



O'Brien's Public House
COVID-19 Preparedness Plan

Purpose

O'Brien's Public House (OBPH) is committed to providing a safe and healthy workplace for all our employees 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. All employees of OBPH 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 employees and customers. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

O'Brien's Public House managers and supervisors have our full support in enforcing the provisions of this policy and we encourage our employees 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 at OBPH. Employee involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan.

Plan Guidance

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 employees and ensure sick employees stay home;
2. Implementation of engineering and administrative controls for social distancing;
3. Employee hygiene and source controls;
4. Workplace building and ventilation protocols;
5. Workplace cleaning and disinfecting protocols;
6. Drop-off, pick-up and delivery practices and protocols; and
7. Communications, training and supervision practices and protocols.
8. What customers and clients 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.

Employee Screening

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 employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms.

Self-Assessment

Each day employees are to assess their overall well-being and answer the questions below regarding signs and symptoms of COVID-19 as suggested by the MN Department of Health, prior to arriving at OBPH. If any of the responses are "Yes", contact your manager or supervisor immediately, preferable two hours prior to the starting of the employees shift to allow for coverage. In addition, this questionnaire will be posted in several locations at OBPH, and a copy of the screening checklist is located here:

www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf.

- Fever (100.4°F or higher), or feeling feverish?
- Chills?
- A new cough?
- Shortness of breath?
- A new sore throat?
- New muscle aches?
- New headache?
- New loss of smell or taste?

If "No" to all of the above questions, employees may arrive at OBPH for their scheduled shift. Upon entering the facility, ALL employees of OBPH are to take their own temperature and log in the screening logs provided.

The logbook and no-contact thermometer(s) will be located outside of the Manager's office. Instructions for use of the thermometer will be provided. ALL employees are responsible for ensuring they have recorded their name, travel, temperature, if they are experiencing a new onset or worsening of any of the above symptoms prior to clocking in.

If any of the questions are answered 'Yes' or temperature is $\geq 100.4^{\circ}\text{F}$, employees are to notify their manager or supervisor immediately and may be dismissed. Staff will not work while sick, even if presenting with mild signs or symptoms. If during the workday employees develop signs or symptoms of illness, they should notify their manager or supervisor and leave the facility.

O'Brien's Public House has implemented leave policies that promote employees staying at home when they are sick, when household members are sick, or when they are required to isolate or quarantine themselves or a member of their household. A hard copy of this policy was provided to employees during training on June 1, 2020.

O'Brien's Public House has also implemented a policy for informing employees 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. The

manager or owner will notify all staff members via telephone or email in the event exposure has occurred. If an employee had direct contact with the infected person, the employee will be asked to remain home for no less than 14 days. If after this time, the employee is symptom-free, working may resume. Management will contact employees directly if they are known to have been exposed to a person with COVID-19.

In addition, a policy has been implemented to protect the privacy of employees' health status and health information. If an employee were to be infected, their privacy will be respected and names will not be disclosed to other employees, customers, or outside of OBPH. Only management and owners will be made aware of an employee's status, unless the employee themselves disclosed to others.

Social Distancing

Employees in the Workplace

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

- Staggered individual breaks to reduce the number of employees in direct contact with one another
- Handheld POS terminals will be encouraged on each shift to minimize contact of shared POS stations
- Additional spacing will be provided in between server sections to reduce employee contact
- Employees are not to gather in the facility at any location
- One employee at the POS or wait station at any one time (keeping six feet between each other)
- Physical space between employees should be increased

Employees and Customers

While not always possible, social distancing of six feet will be implemented and practiced in the best possible manner between employees and customers through the following engineering and administrative protocols:

- All indoor services (restaurant and bar) remain closed
- Outdoor seating only
 - The number of customers at any one time will not exceed 50.
 - Tables will be positioned at least six feet apart, with the space marked with a X under the table, to ensure all tables return to their appropriately spaced out locations.
 - A limit of four customers may be seated together at a table at any one time, unless the customers are a household, then the limit is six customers.
 - No more than six chairs will be positioned at a table.
 - Employees will seat guests on patio, open seating will not be allowed.
 - A tally of guests will be kept at all times, to ensure safe distancing protocols.
 - Signage reflecting O'Brien's new spacing and distancing policies will be accessible on every table as well as on display (posters) in communal areas throughout the Pub and Patio.
 - Management will be enforcing social distancing guidelines with guests.

Managers and supervisors will monitor employee practices and provide reminders as needed.

Worker Hygiene and Source Controls

While employees have previously been instructed regarding proper hygiene in the workplace, the section presents additional hygiene and source control practices that are being implemented at OBPH at all times.

- Wash hands regularly
 - In addition to soap and water washing for 20-30 seconds, hand-sanitizer is readily available at designated stations and all service staff will have their own individual bottles as part of their uniform.
- Protective equipment will be made available that includes, but is not limited to gloves, face masks, hand-sanitizer, and disinfectants.
 - Training on the proper use and removal of protective equipment will be provided by OBPH
- Face masks are required to be worn at all times
- Signs of “hand-washing” and “cover your cough” reminders will be posted in the facility
- No-touch disposal bins are available
- Food will not be shared communally
- Doors are not to be opened using a bare hand; utilize a paper towel or foot door pull where applicable
- Uniform and hygiene inspections will be monitored daily by management. Clean uniforms, bodies, etc are required and any employee not following new guidelines may be asked to leave. Fingernails, clothing, etc will be inspected by management upon employee arrival to the workplace.
- Employees are required to bring their clean work shirt and apron (if applicable) in a plastic bag and change upon arrival to the workplace.
- Server aprons will be required to be disinfected and cleaned daily.
- Masks will be required to be clean upon arrival to the workplace as well.

