



# COPPER POINT RESORT

## Covid 19 Safety Plan

Dine In & Take Out - Restaurant/Cabana Bar

- Please also see Hotel General Safety Plan

**First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible**

### **Changes to work schedules**

- Where possible staff hours have been reduced.
- Scheduled staff are also kept to a minimum based on the hotel's occupancy.
- Staff work the same schedule as much as possible, so staff remain in bubbles.

### **Occupancy limits for workers**

- While we are reducing staff hours, it is not always going to be possible to have an occupancy limit for workers due to the demand in the hotel. Please see 2,3,4 level protection.

### **Deliveries**

- We are not signing for deliveries. Staff are to hand wash/sanitize after handling packages

**Second level protection (engineering): Barriers and partitions**

- Plexi Glass has been added to the payment area.
- There are markers on the floor 6ft apart for guests to line up
- When Debit machine is used it is sanitised after each use.

### **Seating:**

- No more than 6 people will be allowed at a table.
- Tables have been moved to 6ft apart. Excess Tables have been removed.
- No seating will be available at the bar.
- The Maximum occupancy of the **Restaurant is 52 inside and 54 outside**
- At the Cabana Bar, no seating is available at the bar.
- The Opal Patio has tables & chairs help with the overflow of the pool seating area. Tables are set 2 metres apart.

### **Service Restaurant:**

- First & Last name and telephone number will be collected from one member of every party. This information is retained for 30 days for contact tracing for the medical health officer. (Restaurant only)
- Paper menus will be used and disposed after each use. Menu will be available online. Guests will be given a QR code.
- Host/server will take group to table and place menus on the table.
- Water will be available upon request from the guest.
- Cutlery will be in disposable napkin roll ups.
- Servers will take order from the table keeping a distance from the table.
- Food will be served to the guest at the table.
- Salt & Pepper will be available upon request and served in individual packets. Additional sauces will be available upon request and served in disposable ramekins.



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## Covid 19 Safety Plan

Dine In & Take Out - Restaurant/Cabana Bar

- Clearing of dishes will be done once the whole party has finished or as requested.
- Bill will not be served in a bill fold, and just the bill placed on the table.

### **Take Out Service:**

- Guests call in to place their order and Elements will call the guests once the order is ready for pick up. We do not deliver.
- Will use single use condiments, cutlery and take out boxes.
- All food will be served in single use containers.
  
- Room payments are not available in the restaurant at the time. Card is recommended however we do still take cash.

### **Service Cabana:**

- Guests come up to the payment area to place their order. They wait at the bar until their drink/food is ready.
- Menus are displayed on boards for guests to read.
- All food & drink is served in to go containers.
- Food items will be hot dogs, prepackaged salads, sandwiches snacks etc. Guests do not help themselves to food.
- All condiments are prepackaged. Disposable cutlery & napkins can be provided.
- Garbage bins are provided around the pool for guests to dispose of their garbage.
- Pool charges can be charged to the room unlike the restaurant at this point. Contactless payment is recommended however we still do take cash.

### **Third level protection (administrative): Rules and guidelines**

#### **Guests:**

- Hand sanitization station is available at the restaurant entrance. It is also available at the hotel entrance.
- If a table is not ready, the guest will not be allowed to congregate in the restaurant. They will either be told to come back via call or to wait in the lobby.

#### **Staff:**

- Staff are to sanitize their hands/wash their hands as they enter the building. Sanitizing stations are set up at the staff entrance along with signs telling staff to not enter if they show any symptoms.
- Staff are kept to the same schedule as much possible to limit the amount of contact with other people.
- Staff are to wash their hands every 20 minutes – kitchen staff and service staff. Staff sanitize hands task to task also.
- All staff are to be orientated with the new policies before they start work, along with a company general/ health and safety orientation as they have not been working for a long period of time.
- Staff are to sanitize hands are interacting with each guest especially after payment.
- After each group has left the table, staff sanitize table and chairs, highchairs.



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## Covid 19 Safety Plan

Dine In & Take Out - Restaurant/Cabana Bar

### **Cleaning Schedule (see attachment):**

- Sanitization of high touch surfaces done at regular intervals (see schedule)
- Paper towel will be used to sanitize surfaces for tables indoors. Patio tables there will be solution and staff will dip cloths into the solution. A new cloth will be used each time and will not be redipped into the solution.
- **Multi Quat Surface Cleaner** is the chemical to be used.
- Kitchen staff/servers use their own knives, bottle openers and utensils to avoid cross contamination. They sanitize their workstation after each use.
- Equipment (e.g. blender, mixer) is to be sanitized after each use.

