

## **Mochaberry Coffee & Co's COVID-19 Safety Plan**

### **First level protection (elimination): Limit the number of people at the workplace to ensure physical distance whenever possible**

In order to reduce the number of people at the worksite, we are limiting the number of customers and visitors in the workplace. We have established and posted a new indoor occupancy limit for our premise at approximately 50% capacity.

As per Order of the Provincial Health Officer, we have ensured our seating inside the café and on our outdoor patio meet social distancing requirements of least 2 meters.

We have established and posted occupancy limits for common areas such as break areas, change rooms and washrooms where necessary.

We have implemented measures to keep workers and others at least 2 metres apart, wherever possible. Reorganizing kitchen prep tasks, staffing and our service style.

### **Second Level Protection (Engineering): Barriers and Partitions**

We have installed barriers where workers can not keep physically distant from co-workers, customers, or others.

We have included barrier cleaning in our cleaning protocols.

### **Third Level Protection (Administrative): Rules and Guidelines**

We have identified rules and guidelines for how workers should conduct themselves.

We have clearly communicated these rules and guidelines to workers through a combination of training and signage.

### **Fourth Level Protection: Using Masks (Mandatory by Order of the Dufferin Region Health Officer)**

We have reviewed the information on selecting and using masks and instructions on how to use a mask.

We understand limitations of masks and other PPE.

We understand that PPE should only be used in combination with other control measures.

We have trained workers to use PPE properly, following manufacturer's instructions for use and disposal. PPE to be available for staff as we are mandated to use it.

## **Reducing the risk of surface transmission through effective cleaning and hygiene practices**

We have reviewed the information on cleaning and disinfecting surfaces.

Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed in the kitchen and front of house.

We have placed alcohol based sanitizer at all entrances and exits throughout the café for all guests to easily access, as well as for staff use.

We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent hand washing and good hygiene practices are essential to reduce the spread of the virus.

We have implemented cleaning protocols for all common areas and surface – eg. Washrooms, tools, equipment, tables, light switches, desks, and door handles. This includes the frequency that these items must be cleaned (minimum every 60 minutes).

We have implemented cleaning of customer tables before they are allowed to be seated.

Workers who are cleaning have adequate training and materials (including PPE)

## **Developing policy**

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace: Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache. Anyone directed by Public Health to self-isolate. Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms. Our policy addresses workers who may start to feel ill at work. It includes the following: sick workers will be asked to wash or sanitize their hands, provided with a mask and isolated. The worker will be asked to go straight home. If the worker is severely ill we will call 911. Clean and disinfect any surfaces that the ill worker has come into contact with.

## **Developing communication plans and training**

Training plan to ensure everyone is trained in workplace policies and procedures

Policies and training materials are available to staff at any time.

We have posted signage at the workplace, including occupancy limits and effective hygiene practices. We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.

All workers have received the policies for staying home when sick

**Monitoring our workplace and update our plans as necessary**

We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary to ensure they are inline with the Ontario Government COVID-19 Response Framework and WDGPH Food Premises guidelines.

Workers know who to go to with any health and safety concerns.

**Assessing and addressing risks from resuming operations**

We have a training plan around changes to our business, such as new equipment, processes or products.