

# Summit House Restaurant Covid-19 Prevention Plan

Revised 11/18/2020

## Covid-19 Prevention Plan Administration

- Summit House Covid-19 Implementation Team is comprised of the following:
  - Gary Parkinson- managing member
  - Mark Fleshner- general manager
  - Tim Plumb- executive chef
  - Donna Hammel- Human Relations
- Following is the process to check for Summit House compliance of the Covid-19 Prevention Plan:
  - There will be weekly meeting of Covid 19 Implementation Team. The purpose of these meeting is to review problems with or deficiencies of the plan that have arisen. HR documents all problems and the potential solutions.
  - Comments and suggestions regarding the the execution of the plan go directly to a member of Covid-19 Implementation Team. A response must be given within 1 week for each with the purposed action or solution. Each Comment is documented by HR.

## If an Employee Tests Positive for Covid-19

- In most cases, the Summit House will not need to be closed. If it has been less than 7 days since the sick employee has been in the facility:
  - Close off any areas used for prolonged periods of time by the sick person.
  - Wait 24 hours before cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
  - During this waiting period, open outside doors and windows to increase air circulation in these areas.
  - Perform more frequent cleaning and disinfection, as well as deep/enhanced cleaning and disinfection after employees with COVID-19 have been at work. Work areas of infected workers should not be entered by employees until they have been cleaned and disinfected with products approved by the EPA for COVID-19. Work should be performed by cleaning staff trained on their safe use and supplied with all required and recommended PPE.
- If it has been 7 days or more since the sick employee used the facility, additional cleaning and disinfection is not necessary. Continue routinely cleaning and disinfecting all high-touch surfaces in the facility.
- Inform employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA)external icon.

Summit House must maintain confidentiality of employees with suspected or confirmed COVID-19 infection when communicating with other employees.

- A close contact is someone who spent 15 minutes or more within 6 feet of an individual with COVID-19 infection during their infectious period, which includes, at a minimum, the 48 hours before the individual developed symptoms. Close contacts should be instructed to quarantine at home for 14 days from their last known contact with a person with COVID-19. Close contacts should be tested for COVID-19 when possible. While at home, close contacts should self-monitor daily for COVID-19 symptoms (e.g., fever, chills, shaking chills, cough, difficulty breathing, sore throat, congestion or runny nose, fatigue, body or muscle aches, loss of taste or smell, nausea or vomiting, diarrhea, loss of appetite).
- An employee who was in close contact with an infectious person, whether at work or outside work, must after a quarantine of 14 days receive a negative test result before returning to work.
- If an employee is diagnosed with Covid-19, he/she may return to work after 10 days since the symptom onset and after 72 hours after no fever.
- Employees who were never symptomatic and did not have close contact with any of the laboratory confirmed cases may continue to work.
- Employees who have been sent home or are home under quarantine must receive information on paid leave benefits, including the Families First Coronavirus Response Act and the worker's comp benefits while the Governor's Executive Order N-62-20 is in effect.
- Summit House must provide information to Orange County Health Care Agency if there is a confirmed COVID-19 case in the workplace, including job titles, work areas, close contacts in the workplace, dates of symptom onset, and shifts worked while infectious.
- Any serious injury, illness, or death occurring in any place of employment or in connection with any employment must be reported by the employer to the local Cal/OSHA district office immediately. For COVID-19, this includes inpatient hospitalizations and deaths among employees.

### Who is at increased risk for getting severely ill from Covid-19

- CDC now warns that among adults, risk increases steadily as you age, and it's not just those over the age of 65 who are at increased risk for severe illness. Recent data has shown that the older people are, the higher their risk of severe illness from COVID-19. Age is an independent risk factor for severe illness, but risk in older adults is also in part related to the increased likelihood that older adults also have underlying medical conditions. These specific conditions increase a person's risk of severe Covid-19 illness:
  - Chronic kidney disease
  - COPD (chronic obstructive pulmonary disease)
  - Obesity (BMI of 30 or higher)

- Immunocompromised state (weakened immune system) from solid organ transplant
  - Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
  - Sickle cell disease
  - Type 2 diabetes
- CDC also clarified the list of other conditions that might increase a person's risk of severe illness, including additions such as asthma, high blood pressure, neurologic conditions such as dementia, cerebrovascular disease such as stroke, and pregnancy. An MMWR published today further adds to the growing body of research on risk by comparing data on pregnant and nonpregnant women with laboratory-confirmed SARS-CoV-2 infection. Pregnant women were significantly more likely to be hospitalized, admitted to the intensive care unit, and receive mechanical ventilation than nonpregnant women; however, pregnant women were not at greater risk for death from COVID-19.