### **Waste Management:**

- Garbage is to be taken out of the kitchen regularly
- Gloves are to be worn while disposing of garbage.

### **Fourth level protection: Using masks (optional measure in addition to other control measures)**



We have reviewed the information on **selecting and using masks** and **instructions on how to use a mask**.



We understand the limitations of masks and other PPE. We understand that PPE should only be used in combination with other control measures.



We have trained workers to use PPE properly, following manufacturers' instructions for use and disposal.

- Masks will not be mandatory for staff, however they have been trained on how to use a mask. Gloves are not mandatory for food prep/service as hands are washed every 20 minutes.

## **Covid 19 Safety Plan**

### **Housekeeping**

Please also see Hotel General Safety Plan

#### **First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible**

We have implemented measures to keep workers and others at least 2 metres apart, wherever possible. Options include revising work schedules and reorganizing work tasks.

#### **Changes to work schedules**

- Staff work the same schedule as much as possible, so staff remain in bubbles.

#### **Occupancy limits for workers**

- While we are reducing staff hours, it is not always going to be possible to have an occupancy limit for workers due to the demand in the hotel. Please see 2,3,4 level protection.
- The staff room has occupancy limit of 6, and tables and chairs spaced apart. Staff have to sanitise where they sit once they leave. There is a sanitizing station in the staff room. Shared plates/cutlery/glasses etc. will be removed. Shared equipment such as the coffee machine will also be removed. Staff will be advised to bring their own cutlery & plates.

#### **Limiting or prohibiting visitors**

We have reduced onsite rep meetings where possible. If we need to do a site tour, they are limited to 2 per day and 2 visitors per tour.

#### **Second level protection (engineering): Barriers and partitions**

- Housekeeping staff do not provide maid service and do not enter room. If a guest requires additional items such as towels, linens, these are put in a bag and left at the door.
- Additional amenities such as shampoo, dish soap or coffee can be collected from the front desk.
- Staff sanitize their maid's carts after they finish their shift.

#### **Third level protection (administrative): Rules and guidelines**

- Before staff return to work they are required to attend a staff orientation. This includes all company rules, guidelines & protocols. It also includes health & safety training along with a separate COVID 19 training session.
- The above is applicable to old and new staff.
- Staff are regularly updated with updates on protocols through staff stand ups, staff notices and our staff social app.



# COPPER POINT RESORT

## Covid 19 Safety Plan Housekeeping

### **During a guest's stay:**

- An adequate supply of clean towels, linens, toilet paper, hand soap etc. is available prior to the guest entering the room
- If a guest requires additional items such as above these are left at the guests' door.
- Large garbage bags are provided under the sink for guest to put any dirty linen in and to be left outside their door for housekeeping to collect. Advise guests to call when they would like dirty linen to be collected to avoid it sitting for a long period of time.

### **After a guest's stay:**

- Staff must practise diligent hand washing.
- A complete through cleaning & disinfection of all hard surfaces will be given
- Special attention will be made to high touch surfaces such as toilets, sinks, doorknobs, light switches, telephones, garbage cans, fridges & remotes
- Remove all cloth items and put in laundry bin.

### **Waste Management:**

- Staff should wear gloves when removing garbage and dispose immediately

### **Laundry:**

- Laundry is placed in the bins in the morning, it is then left for a minimum of 12 hours before it is washed.
- Staff are to wear disposable gloves when handling dirty laundry and dispose after use. Wash hands immediately
- Use the highest possible temperature for item

### **Public Spaces (Lobby, public washrooms):**

- Washrooms are sanitized minimum twice a day.
- The lobby and high touch areas in the lobby are cleaned every 4 hours as per cleaning schedule (via FD Team)

See attached cleaning schedule

### **Vehicles:**

- Work vehicles (shuttle) are currently not in action. There is no vehicle availability for guests.
- The Touro used to transport garbage (used 3-5 times a day) has high touch surfaces sanitized after each use.
- Maximum one person in the Touro at any time.



