



Unsworth Restaurant Covid-19 Safety Plan

RETURNING EMPLOYEES

We have created a one-time **Health Declaration Form** for all returning employees. All restaurant staff will have to complete a temperature check at the beginning of each shift which will be recorded on the **Temperature Check Log**.

We have posted a **Health Care Facilities Contact Information List** which can also be emailed as on request.

All staff will attend a training session on the new protocols and procedures prior to resuming work. After which a **Health Training Completion Form** and **Employee Protocol and Commitment to Safety Form** must be signed.

CLEANING AND SANITATION

We have added three sanitation stations. They are located at the front entrance, the washrooms and on the lower patio.

We have created a **Sanitation Plan and Cleaning Log** for the Front of House and Back of House staff. There is a separate **Sanitization and Cleaning Log** for the washrooms.

We have created a **Process for Serving Food** and **Clearing & Dishwashing**.

We have a new **Floor Plan** with table arrangements based on the distancing requirements, as well as, a new kitchen layout.

RETURNING TO OPERATION

We have created a **Process for Deliveries** which has been sent to our suppliers which ensures reduced contact.

We have created a **Process for Reservations & Exterior Waiting** that ensures appropriate physical distancing.

We have a **Reduced Occupancy Load Statement** posted for each section of the dining room and patio areas.

We have created a **Refusal of Guests Policy** and have signage displayed in all areas of our property directing our staff and guests on our new processes and protocols.



Healthcare Facilities Contact Information

In case of emergencies contact **911**.

For non-emergency health inquiries contact **811**.

811 is a free-of-charge provincial health information and advice phone line available in BC. It is operated by HealthLink BC, which is part of the Ministry of Health. By calling 811, you can speak to a health service navigator, who can help you find health information and services; or connect you directly with a registered nurse, a registered dietitian, a qualified exercise professional, or a pharmacist. Any one of these healthcare professionals will help you get the information you need to manage your health concerns, or those of your family.

Ministry of Health

If you have a question or concern about policy, legislation, or decisions of the Ministry of Health they can be reached via email hlth.health@gov.bc.ca or by letter at:

Ministry of Health
1515 Blanshard Street
Victoria, BC
V8W 3C8

BC CDC COVID-19 Information

Find information about COVID-19, how to protect yourself, your family and your community and what to do if you suspect you have the virus.
<http://www.bccdc.ca/health-info/diseases-conditions/covid-19>

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/testing>

Non-medical information about COVID-19 is available 7:30am-8pm, 7 days a week at 1-888-COVID19 (1-888-268-4319).

HealthLink BC Self Assessment Tools

Download the BC COVID-19 App which is available from the Apple Store and Google Play. It provides updates, critical alerts, a self-assessment tool, and resources on public health.

The self assessment can also be done online at:

<https://bc.thrive.health/covid19/en>

Island Health Call Centre Contact Information

<https://www.islandhealth.ca/learn-about-health/covid-19>

Email: info@viha.ca or call 250-370-8699 Toll-Free 1-877-370-8699

BC COVID-19 Duncan Collection Centre

COWICHAN DISTRICT HOSPITAL

Health Authority	Vancouver Island
Special Criteria and Consideration	By Appointment Only: through Primary Care Provider or through Island Health Call Centre
City/ Town	Duncan
Address	3045 Gibbins Rd, Duncan
Specific Location	Tent in hospital Parking Lot (rear)
Open Days	7 Days
Monday Hours	08:40 - 16:30
Tuesday Hours	08:40 - 16:30
Wednesday Hours	08:40 - 16:30
Thursday Hours	08:40 - 16:30
Friday Hours	08:40 - 16:30
Saturday Hours	08:30 - 12:30
Sunday Hours	08:30 - 12:30
Phone	1-844-901-8442

Other Test Collection Centres can be found at

<https://experience.arcgis.com/experience/3862560c5a41418e9d78f4f81688e9d0>

Local Walk-In Clinics

Note some clinics may not be open regular hours or accepting patients. Please call in advance and stay at home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical attention and call in advance. Follow the directions of your local health authority.

ValleyView Treatment Centre
1400 Cowichan Bay Road
Cobble Hill, BC
V0R 1L0
(250) 743-9395

Mill Bay Medical Centre
#230 – 2720 Mill Bay Rd
Mill Bay, BC
V0R 2P1
(250) 743-3211

South Cowichan Medical Clinic
Unit A - 845 Delourme Rd.
Mill Bay, BC
V0R 2P2
(250) 929-0197

This document can be emailed for your convenience. Please contact your supervisor or management for a copy.

