

Purpose

This document outlines the safety plan and procedures during Stage **4.5** of Indiana's "Back on Track Indiana" reopening schedule for Nine Irish Brothers in West Lafayette and in Lafayette. The intended audience for this document is: managers and employees, as well as interested guests and regulatory bodies.

- All managers are expected to understand, follow, train staff members and enforce these procedures.
- All employees are expected to follow these procedures every day, every shift.
- If a guest or regulatory body requests our Safety Plan, the shift manager on duty is responsible for providing it in a reasonably prompt manner.

A copy of this document will be kept in the office, near the printer, at the host stand, and with the kitchen manager.

Following the Procedures Outlined in this Document will:

- ✓ Protect you and your fellow employees from getting sick from COVID-19.
- ✓ Protect our guests from getting sick and put them at ease so they can enjoy themselves.
- ✓ Keep Nine Irish Brothers in the good graces of the community and regulatory bodies.

Failure to Follow the Procedures Outlined in this Document will:

- ✗ Be considered gross negligence, which is a terminable Major Violation, as outlined in our Employee Handbook. (You'll be fired).
- ✗ Put yourself and your fellow employees at risk.
- ✗ Put our guests at risk.
- ✗ Result in the revocation of our Health Permit (which would close us down).

Procedures

The remainder of this document outlines procedures that are above and beyond our normal safety and sanitation procedures (which still apply). If you have any questions regarding the implementation of these procedures, please ask your supervisor for clarification.

Procedure 1: Employee Screening

The kitchen manager and shift managers are responsible for screening their respective employees before they begin their shift. **Use and follow the Employee Screening Questionnaire log every shift.**

If you need a fresh copy of the log, please notify your general manager. Log records must be kept for an indefinite amount of time. If a log is full, please put it in the office for the general manager to keep on file.

Every shift, every employee must be screened before being allowed to clock in and work. Employees must be scanned for temperatures, and the following questions must be asked and recorded.

- If they are over 100 degrees Fahrenheit, they must be sent home.
- If they answer yes to cough or shortness of breath, they must be sent home.
- If they answer yes to any of the two yellow questions on the log, they must be sent home.

To return to work, they must:

- a) Not have a fever for 72 hours (no fever reducing medicine)
- b) Show that other symptoms have improved
- c) Wait 10 days since symptoms first appeared before returning to work.

The touchless thermometer is located on the back bar. It uses AAA batteries. If batteries are running low, please notify the general manager immediately. Shift managers must familiarize themselves with the thermometer to ensure proper use.

Procedure 2: Signage

The Tippecanoe Health Department requires the use of signage stating that guests should not enter with a fever or symptoms of COVID-19. We maintain signage on our front doors and any other guest ingress/egress. If you notice a missing or torn sign, please notify your shift manager.

Likewise, we will utilize signage notifying our guests about our waiting area policy (see **3D**) and our restroom cleaning (see **8A**).

Procedure 3: Guest Seating

3A: Seating Capacity

Stage 4.5+ requires that we seat no more than 75% of capacity (including staff) and no seating at the bar. Normal seating capacity at our West Lafayette location is 200 inside, and 90 outside. Stage 4 seating for West Lafayette is 75 inside, 90 outside. Normal seating for Lafayette is 240 inside, 90 outside. Stage 4 seating for Lafayette is 180 inside, and 90 outside.

3B: Seating Distance for Bar Guests

Bar seating is currently prohibited by the Tippecanoe Health Department. ~~Stage 4 requires 6 feet of social distancing between parties at the bar. In the case of parties of 7 or more, the only feasible way to seat them is to split the party into two or more socially distanced groups. In order to quickly and accurately judge the six-foot distance, we will keep a “social distancing” stick that is six feet in length at the host stand.~~

3C: Table Spacing Method & Hosting

Because we do not have storage space for our “extra” tables, we will not allow “seat yourself” but will seat people at appropriate tables. Hosts, shift managers, servers, and bartenders are empowered to make seating decisions. We will have a standard “set” of pre-arranged tables that we can use. Tables that can not be used will be marked with a sign.