# COPPER POINT RESORT

## Covid 19 Safety Plan Housekeeping

### **Fourth level protection: Using masks (optional measure in addition to other control measures)**

- ✓ We have reviewed the information on **selecting and using masks** and **instructions on how to use a mask**.
- ✓ We understand the limitations of masks and other PPE. We understand that PPE should only be used in combination with other control measures.
- ✓ We have trained workers to use PPE properly, following manufacturers' instructions for use and disposal.
  - Apart from where stated above, masks are not mandatory for staff to wear. Staff have been trained in how to wear a mask.
  - Gloves are to be used as stated previously above, and available for staff as they require.
  - Masks and gloves are available for staff and kept on maids carts.



# COPPER POINT RESORT

## **Covid 19 Safety Plan**

Indoor & Outdoor Swimming Pool

See also Hotel General Safety Plan

1. The indoor & outdoor pool will be open between the hours of 12PM – 8PM (8 hours) (as of July 21)
2. Hot tubs will remain closed.
3. Changing rooms and Fitness centre will remain closed.

**First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible**

### **Changes to work schedules**

- Where possible staff hours have been reduced. Scheduled staff are also kept to a minimum based on the hotels occupancy.
- Staff work the same schedule as much as possible, so staff remain in bubbles.

### **Occupancy limits for workers**

- There will be up to 3 members of staff working over the pool and Cabana (see Cabana Safety Plan)

**Second level protection (engineering): Barriers and partitions**

- Groups of 2 or 4 chairs will be placed 2 metres apart. Signs will be placed reminding guests to follow social distancing.
- One Family group per chair set. If social distance protocols are seen to be broken guests will be asked to leave.
- Signs will be placed (and guests will be told upon entering) not to move the chair sets.
- Entrance will be through the Cabana gate (directive signs to be in place)
- Exit will be through the gate closest to the building
- Towels will be provided at the entrance of the pool and will be put in the dirty hamper upon departure of the pool.
- A no entry sign will be placed at the exit making sure guests do not enter the pool through this exit.
- For the indoor pool there is an entrance and exit. Signs have been placed to guide guests. There are markers on the floor to guide guests on a one-way system.

**Third level protection (administrative): Rules and guidelines**

- A CPR Staff Member will be monitoring the pool between the above hours
- Upon entering the guests are to answer the following questions:
  - Do you have a fever, cough, sneezing, sore throat and/or difficulty breathing, and are these conditions are new or worsening?
  - Have you travelled outside of Canada in the last 14 days?
  - Do you believe you have been exposed to COVID-19?
  - If a client answers "YES" to any of these questions they should not enter your facility for the protection of your other customers and employees.



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## Covid 19 Safety Plan

### Indoor & Outdoor Swimming Pool

- Staff are to be stationed at a safe 6ft distance from the guests. This will be done by staff being inside the Cabana, 2 metres away from guests.
- Staff will have the option to wear mask and gloves while they are stationed at the pool. Hand Sanitizer will be available for the staff member.
- A separate Hand Sanitizer station for guests at the entrance will be made available.
- Staff will make sure families know no pool toys are allowed
- Families must remain in their groups in the pool and must follow 2 metre social distancing.
- Guests can request disinfectant from the pool attendant to sanitize their own chairs to keep away from children.

#### **Staff:**

- Staff are to sanitize their hands as they enter the building. Sanitizing stations are set up at the staff entrance along with signs telling staff to not enter if they show any symptoms.
- Staff are kept to the same schedule as much possible to limit the amount of contact with other people.
- All staff are to be orientated with the new policies before they start work, along with a company general/ health and safety orientation as they have not been working for a long period of time.

#### **Cleaning**

- In addition to our pool procedures, Minimum disinfection level of 3.0ppm of Free Available Chlorine. If you use a stabilized chlorine product, then ensure cyanuric acid level is between 30 – 50 ppm or there is a risk that Free Available Chlorine may not be able to keep the water disinfected to the level required. It will be tested 3 times a day and recorded.
- **Peroxide Multi Surface Cleaner** (see attached label and Safety Data Sheet) will be used as the disinfectant.
- A sanitizing station will be available for guests to use.
- All chairs, tables and high touch surfaces are cleaned every hour.

#### **Additional Procedure as of July 10 2020:**

- When the pool opens at Noon, take the first group of people until the chairs are full. Let them know they have 1 hour to enjoy the pool before we need to ask everyone to leave so we can sanitize the entire pool area.
- Anyone else who wants to enter will have to wait, they can put their name on the waiting list for the next open time (see times below). They can wait on the opal or on the grassy area behind the opal. Remind them that they can order food and drinks from the Cabana on the opal side.
- After 55 minutes announce to each group around the pool that they pool will be closing for sanitization in 5 minutes.
- At 60 minutes announce that the pool is now closed, ask everyone to exit. Even if there is no waiting list you still need to ask the guests to leave so you can clean. We need to remain consistent.