Building and Ventilation

Reopening the workplace includes necessary sanitation, assessment and maintenance of building systems including water, plumbing, electrical and HVAC systems. O’Brien’s Public House has maintained all building and ventilation maintenance requirements throughout the shutdown and all requirements continue to meet the State of Minnesota Industry Guidance.

Workplace Cleaning and Disinfection

Regular housekeeping practices are being implemented; while OBPH has had this in place, the frequency will be increased, including routine sanitizing of the workplace and frequent sanitizing of high-touch areas (POS stations, menus, soda dispenser, etc.).

- A sanitation schedule will be kept and frequency of sanitation, and the agent used, will be documented
- All areas will be routinely disinfected
- All high-touch areas will be frequently cleaned (handles, countertops, menus, tables, etc.)

- Immediate cleaning and disinfecting will be done if an employee or customer becomes ill with COVID-19 per the CDC's guidance located at www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html.
- Weekly additional disinfecting from an outside company will be taking place on all indoor surfaces, bathrooms, and all outdoor dining areas to help ensure higher levels of sanitation and disinfecting.

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. Training will be provided on the new cleaning regimens and new cleaning supplies.

Drop-off, Pick-up and Delivery Practices and Protocols

O'Brien's Public House offers drop-off, pick-up and delivery of menu items. Our process for these types of order are:

- Employees maintain a distance of six feet between themselves and customers
- Payments are done over the phone electronically or on online ordering system
- No-Contact table will continue to be used to facilitate guests safely picking up their food orders
- Curbside delivery to cars will still be available for guests who wish to remain outside of our facility when picking up their food orders
- New drive-thru shed will be implemented for low contact food pickup, training will be provided when this new system is implemented
- Food deliveries will continue to be delivered as a "key drop" delivery, with food purchases being delivered before employees are present

Communications, training and supervision practices and protocols

This COVID-19 Preparedness Plan was communicated via **staff meetings** to all employees **on June 1, 2020** and necessary training was provided and documented for each employee. **All employees were also provided with their own physical copies of all new training and protocols.** Managers and supervisors are to monitor how effective the program has been implemented by **observing and working with each employee as we begin the re-opening process.** Management and employees are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by O'Brien's Public House management and owner(s) and was posted throughout the workplace **on June 1, 2020.** It will be updated as necessary.

What Customers Can do to Minimize Transmission of COVID-19

To minimize the transmission of COVID-19, OBPH will be updating our website with valuable information for their dining experience and will also post materials throughout the facility. This includes, but is not limited to:

- Extra equipment and facility sanitizing
- Promotion to self-assess prior to arrival at OBPH (screening survey of symptoms, temperature check)
- If feeling unwell while at OBPH, consider leaving the facility and isolating themselves
- Reminder that if a household member is ill or experiencing COVID-19 symptoms, they should not keep their reservation.
- Posting the maximum number of guests allowed per table
- Social distancing actions to be taken
 - Six feet from other people not in their party
- Encourage regular washing/sanitizing of hands
- Reservations are limited to 1.5 hours to minimize extended contact with others

Additional Protections and Protocol for Receiving and Exchanging Payment

Handheld POS terminals will be used to encourage less contact with guests cards. Guests will be encouraged to insert their own card into the handheld terminal and complete their transaction. Each handheld terminal will be disinfected after every use to minimize transmission of germs from one person to the next.

Additional Protections and Protocol for Managing Occupancy

To ensure OBPH is compliant with the guidelines, only patio and plaza seating will be made available; indoor seating remains closed. Tables will be arranged to ensure six feet of distance between parties of four or up to six if from the same household.

Additional Protections and Protocols to Limit Face-to-Face Interactions

While not always possible, OBPH will limit face-to-face interactions by:

- Wearing a face mask or shield when serving customers
- Standing to the side or behind the customer as much as possible
- Asking customers to pass delivered food and/or pass plates back to the server or busser
- Encourage customers to wear face covering when not consuming food or beverage
- Encouraging customers to utilize communal buss tubs to dispose of used plateware, silverware, glassware, etc.

Additional Protection and Protocols for Distancing and Barriers

O'Brien's Public House will provide additional protection by, but not limited to:

- Providing hand sanitizer at entrances, points of purchase, and other prominent locations throughout the facility
- Marking areas of potential congestion for physical social distancing such as floor markers or posters to remind customers and employees of the required safety measure

- Posting instructions for customers at entrances and exits regarding
 - COVID-19 symptoms
 - Occupancy limit
 - Wearing face-coverings, unless outside or medically or physically not possible; and
 - Requirement to adhere to hygiene and social distancing instructions

Additional Protections and Protocols for Bars and Restaurant

O'Brien's Public House has taken the following additional protections to ensure the safety of our employees and customers:

- OBPH will continue to follow MDH's requirements for reporting employee illness (<https://www.health.state.mn.us/people/foodsafety/dwi/empillfs.pdf>)
- Employees will be trained to the visual reminders of required hygiene practices
 - Frequent hand washing
 - Restricting bare hand contact with ready-to-eat food
 - Proper use of protective equipment
- OBPH will clean and sanitize food contact surfaces according to the Minnesota Food Code
 - Cleaning/sanitizing schedule will be utilized and monitored by management
- Guests will be reminded not to congregate
- Wrapped silverware will be utilized
- Reservations will be required
- Customers will box their own leftovers
- Hand sanitizer stations will be provided at the entrance, point of purchase, and prominent locations for customers/ clients.

Certified by:

Christine Flynn

General Manager