[illegible]



Staff Temperature Check Log

Month:

[illegible]



I hereby certify that I have completed the hand washing, sanitization and COVID transmission prevention training on the date stated below as required by Unsworth Vineyards & Restaurant.

[illegible]

[illegible]



Employee Protocol and Commitment to Safety

As an employee of this organization, I will adhere to the noted company policies and protocol as outlined by my employer to ensure the safety of myself, my colleagues, my employer and our guests.

I agree to the following:

- I will not come in to work if I have or have had in the last 10 days symptoms of COVID-19 and will instead self-isolate if I have any of the symptoms (symptoms include: chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache)
- If I start to have symptoms of COVID-19 while on shift I will immediately advise my supervisor and make necessary arrangements to go home to self-isolate
- I will abide by the company policy on protocols on social distancing among staff, guests and members of the public and will maintain a distance of two meters as much as possible while still being able to efficiently and effectively do my job
- I will bring a clean uniform to work every day (not street clothes) which I will change into at work
- I will bring a pair of shoes to be used and left at work at all times
- I will abide by the company policy in regards to handwashing and sanitizing my hands frequently
- I will abide by the company protocol for cleaning of our space in order to ensure safety of all staff, guests and myself
- I will advise my dedicated supervisor of any safety concerns I may have. This will help to ensure safety and confidence among my colleagues, my employer, our guests and myself.

Before Each Shift, I commit to the company check which includes:

- Not having symptoms of COVID-19
- I have not been in contact with someone who has COVID-19
- I am not currently required to self-isolate
- I have not been outside of British Columbia in the last 14 days

Failure to report a known illness or exposure to COVID-19 will be grounds for termination.

I acknowledge that I have read this condition of employment and I agree that I will inform my supervisor or manager, before starting any shift, if any of these factors apply to me.

Employee Name _____

Company Name _____

Employee Signature _____ Date _____

Front of House Cleaning and Sanitizing Requirements

What is being cleaned and/or sanitized?	How will it be cleaned and/or sanitized?	When will it be cleaned and/or sanitized?	Who will be cleaning and/or sanitizing it?
Debit Machines	Sanitized with Saval 220ppm/disinfectant spray and wiped with a clean cloth.	After Every Use	Server
Tables	Sanitized with Saval 220ppm/disinfectant spray and wiped with a clean cloth.	After Every Use	Busser
Chairs	Sanitized with Saval 220ppm/disinfectant spray and wiped with a clean cloth.	After Every Use	Busser
Door Handles	Sanitized with Saval 220ppm/disinfectant spray and wiped with a clean cloth.	Every 30 Mins	Host
Washrooms	All surfaces, faucets, sinks, soap and towel dispensers. Sanitized with Saval/disinfectant spray and wiped with a clean cloth.	Every 30 Mins	Busser
Server Trays	Sanitized with Saval 200ppm spray and wiped with a clean cloth after delivery of drinks and run through the high temp dishwashing machine after clearing dirty glasses from the table.	After Every Use	Server or Dishwasher
Bus Bins	Run through the high temp dishwashing machine.	After Every Use	Dishwasher

Sheet Reviewed by: _____ on _____
(Management) (Date)

Kitchen Cleaning and Sanitizing Requirements

What is being cleaned and/or sanitized?	How will it be cleaned and/or sanitized?	When will it be cleaned and/or sanitized?	Who will be cleaning and/or sanitizing it?
Prep Tables/ Surfaces	Scrubbed down with hot soapy water then sanitized with Saval sanitizer 200ppm	After every Prep Job and at the start & end of every shift	Chefs
Sinks	Scrubbed down with hot soapy water then sanitized with Saval sanitizer 200ppm	After every Prep Job and at the start & end of every shift	Chefs/ Dishwasher
Chopping Boards	Scrubbed down with hot soapy water then sanitized through the high temp dishwasher	After every Prep Job	Dishwasher
Fridges	Scrubbed down with hot soapy water then sanitized with Saval sanitizer 200ppm	At the start & end of every shift	Chefs
Equipment: Vacuum Sealer, Slicer, Mixer, etc.	Scrubbed down with hot soapy water then sanitized with Saval sanitizer 200ppm	After every Prep Job and at the start & end of every shift	Chefs
Ovens/Hobs	Scrubbed down with hot soapy water then sanitized with Saval sanitizer 200ppm	At the start & end of every shift	Chefs
Dish Pit	Scrubbed down with hot soapy water then sanitized with Saval sanitizer 200ppm	Every 30 mins and at the start & end of every shift	Dishwasher
Knives	Scrubbed down with hot soapy water then sanitized with Saval sanitizer 200ppm	After every Prep Job and at the start & end of every shift	Chefs
Door handles	Sanitized with Saval sanitizer 200ppm	Every 30 mins and at the start & end of every shift	Dishwasher



