

## COVID-19 PREPAREDNESS PLAN FOR HOT PLATE

Hot Plate is committed to providing a safe and healthy workplace for all our workers and customers. To ensure we have a 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 team members and customers. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Management and workers are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Hot Plate kitchen and front of the house staff have our full support in enforcing the provisions of this policy.

Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- hygiene and respiratory etiquette.
- engineering and administrative controls for social distancing.
- cleaning, disinfecting, decontamination, and ventilation.
- prompt identification and isolation of sick persons.
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

## SCREENING AND POLICIES FOR EMPLOYEES EXHIBITING SIGNS AND SYMPTOMS OF COVID-19

Front and back of the house members 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. If a person has experienced fever, new soar throat, short of breath, new muscle pain since last reporting to work, it must inform Carmen and/or Manuel before presenting to work. In addition, Carmen will be conducting regular temperature checks with a no-touch infrared thermometer at the beginning of the workday. If symptoms are developed during normal operations, the affected person should communicate with Carmen and/or Manuel immediate, leave his position and move to the breakout area in the basement. Appropriate arrangements will be made if a person cannot drive safely back to home.

Hot Plate has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. While Hot Plate does not provide health insurance, we will provide support in addition to the unemployment benefits that our staff might be entitled if necessary to support themselves and their families as a result of COVID-19 while taking care of themselves, a family members due to illness or self-isolation needs.

Hot Plate 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. Carmen will contact all staff members via text message and or a phone call as appropriate, including instructions of how to proceed based on CDD and MDH guidelines.

## HANDWASHING

Basic infection prevention measures are always being implemented at our restaurant. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All customers and visitors to the workplace will be required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Two hand sinks are located inside the kitchen with antibacterial soap and can be used by back and front of the house team members. Also, two hand sinks are located for easy access by the server's stations. These are primarily for use of servers, bussers, food runners as needed. All customers are encouraged to use the two hand sinks inside the restrooms, which also are filled with antibacterial soap and paper towels. Managers and bussers oversee frequent restocking and sanitizing of surface areas that are in contact by multiple customers and employees. In addition to hand sinks, sanitizing disposable towels and liquid hand sanitizer bottles are provided at the entrance of the restaurant and by the hostess station. Posters are placed inside the restrooms and by the back entrance to remind guests and employees to wash their hands frequently.

## RESPIRATORY ETIQUETTE: COVER YOUR COUGH OR SNEEZE

Workers and customers are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and customers. Similarly, to posters indicating proper handwashing procedures, CDC posters or similar are posted in conspicuous areas.

## SOCIAL DISTANCING

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

1. Tables have been placed outdoors ensuring at least 6 feet of separation.
2. Signage through the dining area reminds customers and employees to keep 6 feet apart
3. Menus have been printed in large format and placed in temporary walls to reduce touch points
4. To minimize groups of people, all tables will require reservations and will be timed at least 20 minutes apart.
5. Markings in the floor remind people to stay 6 feet apart while waiting for a table
6. The back door will be used for customers to access the adjacent restrooms. Markings in the floor will indicate appropriate separation and traffic flow.
7. Server's station will be relocated to the back area, immediately adjacent to the back door to facilitate access to disposables, cooler, POS system and minimize traffic to and from the kitchen.
8. Plexiglass barriers might be implemented in areas where 6 feet of separation cannot be maintained, this is anticipated to be the case during inside dining, but not while serving outdoors.
9. All takeout orders will be handled through the front door and we will continue to ask people to wait outside the building and encourage curbside delivery. This will minimize cross flows from takeout and dine-ins.
10. At all possible, transactions will be handled using no-contact systems and equipment. As needed, customers might have to read credit card numbers to servers to key in. Cash transactions are to be minimized by encouraging customers to use credit cards, signs will be posted as reminders.
11. Front of the house staff must always wear face masks and gloves. Customers are encouraged to wear masks while not seating at their table.

## CLEANING, DISINFECTION, AND VENTILATION

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, and areas in the work environment, including restrooms, checkout stations, and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, credit card readers. Customers' tables are to be fully sanitized after each seating, other high touch areas will be sanitized by managers and bussers at the beginning of the shift and regularly during the serving hours. A final clean up will be conducted as we have always done, including restrooms, workstations, kitchen, and prep areas. Floors will continue to be mopped using the appropriate chemicals based on surface and location. If a customer is symptomatic or is diagnosed with COVID-19, all tables and restrooms will be fully sanitized using quaternary sanitizer, bleach and alcohol as required. Equipment will be not used for 72 hours.

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. All soaps used in the restaurants are antibacterial, all sanitization stations used quaternary sanitizer with at least 300ppm concentration as measured by their respective strips. Dishwashing equipment uses chlorinated sanitizer. The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people. Our AC system is regularly maintained by Quality Refrigeration, we follow a quarterly maintenance program. Also, our kitchen ventilation system provides adequate forced-air circulation to ensure all hoods and exhausts are adequately cleaning the environment. Exhaust in restrooms runs automatically, are always on and setup to the maximum exchange volume allowed.

## COMMUNICATIONS AND TRAINING

This COVID-19 Preparedness Plan was communicated verbally to our front and back of the house team members on June 1<sup>st</sup>, 2020 and necessary training was provided. Most of the sanitization protocols have been used in our restaurant already, but new flows and frequencies were communicated to highlight the new measures specific to COVID-19. Additional communication and training will be ongoing while closing shifts and performing take down of the outdoor dining area. If a new server or busser is added to the schedule, Carmen and/or Manuel will communicate the plan verbally to all workers who did not receive the initial training. Customers will also be advised not to come to our restaurant if they are experiencing symptoms or have contracted COVID-19. This will be clearly stated during the required reservation system. Managers are to monitor how effective the program has been implemented by keeping a checklist in the 3-door refrigerator inside the kitchen. This COVID-19 Preparedness Plan has been certified by Hot Plate management and was posted throughout the workplace on June 1<sup>st</sup>, 2020. It will be updated, as necessary.

Certified by:

**Manuel Santana**

**Manager**