

## **Covid safety plan**

- We have implemented a one way system through the bakery so no customers are having to backtrack, eliminating problems with social distancing.
- We have signage at the entrance and through-out the bakery explaining our protocols and stickers on the floor directing customers where to stand.
- We provide hand sanitizer at the door for customers to use when they enter the cafe, and a few more scattered through-out various locations like the help yourself fridge and the sink in the hall.
- We have installed Plexi glass at the front till, this will eliminate close communication with customers.
- We have made it clear that no customers or staff are able to come into this building if they are feeling any signs of illness.
- All items at this time are TOGO, and we have a designated spot to pick-up food and drink items once they have been prepared.
- We ask that our employees put your coffee fixings in your drinks for you.
- At this time we are accepting customers reusable cups, we just ask that they are clean before they are handed to our employees. We have also provided our staff with gloves and sanitizer to use when handling customers' personal mugs in house.
- We have taken away any unnecessary items that could potentially spread a virus.
- We have posted hand washing signs in all bathrooms.
- We have implemented no seating inside at this time and all orders must be togo.
- We have created an online pickup window for customers who do not want to come inside the business.
- We ask employees and customers to adhere to the Governments mask policy
- Management are aware that they must monitor all new regulations that are implemented in the business and are making sure they are being followed by staff.
- We have asked our staff to wear a mask as directed by the government, we have shared the need/concern for using multiple clean masks throughout a shift to avoid bacterial infections. And to take breaks outside or in designated staff areas to get fresh air through the day to help ease anxiety and hopefully help with mental and emotional health.

- We have talked to our staff about maintaining our overall health by suggesting positive practices; adding vitamin D into our daily routine, talking to someone you feel comfortable with/management about concerns, setting limits on news intake, staying connected with friends and family, adding breathing exercises and good food into our day etc.
- We've created a check-in for each staff member to sign saying they are healthy and A-OK to be at work.
- We have listed resources for mental and medical help in our VIHA binder
- All staff are trained to wash their hands frequently and sanitize highly contaminated areas every 15-30 minutes or when needed. We have also asked the staff to remain in their designated areas as much as possible to reduce cross contamination.
- We have reduced the number of staff per shift as much as possible for the season to limit the amount of cross contamination. The areas of high cross-C are the prep fridge, stove, oven, fridge, bakers table, and washrooms. We are regularly sanitizing these areas and we ask our staff to wash their hands/sanitize and use gloves if necessary when transitioning to help reduce the risk.
- We have made it clear that no staff should come into this building if they are feeling any signs of illness. We ask that they inform us from home and to take appropriate action as they feel necessary. Testing for covid if the symptoms align, and if positive to then isolate at home for the recommended 2 weeks. If a covid outbreak happens within the bakery we will close our doors to ensure the safety of our staff and community.
- No one outside our staff/delivery agents are allowed to come into the BOH