### Employee Health and Personal Hygiene

- It is a Summit House policy that any employee who is sick must inform a member of management as soon as possible and must not report for work.
- Every staff member must self-screen at home for symptoms of Covid-19 prior to leaving for his/her shift. This screening includes taking personal temperature (a temperature of 100°F or above indicates a fever), frequent cough, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19. If any of these symptoms or situations exist, the employee must inform Summit House management immediately and not report for their shift. If their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face the employee must seek medical attention.
- All employees upon entering the Summit House facility must be temperature checked and must verify by signature that they have self-screened for the above listed Covid-19 symptoms.
- Regular hand washing with soap and water is required every 30 minutes, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or handwashing station.)
- Physical distancing is important for the health of each employee, both at work and off work time (see Physical Distancing section below).
- Employees are to avoid touching others' pens, clipboards, and other personal items.

### Required Protective Equipment for Employees

- Face coverings are required for every employee in the Summit House facility (e.g., server, manager, busser, food runner, etc.). Face coverings may be removed when on meal

breaks (as long as there is a minimum of six feet distance from any other person), if working alone in a closed or semi closed office space, or if outdoors with a minimum of six feet distance from any guest, other employee, vendor, or sales person.

- Employees have been instructed on proper use of face coverings, including:
  - Face coverings can help protect people near the wearer, but do not replace the need for physical distancing and frequent handwashing.
  - Employees should wash or sanitize hands before and after touching or adjusting face coverings.
  - Avoid touching the eyes, nose, and mouth.
  - Face coverings should be washed after each shift.
  - Face coverings must not be shared.
- Summit house will supply disposable gloves as a supplement to frequent handwashing or use of hand sanitizer. All servers, bussers, runners, bartenders, and front desk personnel will use disposable gloves while on duty.
- Dishwashers will be provided face shields to protect the eyes, nose, and mouth from contaminants. Dishwashers will be provided impermeable aprons and change frequently.
- Reusable protective equipment such as face shields and glasses must be properly disinfected between uses.

### Cleaning and Disinfecting Procedures

- Continue to follow existing health department codes regarding requirements for sanitizing (rather than disinfecting) food contact surfaces. **Avoid all food contact surfaces when using disinfectants.**
- Disinfecting chemicals used must be approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions. Employees must be trained on manufacturer's directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves as required by the product instructions.
- Perform regular cleaning in high traffic areas, such as customer waiting areas and lobbies, break rooms, lunch areas and areas of ingress and egress including host stands, entry ways, stair rails and handrails. Frequently disinfect commonly used surfaces including doors, door handles, stair rails, light switches, waiting area chairs, credit card terminals, receipt trays, bus tubs, serving trays, water pitcher handles, phones, toilets, and handwashing facilities.
- Clean touchable surfaces between users, including but not limited to phones, registers, touchpads/touchscreens, tablets, timeclocks, appliances, kitchen and bar utensils and implements, oven doors, grill and range knobs, carts and trolleys, keys, etc. Cleaning assignments will be assigned during working hours as part of each employees' job duties.

- Dining rooms, bar areas, host stands, and kitchens are to be equipped with proper sanitation products, including hand sanitizer and sanitizing wipes to all staff directly assisting customers. Touchless hand sanitizer stands will be placed at the entry and exit of the restaurant and at the public rest room area.
- Rest rooms will be cleaned, disinfected and restocked with additional soap, paper towels, and hand sanitizer every 30 minutes during service hours.