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## Covid 19 Safety Plan

### Indoor & Outdoor Swimming Pool

- When the next pool opening starts (after you've cleaned for the 15 minutes), start by calling room numbers from the top of your list down.
- Ask guests to choose an appropriate area that will fit their group.
- Wait for 5 minutes, if there are no shows you can allow anyone from the next time slot to come in if they choose to, remind them that this will remove them from their original time slot they signed up for.

### Other Pool Notes:

- Guests must wait to be seated by the Pool Attendant.
- Only allow 40 people to register per time slot.
- Remind guests that they may not stay back to back. They need to wait at least one hour between pool visits to help accommodate other guests.
- We do not allow next day sign ups for time slots. They must come at noon the following day to book their time.
- If a guest leaves during their hour, you can sanitize the chair and offer it to anyone on the waiting list but remind them that if they take it they will only have it for the remainder of the time during that hour and will be removed from the next time slot.
- Guests must maintain 2 metres social distancing at all times, this includes while in the pool.
- One family group per chair set.
- No seating in the indoor pool area.
- Guests may not move the chair sets.
- Pool toys are NOT allowed.
- Towels are provided at the pool entrance and are to be placed in the provided dirty hamper before departing the pool area.
- Guests MUST follow the instructions given by the Copper Point Resort pool attendant.
- Copper Point Resort guests only. **Absolutely no outside visitors allowed, no exceptions.**

### Fourth level protection: Using masks (optional measure in addition to other control measures)

- Apart from where stated above, masks are not mandatory for staff to wear. Staff have been trained in how to wear a mask.
- Gloves are to be used as stated previously above, and available for staff as they require.

## **Covid 19 Safety Plan**

### Maintenance

Please also see Hotel General Safety Plan

#### **First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible**

We have implemented measures to keep workers and others at least 2 metres apart, wherever possible. Options include revising work schedules and reorganizing work tasks.

#### **Changes to work schedules**

- Where possible staff hours have been reduced.
- Scheduled staff are also kept to a minimum based on the hotels occupancy.
- Staff work the same schedule as much as possible so staff remain in bubbles.

#### **Occupancy limits for workers**

- While we are reducing staff hours, it is not always going to be possible to have an occupancy limit for workers due to the demand in the hotel. Please see 2,3,4 level protection.

#### **Second level protection (engineering): Barriers and partitions**

- Staff do not go into a room unless a guest consents to and the staff member is happy to do so. (to fix things such as broken toilets that need immediate attention)
- If room maintenance is necessary when room is occupied, practice proper hygiene and physical distancing to ensure the safety of staff and guests.
- If physical distancing cannot be maintained staff are to wear a mask.

#### **Third level protection (administrative): Rules and guidelines**

##### **Equipment:**

- Clean and disinfect all shared tools and equipment after each shift or when tools are transferred between workers.

##### **Waste Management:**

- Staff should wear gloves when removing garbage and dispose of immediately after.

##### **Public Spaces (Lobby, public washrooms):**

- Maintenance staff are to support the front desk team and housekeeping team with sanitizing high touch surfaces throughout the hotel

##### **Cleaning Schedule (see attachment):**

##### **Deliveries:**

We do not sign for deliveries. Staff are to sanitize/wash hands after handling a delivery.



# COPPER POINT RESORT

## Covid 19 Safety Plan

### Maintenance

#### **Vehicles:**

- Work vehicles (shuttle) are currently not in action. There is no vehicle availability for guests.
- The Touro used to transport garbage (used 3-5 times a day) has high touch surfaces sanitized after each use.
- Maximum one person in the Touro at any time.
- Work trucks are used by one person at a time, and to be sanitized after each use.

#### **Fourth level protection: Using masks** (optional measure in addition to other control measures)

- ✓ We have reviewed the information on **selecting and using masks** and **instructions on how to use a mask**.
- ✓ We understand the limitations of masks and other PPE. We understand that PPE should only be used in combination with other control measures.
- ✓ We have trained workers to use PPE properly, following manufacturers' instructions for use and disposal.
  - Apart from where stated above, masks are not mandatory for staff to wear. Staff have been trained in how to wear a mask.
  - Gloves are to be used as stated previously above, and available for staff as they require.

