

## COVID-19 Preparedness Plan for 3 Cheers Hospitality

**3 Cheer Hospitality** is committed to providing a safe and healthy workplace for all our workers and customers. To ensure we have as 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 staff, partners, 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. **3 Cheer Hospitality** managers and supervisors have our full support in enforcing the provisions of this policy.

Our workers are our most important assets. We are serious about safety and health and keeping our workers working at our locations. Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by communicating through our Facebook group and considering all suggestions. 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.
- protection and controls for pick-up, drop-off and delivery;
- communications and instructions for customers.

## Screening and policies for employees exhibiting signs and symptoms of COVID-19

Our staff has 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. As is always true in the food service world, we ask that our employees communicate any illness to their direct manager and we will also encourage communicating Covid-19 related symptoms that include but are not limited to fever, shortness of breath, extreme exhaustion, non-productive (dry) cough, diarrhea, vomiting, muscle pain, and/or loss of smell/taste to the manager. As we currently do, we will follow all MDH requirements for sick employees. In addition, will be requiring temperature checks at the start of every shift for all staff and will log them each day. If

a staff member discloses any of the above symptoms and have a confirmed fever, they will be immediately sent home and be isolated for 14 days before returning to work.

**3 Cheer Hospitality** 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. If someone has come into contact with a person testing positive for Covid-19, they will be immediately sent home or asked not to come to work and be isolated for 14 days before returning to work.

In addition, a policy has been implemented to protect the privacy of workers' health status and health information.

## Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Staff is instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, prior handling food, after interaction with customers, and after using the restroom. AS OFTEN AS THEY CAN. 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.

We follow strict handwashing requirements from the Minnesota Department of Health and will continue to improve our practices and procedures. The following list is an example

- Before starting to work with food, utensils, or equipment
- Before putting on gloves
- When switching between raw foods and ready-to-eat foods
- After handling soiled utensils and equipment
- After coughing, sneezing, using a tissue or tobacco products
- After eating and drinking
- After touching skin, face or hair
- After handling animals
- After using the restroom
- As often as needed during food preparation and when changing tasks.

Signs will be posted in all bathrooms.

## Respiratory etiquette: Cover your cough or sneeze

Our staff 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, in particular 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.

**Signs reinforcing this will be posted in multiple locations.**

## Social distancing

The occupancy of the restaurant will be closely monitored from the front of the seating area, with no more than capacity being allowed into the area at any time. We will also only allow guests in to use the bathroom in a controlled number of two guests at a time. Waiting for tables to be ready for guest reservations must be done outside of the restaurant, and in their vehicle if possible. There will be no waiting areas at properties.

Social distancing of six feet will be implemented and maintained between workers, customer's and visitors in the workplace through the following engineering and administrative controls:

Dining spacing will be changed to make at least 6' between each table. Additional tables and chairs will be removed. Servers will be required to stand the furthest distance from the table with the exception of dropping off food and retrieving dirty dishes.

We will not be pre-bussing tables until the end of the everyone at the table's meal. We will request assistance from the guest in that they stack dishes at the edges of the tables for easy and expedient removal.

All staff will be encouraged to keep their spacing and to not cluster in service areas. Staff will continue social distancing at all time with no congregation.

Pathways to and from seating areas will be established to reduce customer and staff passing by seated areas.

Sneeze guards will be installed at host stations.

Areas will be deemed "Staff only", with marking to inform guess of where not to go.

Curbside and pickup orders will still be allowed and will be clearly marked.

Items such as PPE, pens, check presenters, and personal items will not be shared by staff. Any pens or check presenters that are used by guest will immediately be disinfected after use.

Guest will be encouraged to use credit card transactions and limit cash to no change needed when possible.

Online use of menus and potentially ordering will be encouraged, with QR codes being provided at the table for use on personal cellular devices. All other menus will be one-time use paper that will be discarded after it is taken away from the table

Staff will be required to wear masks at all time during operating business hours.

## Cleaning, disinfection, and ventilation

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms and drop-off 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, delivery equipment, etc.

Our teams will actively continue to follow all MDH standards for cleaning and sanitizing our buildings. We will also add additional measures to increase sanitation.

