

## **COVID-19 Preparedness Plan for Black Bear Lodge & Saloon**

Black Bear Lodge & Saloon is committed to providing a safe and healthy workplace for all our employees and guests. 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. All employees are 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 employees and guests. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

Management and staff are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Black Bear Lodge & Saloon managers have our full support in enforcing the provisions of this policy and we encourage our workers to ask questions, raise safety and health concerns and offer suggestions related to the plan and its implementation.

Our employees are our most important assets. We are serious about safety and health and keeping our employees working. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our employees in this process by discussing the best way to keep staff and guests safe during service. The feedback we have received has been used to develop our plan. We continue to be available to answer employee questions and are willing to adjust our plan accordingly for the safety of our employees and guests. Our COVID-19 Preparedness Plan follows State of Minnesota Industry Guidance for our business, Centers for Disease Control and Prevention (CDC) Guidelines, federal Occupational Safety and Health Administration (OSHA) standards related to safety and health precautions required in response to COVID-19 and applicable executive orders. The plan addresses the following:

1. Policies and procedures that assist in the identification of sick workers and ensure sick workers stay home;
2. Implementation of engineering and administrative protocols for social distancing;
3. Worker hygiene and source controls;
4. Workplace building and ventilation protocols;
5. Workplace cleaning and disinfecting protections and protocols;
6. Take-out protocols.
7. Communications, training and supervision protocols.
8. What guests can do to minimize transmission?
9. Additional protections and protocols for receiving and exchanging payment;
10. Additional protections and protocols for managing occupancy;
11. Additional protections and protocols to limit face-to-face interactions; and
12. Additional protection and protocols for distancing and barriers.

### 1. Policies and procedures that assist in the identification of sick workers and ensure sick workers stay home

Employees 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 employee's health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms. All employees must wear a facemask before entering the workplace. Any employee sick or experiencing symptoms are not allowed to report for work. Employees must contact a manager by phone if they are sick or experiencing symptoms. If the employee is experiencing symptoms, they are to self-isolate for seven days from the onset of symptoms and be symptom free for three days without medication.

If an employee has been exposed to a person with COVID-19 in the workplace they will be notified by phone and be instructed to self-isolate for fourteen days.

### 2. Social distancing - maintaining six feet of physical distancing

Social distancing of six feet will be implemented and maintained between workers in the workplace through the following protocols:

- Only two employees on the cooking line
- Only two employees working in the back kitchen while maintaining six feet of distance
- A maximum of four front-of-house employees will be staffed at a time to maintain six feet of distance between workers.

Social distancing of six feet will be implemented and maintained between staff and guests through the following protocols:

- Outdoor dining only – maximum of 50 guests
- Staff are required to wear face masks, guests are encouraged to
- Service staff will not linger at guest's tables
- Tables will have a minimum of six feet of separation

### 3. Employee hygiene and source controls

Hygiene protocol per Black Bear Lodge & Saloon's Employee Handbook:

#### Hygiene

- Proper hand washing is the most important aspect when handling food. Wash hands...
  - When entering food prep area

- Before putting on clean, single use gloves and between glove changes
- Before and after food prep (e.g., after handling raw meat, eggs, fish or shellfish)
- Before handling clean equipment and serving utensils
- When changing tasks
- After handling soiled dishes, equipment or utensils
- After touching bare human body parts, other than clean hands and arms
- After using the restroom
- After coughing, sneezing, blowing the nose, smoking and eating
- Work clothing must be clean when starting the shift and be kept as clean as possible during shift. Soiled work clothing may contribute to contaminated food. An employee exposed to the guest is a positive image-maker for the restaurant when he or she is dressed in a clean, neat uniform. This includes both back and front of the house.
- Fingernails should be clean and neatly trimmed
- Facial hair should be clean and neatly trimmed. Servers and host should wear hair pulled back off the shoulders. Kitchen staff with long hair or beards will be required to wear a hair net.
- The use of anti-perspiring deodorant is required. **Cologne and perfume are discouraged during work hours.**

#### Additional Protocols:

- Employees are required to wear face masks. Employees may wear a cotton face mask of their choosing. Nothing offensive or distasteful. We will have disposable face mask available for staff or guests.
- Per the CDC, hand washing should exceed 20 seconds.
- Hand sanitizer will be placed in multiple locations throughout the workplace for both staff and guest use.

#### 4. Workplace building and ventilation protocols

The filters for our HVAC unit are changed every three months. Regular maintenance is done by Thelen Heating and Roofing. The HVAC fan is always on and circulating air. The vaulted ceiling of 35 feet with 11 foot side walls allows for optimum circulation of air.

#### 5. Workplace cleaning and disinfection protocols

In addition to our regular housekeeping practices, we are implementing routine sanitizing of the workplace and frequent sanitizing of high-touch areas. Door handles, POS stations and workplace surfaces with get regularly sanitized throughout the day. Guest check books, patio tables & chairs, salt & pepper shakers, E-Tabs tablets, and any other high touch areas will be sanitized after each use.

#### 6. Take-Out Protocol

Customers will place food orders by phone. They are encouraged to pay over the phone to mitigate contact. Orders will be delivered to customers waiting in their vehicle.

#### 7. Communications, training and supervision practices and protocols

This COVID-19 Preparedness Plan will be communicated to all employees individually and they are required to sign off after we have gone through it with them. Managers will monitor how effective the program has been by being directly involved in service and training. Management and staff are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by Black Bear Lodge & Saloon and was posted throughout the workplace on 05/23/2020. It will be updated as necessary.

#### 8. What Guests can do to minimize transmission of COVID-19

To educate the guest on how to minimize the transmission of COVID-19, signs will be displayed in the workplace with the following:

- Guests are encouraged to wear face masks
- Outdoor dining or take-out service only
- Maximum 50 guests at any given time
- Wash hands or use sanitizer before sitting at a table and after dining
- Maintain six feet of social distance between other guests not in your group and employees
- Pull tabs must be played outdoors on premise, but may not leave the outdoor dining area

#### 9. Additional protections and protocols for receiving and exchanging payment

Payment for take-out orders is encouraged over the phone. Additional protocols for payment for outdoor dining will be implemented as follows:

- Guest check presenters and pens will be sanitized after each use.
- Employees must wash hands or sanitize hands after handling cash or credit card payment
- Online ordering is being developed to mitigate contact during payment

#### 10. Additional protections and protocols for managing occupancy

To manage occupancy, we are doing the following

- Reservations required
- Tables will be separated by six feet or more
- Limit tables to twelve tables of four and one table of two

11. Additional protections and protocols to limit face-to-face interactions

To limit face-to-face interactions, service staff is encouraged to not linger at tables with the guests. Dining is limited to the outdoors.

12. Additional protection and protocols for distancing and barriers

Plexiglass barriers are being hung around the bar to distance guests walking through the bar to the patio from the staff.

Certified by:

David Schwegman  
Chairman