## **Covid 19 Safety Plan**

Sports Court/Children's Play Structure

Please also see Hotel General Safety Plan

### **First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible**

✓ We have **established and posted occupancy limits** for common areas such as break rooms, meeting rooms, change rooms, washrooms, and elevators. .

- We have put an occupancy limit of 10 guests for the Sports Court

### **Second level protection (engineering): Barriers and partitions**

Hand sanitizer is at the entrance of the sports court

- **WE DO NOT SANITIZE THE PLAY STRUCTURE – GUESTS USE AT OWN RISK**

### **Third level protection (administrative): Rules and guidelines**

Please see attached Company Statement and Poster

- Sanitize your hands before and after you leave the Sports Court
- Please keep 6 feet distance between family groups
- Bring your OWN equipment. CPR will not provide any sports equipment.
- Maximum occupancy of 10 at all times in the Sports Court
- **Copper Point Resort guests only. Absolutely no outside visitors allowed, no exceptions.**

### **Fourth level protection: Using masks (optional measure in addition to other control measures)**

n/a



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## Covid 19 Safety Plan

### Hotel General

*(Excludes restaurant, fitness centre, sports court, event space, pool)*

Please additional safety plans –  
Restaurant/Takeout/Maintenance/Housekeeping/Outdoor Pool/Sports Court

#### **Involve workers when assessing your workplace**

Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together workers are and the longer they are close to each other, the greater the risk.

- ✓ We have involved frontline workers, supervisors, and the joint health and safety committee (or worker health and safety representative, if applicable).
- ✓ We have identified areas where people gather, such as break rooms, production lines, and meeting rooms.
- ✓ We have identified job tasks and processes where workers are close to one another or members of the public. This can occur in your workplace, in worker vehicles, or at other work locations (if your workers travel offsite as part of their jobs).
- ✓ We have identified the tools, machinery, and equipment that workers share while working.
- ✓ We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.

#### **First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible**

- ✓ We have established and posted an occupancy limit for our premises.
- ✓ In order to reduce the number of people at the worksite, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of customers and visitors in the workplace.
- ✓ We have **established and posted occupancy limits** for common areas such as break rooms, meeting rooms, change rooms, washrooms, and elevators.  
We have implemented measures to keep workers and others at least 2 metres apart, wherever possible. Options include revising work schedules and reorganizing work tasks.

#### **Working offsite or remotely**

Where possible staff will work from home, following the Worksafe BC work from home guidelines.

#### **Changes to work schedules**



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## Covid 19 Safety Plan

### Hotel General

*(Excludes restaurant, fitness centre, sports court, event space, pool)*

- Where possible staff hours have been reduced.
- Scheduled staff are also kept to a minimum based on the hotel's occupancy.
- Staff work the same schedule as much as possible, so staff remain in bubbles.

### **Occupancy limits for workers**

- While we are reducing staff hours, it is not always going to be possible to have an occupancy limit for workers due to the demand in the hotel. Please see 2,3,4 level protection.
- The staff room has occupancy limit of 6, and tables and chairs spaced apart. Staff have to sanitise where they sit once they leave. There is a sanitizing station in the staff room. Shared plates/cutlery/glasses etc. will be removed. Shared equipment such as the coffee machine will also be removed. Staff will be advised to bring their own cutlery & plates.
- There is a sanitizing station in the staff room.

### **Second level protection (engineering): Barriers and partitions**

- ✓ We have installed barriers where workers can't keep physically distant from co-workers, customers, or others.
- ✓ We have included barrier cleaning in our cleaning protocols.
- ✓ We have installed the barriers, so they don't introduce other risks to workers (e.g., barriers installed inside a vehicle don't affect the safe operation of the vehicle).
  - Plexi Glass has been added to each front desk booth.
  - Partitions have also been added between each booth so guests cannot come in between them.
  - There are STAND HERE stickers on the floor 6ft apart for when guests start to queue. The card reader has been moved to the front of the booth so guests can scan their own card.
  - On check out guests can place their key card in a basket at the front desk. These are then sanitized before they are put back into rotation.
  - Guests will receive their breakdown of their stay by email. A printed copy is available upon request.
  - We recommend credit card payments or post to room where possible, however debit card and cash is available. (post to room is not available if you only provide a debit card or pay by cash).
  - Social Distancing signs will be placed around the hotel.

