

CC Kitchen's Guide to reducing the risk of COVID-19

Risk at your workplace

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, or from touching a contaminated surface before touching the face. To understand the risk at your workplace, consider the following questions:

- Where do people congregate, such as break rooms, production lines, or meeting rooms?
 - By the prep area in the kitchen. During prepping, try and spread out, using the banquet hot kitchen as prep area as it is not being used currently.
 - Non kitchen staff should be discouraged from coming into the kitchen unless it is necessary, and staying away as much as possible.
 - Kitchen team who work together regularly is considered part of a bubble/pod, like a family, so can work side by side. Wearing non medical mask is an option for anyone that wants that added layer of protection.
- What job tasks or processes require workers to come into contact with items that public has touched?
 - Understand that dirty dishes that comes back to be washed by kitchen staff has been touched by the public. Staff needs to handwash after doing dishes.
- What tools, machinery, and equipment do people come into contact with in the course of their work?
 1. Door handles
 2. Personal knives
 3. Sink tap handles
 4. Oven
 5. Fridges
 6. Various other kitchen utensils (eg spatulas, tongs)

7. Slicer
8. Brooms and mops
9. Ice scoops
10. Light switches
11. Elevator buttons

Maintaining physical distance

- Reducing the overall number of workers at the workplace at one time. All shift changes need to be approved by your department manager. You can do this by offering your shift up on 7Shifts. All workers must stay within their department. For example, someone working at the Country Club cannot take a shift at the Executive Course.
- Ensuring the appropriate number of people are in the staff break rooms during their break. Kitchen staff members are encouraged to take their break in the empty banquet rooms if social distancing is not possible in the staff room.
- Maintain a distance of 2 metres (6 feet) between workers and between delivery drivers.
- Westwood Plateau has created pods of workers who work together exclusively to minimize the risk of broad transmission throughout the workplace.
- Implement measures to ensure workers can maintain a distance of two metres when serving or working with or near members of the public.

Cleaning and hygiene

- Having hand-washing facilities on site for all workers and ensure the location is visible and easily accessed. Workers must wash their hands, including upon arriving for work, before and after breaks, after handling common tools and equipment.
- Implement a cleaning protocol for all common areas and surfaces, including washrooms, equipment, tools, common tables, desks, light switches, and door handles. Ensure those engaged in cleaning have adequate training and materials.
- Remove any unnecessary tools or equipment that may elevate the risk of transmission.

Sickness

- Anyone who has had symptoms of COVID-19 in the last 14 days must self-isolate at home; symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache.
- Anyone under the direction of the provincial health officer to self-isolate must follow those instructions
- Anyone who has arrived from outside of Canada, or who is a contact of a confirmed COVID-19 case, to [self-isolate for 14 days and monitor](#) for symptoms
- Prohibit or limit visitors.
- If you start to feel sick at work, immediately notify your manager and go home.

Develop communication plans and training

You must ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace.

- Be sure everyone is trained on the measures you have put in place and the policies around staying home when sick.
- Post signage, including [occupancy limits](#) and effective [handwashing practices](#). Signage should also be posted at the main entrance indicating who is restricted from entering the premises (including [visitors](#) and [workers](#) with symptoms).
- Ensure supervisors have been trained on monitoring workers and workplace to ensure policies and procedures are being followed.

Monitor your workplace and update your plans as needed

- Things may change as your business operates. If you identify a new area of concern, or if it seems like something isn't working, please advise your manager.

- Ensure that workers can raise safety concerns. This may be through a worker health and safety representative or a joint health and safety committee. Work with these committees and workers to resolve any identified safety issues.



Assess and address risks from resuming operations

- Have you had any staff turnover, or are workers being required to change or adapt job roles, or to use new equipment? Consider training or new employee orientation.
 - Employees will be trained on Health and Safety as they are on-boarded.
- Will workers need time or training to refresh their skills after having been out of the workplace?
 - Workers in rogues will get a short run down on new protocols but should not need any refresher training days unless they request them.