Date: _____

Daily Kitchen Closing Checklist

- ☐ Turn Off Gas, Grill & Fryer
- ☐ Flip/Restock/Wrap all Station Tops & Backups
- ☐ Scrub and Sanitize All Fridges
- ☐ Fill in Prep Lists & Prioritize
- ☐ Scrub & Sanitize Stations/Counters/Sinks/Hobs/Grill/Oven Fronts
- ☐ Scrub & Sanitize all Equipment (ex: Mixer/Vac-pack machine/ Robo coup)
- ☐ Filter Fryer Oil Daily & Scrub Fryer... Change Oil (as Needed)
- ☐ Write Items Needed/Running Low on Order Board
- ☐ Pull Fish/Proteins/Pasta Ingredients for Following Day Service
- ☐ Cover Steaks & Refresh Ice on Shellfish
- ☐ Text Chef the Fish Order for Pick-up (as Needed)
- ☐ Scrub Walk-In/Freezer Doors & Handles & Both Sides of Pass Door
- ☐ Sweep/Scrub/Squeegee Walk-In & All Kitchen Floors
- ☐ Setup Utensil Buckets & Spoons for Following Day
- ☐ Turn Off AC, Convection Oven, Walk-In & Freezer Lights & Vacuum Sealer
- ☐ Sanitize all Door Handles

Sheet Reviewed by: _____ on _____
(Management) (Date)



Date: _____

Dishwasher

- ☐ Scrub & Sanitize Entire Dish Area Including Backsplash, Machine Top & Drying Area
- ☐ Wash Dish Area Floormat (Twice) Last & Leave to Air Dry Overnight
- ☐ Take out Recycling/Bottles
- ☐ Empty & Scrub/Sanitize Garbage Bins/Compost Bins When Full & at End of Day
- ☐ Sweep/Scrub/Squeegee Dish Pit Floors
- ☐ Run Gloves and Aprons Through the Dishwasher and Hang up to Dry.

Sheet Reviewed by: _____ on _____
(Management) (Date)



Date: _____

Sunday Closes

- ☐ Change All Oven Foils... Underneath Hobs & Inside
- ☐ Change Fryer Oil
- ☐ Clean Hood Vents on Both Lines
- ☐ Vac & Freeze Proteins to One Tray & Seafood to One Tray
- ☐ Unplug & Break Down Stations Fully & Place Items in Walk-In on a Tray
- ☐ Thoroughly Scrub & Sanitize All Areas of Each Station & Behind Each Station
& All Walls
- ☐ Write Prep Lists and Ingredients Needed for Wednesday

Sheet Reviewed by: _____ on _____
(Management) (Date)

Sheet Reviewed by: _____ on _____
(Management) (Date)



Process for Serving Food & Beverages, Clearing & Dishwashing

Serving Dishes:

