

Covid-19 Safety Plan Part I



PEOPLE & PLACES



We will provide take out service only for now.
Only ONE guest is permitted in the café at a time.



Only two staff members will be scheduled per day. No more than two will be allowed in the kitchen at one time.



Hand washing is required upon entry into the kitchen. Avoid touching your face at all times. Disposable gloves are mandatory. Hand washing after each task is mandatory. Change gloves. Discard used gloves in the covered waste bin.



We will also set a mandatory hand washing timer at 30 minutes intervals as a reminder.



Ensure 2m distance between staff whenever possible. As we cannot ensure a safe distance from each other in our tiny kitchen - staff MUST wear the cloth masks provided at all times.













Masks will be cleaned in-house with soap and water and air dried overnight.



Staff must wear their uniform and hat as provided.

Uniforms must remain in house. Staff must change from their street clothes into their uniform before each shift.

Uniforms will be cleaned in-house after each shift using soap and water and air dried overnight.

	<p>In order to meet 2m between guests, only one guest is allowed into the café at a time. We have installed markers on the floor using tape.</p>
	<p>We have installed arrows on the floor to indicate the direction to the order counter from the entrance. Door # 1 in dining room.</p>
	<p>We have installed arrows indicating the direction to the exit after ordering. Door #2 in sunroom.</p>
	<p>Lobby door will be closed at all times. Door #3 next to hotel reception.</p>
	<p>We have established a designated area for pick up and deliveries.</p>
	<p>We will limit the sharing of objects and discourage touching of shared surfaces. When in contact with share objects or frequently touched areas, we will wear gloves, sanitize, and wash hands before and after contact.</p>
	<p>We will maintain opening and closing processes that include an enhanced daily cleaning log that documents the date, time and scope of cleaning.</p>
	<p>We have and will maintain hand hygiene stations with soap, water and paper towels, or an alcohol based hand sanitizer for areas where hand washing is not feasible.</p>
	<p>Guideline signage will be posted throughout the kitchen and at entrances to remind staff and guests to adhere to proper hygiene, social distancing rules, appropriate use of PPE, cleaning and disinfecting protocols.</p>
	<p>We have a communication plan with a consistent means to provide updated information on our website, or through social media and email.</p> <p>We will maintain a continuous guest log at the order counter encouraging our guests and visitors to voluntarily provide contact information. Deliveries will also be logged and maintained by a front line staff member (lead Barista).</p>



We will only provide debit or credit transactions. NO CASH. Signage will be posted at the entrance and order counter.



As we will not handle any cash transactions, tips will be calculated in the same manner as before, except tips will be divided by total hours worked and total daily tip amounts will be accumulated during the pay period. Individual tip total for the period will be included on your pay statement and into your direct pay deposit.

The closer shall maintain the daily closeout journal and tip log, same process as before, minus cash calculation. Staff must enter their daily tip total into TouchBistro - a Cash Tip pop up window will display upon punch out.



Customers will be asked to leave café when displaying irate or confrontational behaviour toward staff members or other guests.



Staff members will calmly and immediately call 911 if they become subject to customer or visitor violence due to our new rules; followed by a phone call to the director.



All staff members will be thoroughly trained on the new policies we have put in place. Each staff member is to ensure policies and procedures are followed.



As new policies are incorporated, additional job descriptions are inherently provided.



All staff must raise any safety concerns with Director, Maria Grand-Clément. We must ensure that we identify and resolve any safety issue immediately.



Café Tasse 3 part Covid-19 Safety Plan will be distributed to all staff, with additional copies on premise in a designated binder under the order counter.