff to refrain from coming to work if they have had close exposure to a person currently diagnosed with COVID-19.
- Anyone who is returning to our workplace after travelling must have self-isolated for 14 days while monitoring for symptoms before they can work in our business.
- All staff must wash their hands upon arrival at work at the beginning of each shift and upon return from any breaks.
- Visitors to our back of house for deliveries and service are recorded as follows to assist with tracking in our delivery log.
- As we are a restaurant, our staff must come in to work however, we are engaging in regular health and safety conversations and ensuring that our staff are bringing forward any concerns about the new work flow or restaurant layout in order to improve our COVID-19 response.
- We have posted a Health Resource document to orient our staff to COVID-19 and any related health, bullying and mental health resources.
- We are actively monitoring our social media and our guest feedback online and in person to ensure that we are not experiencing any backlash or negative engagement with customers and managing difficult situations accordingly to assist our staff through this difficult transition.



Our customer protocols have changed as follows:

- We have a hand sanitizing station for guests and staff when they enter the front door to immediately clean hands.
- Parties will be limited to groups of no more than 6.
- Special events in private space will be limited to groups of no more than 50 (by pre-reservation only).
- Reservations are recommended. Guests will be able to make a reservation online or come into the restaurant to put their name on a list.
- Waiting for a table will be outside. Ask guest for a number to text that the table is ready.
- For all dine in guests, we will collect through our online reservation system, the first and last name of one guest per party and their phone number. Records will be kept per the Public Health Order for 1 month. Contact information will be used for the PHO or purposes of the reservation or table booking only.
- Customers will be required to wait at appropriate 2 m distance in all areas where queuing is required.
- Customers collecting or requesting take out will wait in a separate location than dine in.
- Signage is posted at the entrance of the restaurant to ensure that no one with symptoms of COVID-19 or who has contact with someone diagnosed with COVID-19 will enter the restaurant.

We are aware that some guests may not like the new protocols we have instigated and have a staff person assigned to address issues. The point person is Michael Favelle

We have posted at the entrance to our business sign that show:

- our core hygiene practices for both staff and guests;
- the core public facing elements of our COVID-19 Safety Plan;
- our restriction from entering the premises for any visitors or staff with symptoms of COVID-19.



We are committed to Ongoing Training.

In our business, we have provided restart training for all our staff and will be conducting weekly updates to our staff to ensure that any changing regulations are enforced and to respond to any concerns being brought forward by staff or guests.

Our goal for our training is to ensure that our staff is safe in our workplace. Each staff person has agreed to our health check, as this is our front line defense against COVID-19 in our workplace. Our training covers:

- Physical distancing measures
- New sanitation and cleaning processes
- Sanitation and cleaning product instructions
- Daily cleaning and deep cleaning checklists (See separate list)

Staff have a designated person to speak to, identified on the cover page of this document, who they can ask COVID-19 related questions to.

We require masks for all Food & Beverage team members.

We are supplementing the measure above with use of non-medical masks in the following core positions and for the following core tasks:

- Accepting deliveries;
- Doing dishes;
- Clearing or bussing tables;
- Preparing food in an open kitchen or at action stations.

We have provided all staff using masks the instructions and training to use them correctly.



We have enhanced our cleaning and hygiene practices in response to COVID-19.

We have selected Health Canada approved methods to clean and disinfect surfaces for all common areas and surfaces of our business.

- To clean in kitchens, we are using:
 - Ecolab Oasis 146 Multi-Quat Liquid Sanitizer
- To disinfect tables and menus, we are using:
 - Ecolab Antibacterial All Purpose Cleaner & Disinfectant
- To disinfect/clean washrooms, we are using:
 - Ecolab Antibacterial All Purpose Cleaner & Disinfectant
- For POS and computer equipment, we are using:
 - Ecolab Antibacterial All Purpose Cleaner & Disinfectant

We have removed all table items from our tables and are only providing them on demand so that they can be sanitized/cleaned between uses.

Hand-washing: We have installed hand-washing signage at sinks in washrooms, in the kitchen and staff room. To support proper hand-washing, we have done a demonstration of proper hand-washing technique for 20 seconds.

Bathrooms: Our bathroom are cleaned every 2-4 hours. All entry/exit and stall door handles, toilet seats, flush mechanisms, urinals and sinks are cleaned each time.

High Touch Locations: High frequency touch locations are cleaned every 2-4 hours. All entry/exit, kitchen or service door handles, POS machines, service counters, bussing stations, service stations, debit terminals will be cleaned each time.

Our Enhanced Cleaning schedule is:

- Reception desk and/or hostess station and/or service counters and front door handles are wiped down in 30-minute intervals with approved sanitizers.
- Between customers, tables, chairs, menus, tablets, coat hooks and any condiments that have been brought to the table must be cleaned or sanitized between parties.
- When staff switch positions, any shared equipment will be sanitized. This will include all repeated contact surfaces such as computer terminals, keyboards, POS machines.



- Our front of house staff will remove everything from the table after guests leave and clean the table completely.
- Staff should perform regular hand washing with soap and water for at least 20 seconds following the official hand-washing guidelines. Hand-washing will be done:
 - Before and after breaks
 - 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 phones
- All kitchen surfaces, equipment used and handles of all types will be sanitized at the end of shift following the product cleaning specs.

We are committed to adapting and changing as required.

Our supervisors are trained to monitor the workplace, engage with staff and ensure that COVID-19 policies and procedures are being followed and that any staff questions are being addressed in a timely manner. Issues that are brought forward that require input from our Joint Health and Safety Committee or advice from WorkSafe BC will be addressed accordingly.

WorkSafe BC can be contacted at 1.888.621.7233 for Health and Safety Questions. To report a concern, WorkSafe BC's confidential call line is 604.276.3000.

When issues are brought forward by our staff or our guests, and in the event of changes in the Public Health Order or WorkSafe BC recommendations, we are updating this document and changing the date on the cover page.

We have assigned a COVID-19 point person from our team and that person is also identified with contact information on the cover page.