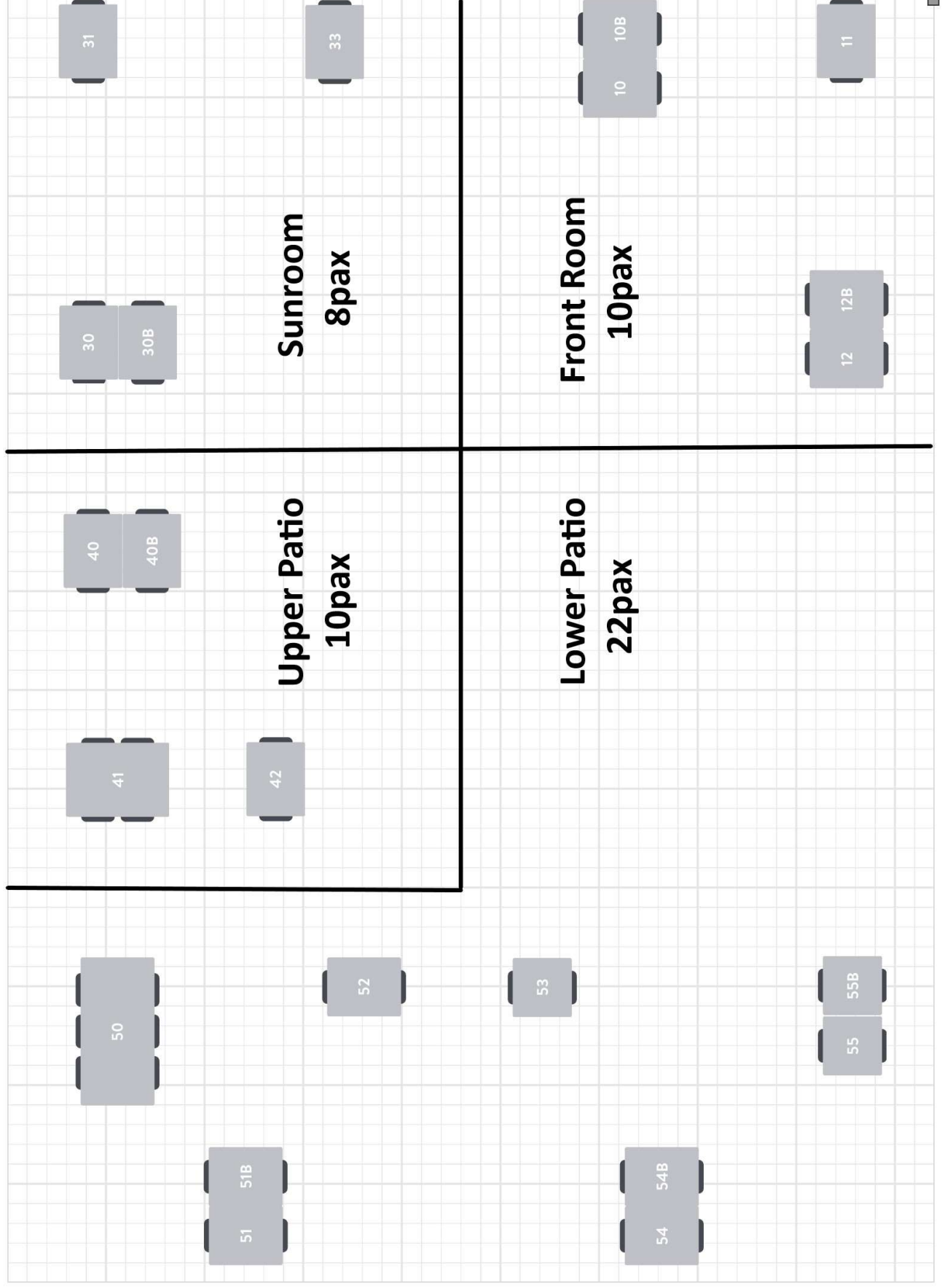
- All plated food from the kitchen is to go out the front door of the kitchen and be placed on the extra table in front of the guests table. Guests will be asked to pass the food to each other.
- All beverages are to be taken directly from the bar and placed on the extra table in front of the guests table. The guests will be asked to pass the drinks to one another from said table.
- Only the server/bartender/food runner are to serve food and drinks to guests via the extra table.

Clearing & Dishwashing:

- Guests will be asked to place all dirty dishes and glassware on the extra table.
- A designated busser wearing the appropriate Personal Protective Equipment (PPE) will clear the dishes and glassware.
- Plates and cutlery will be cleared into a bus bin and taken to the kitchen via the side door from the upper patio. All the plates, cutlery and the bus bin will be immediately washed and put through a high temperature dishwashing machine by the dishwasher wearing the appropriate PPE. The dishwasher will at all times be dressed in the appropriate PPE.
- Glassware will be cleared with a serving tray and only touched at the base. It will then be taken directly to the kitchen where it will be racked and put through the dishwashing machine along with the serving tray used for clearing.
- The dishwasher will remove their gloves and sanitize their hands and apron when dealing with clean dishes and glasses. The dishwasher will then stack the dishes for the kitchen staff or food runner to put in their appropriate places in the kitchen/bar.

- At the end of the shift the aprons and dishwashing gloves will be removed and go through the dishwashing machine.
- The whole dishwashing area will be cleaned and sanitized at the start and end of every shift.
- A barrier has been put up a barrier that separates the dishwashing area and server clearing area from the rest of the kitchen.

Floor Plan



UNSWORTH

RESTAURANT

Restaurant Delivery Procedures

Please Read Carefully

The health and safety of our guests, employees and suppliers is of paramount importance to us and are taking all necessary precautions to ensure continued their safety.

- All deliveries are to be dropped off on the table at the bottom of the stairs at our back entrance.



