



## GUILDFORD STATION PUB SAFETY PLAN

### **1) Assess the risk at your workplace**

High gathering areas: Entrance hallway, Bar, washroom, and staircase. (For Patrons)

- We created separate ENTER/EXIT with proper signage to create a safe in/out flow.
- We have signage posted to promote social distancing.
- Customers will be staying outside of the Pub if no table is ready.
- There are Social distancing markers for the guests lining up outside.
- We assigned a floor supervisor/Security to help with the flow in busy time.
- All guests will need to have registered seat inside the Pub.
- Because in some cases social distancing cannot be met, Staff will wear Masks.
- Staff are trained on how to use masks properly. A Mask considered contaminated if touched repeatedly.
- There are Plexiglass partitions between Bartender and guests who are sitting at the Bar.
- Washroom have proper signage with capacity indicator.
- There are social distancing markers on the floor outside of the washroom.

High gathering areas: Server station, dish pit, Kitchen line, Bar sink, staff room and office. (For Staff)

- We reduced the number of staff, per shift.
- Majority of the communications between office and staff will be through Emails and wall posting.
- In case of in-person communication, 2 meters social distancing will be maintained.
- Staff will avoid congregating in the server area.
- Staff are directed to enter from the backdoor to comply with one- way in.
- Staff are required to hand wash before starting their shift.
- All staff will be wearing a mask.
- Patrons will wait for a table, outside of the Pub, if there are no tables available.
- All tables will have a designated serving side.
- Food/beverages will be dropped at the designated side of the tables for patrons to take, after server left the table.
- At the time of the payment, Server will bring the Wiped and sanitized terminal to the guest and will clean and sanitize the terminal after each use.



- Daily Specials will be shown on designated TV.
- Menu is available on our Website.
- Menus are rearranged to fit in one laminated page. It can be Cleaned and Sanitized properly after each use.
- If the Menu is required by Customer, it will be cleaned and sanitized after.
- Tables and chairs will be cleaned and sanitized after each use.
- POS screen will be cleaned between shifts.

## 2) Implement measures to reduce Risk

- Staff only allowed to enter from Side door at the Back.
- Staff will immediately go to Staff room to leave their personal belongings in their assigned lockers.
- Staff must not take or leave any personal belongings in the Pub.
- Staff must handwash and use hand sanitizer before starting their shift.
- Staff must handwash after each interaction with guests.
- Staff must handwash after picking up used items from tables.
- Staff must wear masks when they are working in the Pub. (BOH and FOH)
- Hand sanitizer are installed at all high traffic areas for guests and staff to use.
- Tables and chairs will be cleaned and sanitized after each use.
- No Glassware or table condiments to be preplaced on the Tables.
- Each table will have designated Service side.
- All tables and Chairs have been measured carefully to help guests maintain 2M social distancing.
- All table's condiments have been removed.
- Guests will be handed an empty container to pack their remaining food, if requested.
- No more than 6 guests allowed at each table.
- Paper Towel dispensers is placed in Men's Washroom upstairs.
- Guest who is not complying with the House Safety plan will be removed from the pub, immediately.

## 3) Develop Policy

- Staff will sign and agree to **"Employee Protocol and Commitment to safety"**.
- Staff will sign, **In-House Safety Handbook for FOH and BOH.**
- No Visitors are allowed at this time.
- Staff must enter only through the Side Door.
- Daily Temperature check for staff before starting their shift (Contactless).



- Staff must notify their supervisor or Manager when they start filling ill at work.

## **4) Develop Communication Plans and Training**

- All workers received the House Policy and Safety plan via Emails.
- Copy of the Safety Plan is posted in Service Area.
- All workers had in-person briefing and training regarding the Safety plan and procedures.
- We have posted Capacity limit signage.
- We have posted effective hygiene signage.
- We have posted Social Distancing signage.
- We have posted signage at the main entrance indicating who is restricted from entering the Pub.
- See "GSP's HANDBOOK FOH and BOH" for more info.

## **5) Monitor and Update Plans as needed**

- We will be monitoring the COVID-19 updates regularly and will update or change our safety plan accordingly.
- We will address all the changes regarding our safety plan and policy with staff.