## Operational Procedures

- In compliance with the June 16 California statewide order the Summit House will require that all guests who enter the facility must wear face masks or face coverings and that they use face masks or face coverings and practice physical distancing at all times when not seated at a dining table.
- Every guest must be temperature checked before entering the facility. CDC guidance states the minimum temperature that indicates a fever is 100°F
- All vendors, salespersons, contractors, or other workers entering the establishment will have their temperature screened and must wear face coverings while on the premises.
- Signage will be posted at the restaurant entrance that states that no guest with a fever or symptoms of COVID-19 will be permitted to enter the restaurant.
- Doors will be opened to increase fresh air circulation whenever it is possible to do so.
- Guests will enter through doors that are propped open or automated, if possible. Hand sanitizer should be available for guests who must touch door handles.
- No alcoholic beverages will be served after 10:00 PM.

## Dining Room Service Procedures

- Lunch, dinner, cocktail, and dessert menus will be disposable and will be discarded after each guest use. Digital wine lists and dessert menus may be accessed by scanning QR codes on the dinner menus. Bottle wine books, check presenters, children's menus, and pens will be cleaned and sanitized after each use.
- Tables will be set by the dining room servers or management with a clean tablecloth, pre-rolled utensils in napkins, and a sanitized table candle.
- Cleaned flatware, stemware, dishware, etc., will be safely stored away from customers and personnel until ready for use.
- All food and beverages will be served by either dining room servers, runners, or management- **not bus staff**.
- All plates, glassware, and utensils will be cleared from tables by bus staff only. Linens used at dining tables such as tablecloths and napkins will be removed by the bus staff after each customer use. Tabletops without tablecloths will be cleaned and disinfected before any guest is seated.

- Each customer dining location will be thoroughly cleaned after every use. This will include disinfecting chairs, booster seats, highchairs, and booths.
- Salt and pepper will be provided by the dining room server with salt and pepper grinders. All other condiments will be provided in in single serve containers.
- Reusable customer items including serving utensils and breadbaskets will be properly washed, rinsed, and sanitized between uses.
- Takeout containers will be filled by customers only and available only upon request.
- Mints for customers will be offered with the check or provided only on request.

### Physical Distancing Policy

- Outdoor seating will be expanded and prioritized.
- Guests will be greeted and registered at a podium outside the front entry door to alleviate congestion at the lobby reception desk. Guests will enter the facility only when a table is ready for their party.
- Guests will be encouraged to wait in their cars or away from the entry of the Summit House while waiting to be seated. Guests will be alerted through their mobile phones when their table is ready.
- Peak period queueing procedures will be implemented, including a member of staff to remind guests to queue with at least six feet of distance between parties outside or in waiting areas.
- Floor plans for dining areas and dining patios have been redesigned to ensure adequate separation between table setups. Tempered glass barriers have been installed between all booths and at the reception desk. Plexiglass dividers are positioned between tables where maintaining physical distance of six feet is difficult.
- Plexiglass shields have been installed between the display kitchen and the public areas.
- Bar tops will not be seated as physical distancing is not possible between the guest and the employee.
- Music volume will be maintained at a low level so that servers can maintain distance when communicating with the guests.
- The number of patrons at a single table will be limited to a household unit or guests who have asked to be seated together. The maximum table size in the dining rooms and patios is 12 guests.
- Physical distancing protocols will be used in office areas, kitchens, pantries, walk-in refrigerators, or other high-density, high-traffic employee areas. Menus have been reconfigured to reduce staffing in the kitchen areas so that physical distancing can be maintained between workstations.
- Customers must be seated a minimum of 6 feet away from employee work and food and drink preparation areas.
- Employee meetings will be held in areas that allow for appropriate physical distancing between employees.

- Employee breaks will be staggered in compliance with wage and hour regulations. The existing break area is restricted to one employee only. Additional break areas will be designated outdoors or an area where seating ensures physical distancing.
- Staff will be discouraged from congregating in high traffic areas such as bathrooms, hallways, bar areas, reservation areas, credit card terminals, etc.
- Employees are prohibited from handshakes, hugs, and similar greetings that break physical distancing protocols.