- The delivery driver is to knock on the back door of the kitchen to gain the attention of a kitchen staff member or call 250-929-2292 ext 1.
Please do not enter the kitchen!
- Invoices are to be left with the delivery. We can sign and send a photo to the appropriate business to reduce contact points.
- Kitchen staff member to put on gloves and remove all products from the boxes before bringing them into the kitchen.
- Boxes are to be taken directly to the recycling.
- The table is to be fully sanitized after each delivery.

Thank you for your cooperation and support during this time.



Process for Reservations & Exterior Waiting

Reservations:

- We encourage all of our guests to make reservations on our website through the OpenTable widget providing full name and contact details.
- If making a reservation by phone or e-mail we require full name and contact phone number.
- All “walk-in” guests will have to provide their full name and phone number before being seated at the restaurant.
- Names and contact information will remain on our Open Table reservation system and guests understand they may be contacted for contact tracing purposes.
- If the restaurant is at capacity “walk-in” guests will not be granted access to the restaurant and will be informed to make a reservation for another time.
- The maximum party size allowed in the restaurant on a single table will be six people.
- The maximum occupancy of the Restaurant is 50 guests at any one time to be distributed as 18 people inside, 10 people on the upper patio & 22 people on the lower patio. These parameters will be set on our OpenTable reservation system.

Exterior Waiting:

- Entrance to the restaurant will only be available via the wheelchair accessibility ramp.
- Exit from the restaurant will only be available via the stairs at the front of the restaurant or the pathway on the lower patio. When exiting via the front stairs, guests are asked to wait in the lobby area until directed by a staff member in order to avoid crossing paths with guests as they enter the restaurant. The wheelchair ramp will be made available for those who require it for exiting.

- Guests will be directed to wait at the top of the ramp until directed into the restaurant by the host.
- Guests will be directed to remain two meters apart from other parties whilst entering the restaurant.
- Signage has been installed to inform all guests of these procedures. Signage has also been posted for guests to read about their responsibilities whilst dining with us. They will have to verbally acknowledge they have read and accepted said responsibilities before entering the restaurant.
- A Sanitation Station has been set up at the entrance of the restaurant for guests to sanitize their hands before entering the restaurant.
- Upon entering the restaurant guests will be taken directly to their assigned table and asked not to move around unless absolutely necessary. They will be shown the washroom waiting area and informed of said area's procedures and protocol.



Refusal of Guest Policy

Please Read Carefully

The health and safety of our guests and staff is of paramount importance to us and we are taking all necessary precautions to ensure their continued safety.

Unsworth Restaurant reserves the right to refuse entry/service to guests if they have:

- Tested positive or presumptively positive for the Coronavirus COVID-19 or been identified as a potential carrier of the COVID-19 virus or similar communicable illness;
- Shown/Experienced any symptoms commonly associated with COVID-19;
- Been outside of Canada in the last fourteen (14) days;
- Been in direct contact with or the immediate vicinity of any person they knew and/or now know to be carrying COVID-19 or have travelled outside of Canada within the last fourteen (14) days.

If you are unsure of any of our policies please discuss them with one of our staff members. Unsworth Restaurant will politely ask customers to leave if they refuse to follow the protocols. We have put these protocols in place to ensure the safety of other guests and staff.

Thank you for your cooperation and patience during this time.



EMERGENCY RESPONSE PLAN *(a requirement of Island Health)*

DRINKING WATER SYSTEM – 2915 CAMERON-TAGGART ROAD, MILL BAY, BC V0R 2P2

In the event of an issue (turbidity, odour, line break, water supply interruption etc.) with the drinking water supplied by the water well, please refrain from drinking the water and contact the well operator and notify the water users immediately. In the case of a health concern regarding water quality, contact Island Health as well.

Island Health - Protection
4th Floor, 238 Government St - (Round Building)
Duncan, B.C.
V9L 1A5
250-737-2010
Email: HPES.Duncan@viha.ca

Well operator – Unsworth Vineyards Ltd	Tim Turyk 604-319-7801 tim@unsworthvineyards.com
Water User - Unsworth Vineyards Ltd.	Christle Pope 250-929-2292 ext. 2 cpope@unsworthvineyards.com
Water User – Unsworth Restaurant	Maartyn Hoogeveen 250-929-2292 ext. 1 maartyn@unsworthvineyards.com
Water User – Tenant	Dan Wright 778-356-1071 dan@unsworthvineyards.com
Water User – well location property owner	Joanelle Swan 250-715-8891 greenfingers@shaw.ca