Hourly cleaning of all high traffic and high contact areas. This will be executed by team members in the front and back of the house. List is including but not limited to door handles, counters, service items, frequently touch points, POS screens, phones, printers, kitchen utensils, and barriers.

Single use menus will be provided.

Cell phones will not be permitted to be carried by staff without the consent of a manager. Use will be restricted to designated areas and must be sanitized after each use.

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. The maximum amount of fresh air is being brought into the workplace.

## **Communications and training**

This COVID-19 Preparedness Plan will be communicated upon hire to all workers returning to work starting 5/20. Necessary training was provided to all current employees as well as anyone rehired. Additional communication and training will be ongoing, as guidance is released or at the discretion of the company, and be provided to all workers who did not receive the initial training. Instructions will be communicated to customers and visitors about: how drop-off, pick-up, delivery and in-store shopping will be conducted to ensure social distancing between the customers and workers; required hygiene practices; and recommendations that customers and visitors use face masks when dropping off, picking up, accepting delivery or in-store shopping. Customers and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. Signage will be provided. Managers and supervisors are to monitor how effective the program has been implemented by 6/8/20. Management and workers are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by **3 Cheers Hospitality** management and was posted throughout the workplace 5/22/20. It will be updated as necessary.

Certified by:

**Nick Miller**

**President, 3 Cheers Hospitality**

# Appendix A – Guidance for developing a COVID-19 Preparedness Plan

## General

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – [www.cdc.gov/coronavirus/2019-nCoV](http://www.cdc.gov/coronavirus/2019-nCoV)

Minnesota Department of Health (MDH): Coronavirus – [www.health.state.mn.us/diseases/coronavirus](http://www.health.state.mn.us/diseases/coronavirus)

State of Minnesota: COVID-19 response – <https://mn.gov/covid19>

## Businesses

CDC: Resources for businesses and employers – [www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html)

CDC: General business frequently asked questions – [www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html](http://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html)

CDC: Building/business ventilation – [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

MDH: Businesses and employers: COVID-19 – [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

MDH: Health screening checklist – [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: Materials for businesses and employers – [www.health.state.mn.us/diseases/coronavirus/materials](http://www.health.state.mn.us/diseases/coronavirus/materials)

Minnesota Department of Employment and Economic Development (DEED): COVID-19 information and resources – <https://mn.gov/deed/newscenter/covid/>

Minnesota Department of Labor and Industry (DLI): Updates related to COVID-19 – [www.dli.mn.gov/updates](http://www.dli.mn.gov/updates)

Federal OSHA – [www.osha.gov](http://www.osha.gov)

## Handwashing

MDH: Handwashing video translated into multiple languages – [www.youtube.com/watch?v=LdQuPGVcceg](http://www.youtube.com/watch?v=LdQuPGVcceg)

## Respiratory etiquette: Cover your cough or sneeze

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html)

CDC: [www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](http://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/prevention.html](http://www.health.state.mn.us/diseases/coronavirus/prevention.html)

## **Social distancing**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/businesses.html](http://www.health.state.mn.us/diseases/coronavirus/businesses.html)

## **Housekeeping**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](http://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)

CDC: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html](http://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html)

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](http://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)

Environmental Protection Agency (EPA): [www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](http://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

## **Employees exhibiting signs and symptoms of COVID-19**

CDC: [www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](http://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/basics.html](http://www.health.state.mn.us/diseases/coronavirus/basics.html)

MDH: [www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf](http://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)

MDH: [www.health.state.mn.us/diseases/coronavirus/returntowork.pdf](http://www.health.state.mn.us/diseases/coronavirus/returntowork.pdf)

State of Minnesota – <https://mn.gov/covid19/for-minnesotans/if-sick/get-tested/index.jsp>

## **Training**

CDC: [www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html](http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-small-business.html)

Federal OSHA: [www.osha.gov/Publications/OSHA3990.pdf](http://www.osha.gov/Publications/OSHA3990.pdf)

MDH: [www.health.state.mn.us/diseases/coronavirus/about.pdf](http://www.health.state.mn.us/diseases/coronavirus/about.pdf)