### **Vehicles:**

- Work vehicles (shuttle) are currently not in action. There is no vehicle availability for guests.



# COPPER POINT RESORT

## Covid 19 Safety Plan

### Hotel General

*(Excludes restaurant, fitness centre, sports court, event space, pool)*

- The Touro used to transport garbage (used 3-5 times a day) has high touch surfaces sanitized after each use.
- Maximum one person in the Touro at any time.
- Work trucks are used by one person at a time, and to be sanitized after each use.

### **Third level protection (administrative): Rules and guidelines**

- ✓ We have identified rules and guidelines for how workers should conduct themselves.
- ✓ We have clearly communicated these rules and guidelines to workers through a combination of training and signage.
  - Before staff return to work they are required to attend a staff orientation. This includes all company rules, guidelines & protocols. It also includes health & safety training along with a separate COVID 19 training session.
  - Staff are regularly updated with updates on protocols through staff stand ups, staff notice boards and our staff social app.
  - Staff will have completed their screening questionnaire and asked whether they have any symptoms at the start of their shift.
  - The above is applicable to old and new staff.

#### **Guests:**

- Hand sanitization station is at the entrance of the hotel.
- Signs are at the front doors/parkade telling guests not to enter if they have any symptoms.
- There is also a sanitization station for luggage carts using paper towels.
- Our company statement is posted in elevators, hotel entrance, and on our website.
- Elevator etiquette signs have been posted for guests to keep maximum of 3 people or one family group.
- Social distancing posters have been posted around the hotels and in elevators.

#### **Staff:**

- Staff are to sanitize their hands as they enter the building. Sanitizing stations are set up at the staff entrance along with signs telling staff to not enter if they show any symptoms.
- Staff are kept to the same schedule as much possible to limit the amount of contact with other people.
- Staff are to sanitize hands are interacting with each guest especially after handling key cards/debit cards.
- Staff sanitize their workstation before their shift change over. (Front Desk)
- If more than one person works, those staff members are to work at separate pods and not swap over unless sanitize the pod before and after they finish their shift.



# COPPER POINT RESORT

## Covid 19 Safety Plan

### Hotel General

*(Excludes restaurant, fitness centre, sports court, event space, pool)*

- Employees are reminded to not come to work while sick. If they have symptoms of COVID-19, they are expected utilize the online self-assessment tool, contact their health care provider, or call 811.
- If someone experiences symptoms at work, notify their manager immediately, go home immediately, and contact their health care provider or call 811.
- Staff with symptoms are asked to remain at home for 10 days and until their symptoms have cleared.

### **Public Spaces (Lobby, public washrooms):**

- Washrooms are sanitized minimum twice per day.
- The lobby and high touch areas are cleaned every 4 hours as per cleaning schedule.
- High touch surfaces in the hotel are sanitized twice a day (stair rails, door handles, elevator buttons).

### **Cleaning Schedule (see attachment):**

- Sanitization of high touch surfaces done throughout the day in the lobby by Front desk agents
- New rags are to be used every time you sanitize and put in the dirty rag bins. Paper towel is to be used if rags run out.
- There will be a clean rag bin and a dirty rag bin in the back office.
- **Peroxide Multi Surface Cleaner** is the chemical to be used. Gloves are to be worn while cleaning to protect from chemical.

### **Deliveries:**

We do not sign for deliveries. Staff are to sanitize/wash hands after handling a delivery.

### **Fourth level protection: Using masks (optional measure in addition to other control measures)**



We have reviewed the information on **selecting and using masks** and **instructions on how to use a mask**.



We understand the limitations of masks and other PPE. We understand that PPE should only be used in combination with other control measures.



We have trained workers to use PPE properly, following manufacturers' instructions for use and disposal.

- Apart from where stated above, masks are not mandatory for staff to wear. Staff have been trained in how to wear a mask.
- Gloves are to be used as stated previously above, and available for staff as they require.
- Staff have been trained for appropriate usage of mask and gloves.



# Help prevent the spread of COVID-19

In order to reduce risk of exposure to the virus that causes COVID-19, we are limiting the number of people in this space.

**Address/room/space:**

**Elements Restaurant**

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**Occupancy limit: 52 inside, 54 outside people**

# Help prevent the spread of COVID-19

In order to reduce risk of exposure to the virus that causes COVID-19, we are limiting the number of people in this space.

**Address/room/space:**

# Jade Boardroom

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**Occupancy limit:**         6         people