Should a situation arise in which the default table configuration may need to be altered, the shift manager must make the final decision as to the best configuration.

A Note on Courtesy and Etiquette: Most of our guests will be understanding and patient with us as we work to find them the best seating arrangement possible. Some guests may become overwhelmed, anxious, and agitated because of our seating limitations. Do your best to maintain professionalism and be polite, and make your best effort to accommodate them **without breaking the seating distance or numbers at a table rule.** These are trying times for all of us, and our guests are no exception.

Should you need assistance, ask the shift manager for assistance in calming down agitated guests. **Guests who can not or will not accept the seating restrictions mandated by the Tippecanoe Health Department and the State of Indiana will be asked to leave.**

3D: Reservations

Seating preference will be given to tables with reservations. While we appreciate all of our guests, we must accommodate those who were thoughtful enough to call ahead—many times days in advance—to make a reservation. This allows us to plan for the best seating arrangement possible.

Procedure 4: Hand Sanitizer & Hand Washing

4A: Hand Sanitizer Placement & Replenishment

Nine Irish Brothers will maintain a touchless hand sanitizer dispenser at the lobby for our guest’s convenience. Pump-style hand sanitizer will be made available at each server station, the bar, and in the restrooms, pending availability. Hand

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sanitizer at stations (server, bartender duty) and in the lobby (server, host duty) should be checked at the beginning of each shift and replenished as needed. Hand sanitizer in the restrooms (server duty) should be checked during restroom servicing and replenished as needed. *(KMs: 64 oz hand sanitizer pumps will be available on May 15 from US Foods.)*

4B: Hand Sanitizer Use

A note about employee handwashing: Hand sanitizer is NOT a replacement for handwashing. Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use hand sanitizer in non-food-handling, non-restroom situations. The following situations are illustrative of acceptable use of hand sanitizer at work:

- After making change for a table.
- After using the point-of-sale system.
- After picking up menus from a table.

4C: Handwashing

Washing our hands is always important, but it is especially critical during this crisis. Handwashing is one of the best ways to protect yourself, your peers, and our guests from getting sick. Germs can spread from other people or surfaces when you:

- Touch your eyes, nose, and mouth with unwashed hands
- Prepare or eat food and drinks with unwashed hands
- Touch a contaminated surface or objects
- Blow your nose, cough, or sneeze into hands and then touch other people's hands or common objects

Key Times to Wash Hands

Wash your hands often, especially during these key times:

- Before, during, and after preparing food (see procedure 5B).
- Before eating food
- Before and after treating a cut or wound
- After using the toilet
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After handling pets, pet food or pet treats
- After touching garbage
- After you have touched an item or surface that may be frequently touched by other people, such as door handles, tables, or electronic cashier registers/screens, etc.
- Before touching your eyes, nose, or mouth because that's how germs enter our bodies

Wash Your Hands the Right Way

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Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community. Follow these steps every time:

1. Wet your hands with clean, running water, turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel. Use the towel to open the door, then throw away the towel.

Procedure 5: Personal Protective Equipment

5A: Face Masks

All employees must wear masks when working. Per the Tippecanoe Health Department, back-of-house employees (cooks, expos, dishwashers) may wear clean bandanas tied around their mouth and nose. All front-of-house employees are to wear Nine Irish Brothers supplied face masks. If an employee has a face mask they would like to wear instead, it must be approved by the GM or owners.

5B: Disposable Gloves

Anyone washing or preparing silverware (i.e. rolling), preparing, cooking, or plating food, or handling garnishes with their hands (not tongs), must wear single-use disposable gloves, over clean hands. Wash hands between glove use.

5C: Employee Dress Code & Personal Hygiene

The Nine Irish Brothers dress code still applies. Employees are expected to be dressed according to the dress code, look professional, and be clean and hygienic. We owe it to our guests to be on our best footing. A clean, presentable employee puts the guest at ease and signals that we are following best practices. Any employee not adhering to the dress code will be sent home without pay.

Procedure 6: Silverware Preparation & Rolling

Silverware must be run through the high-temp dish machine twice and allowed to air-dry before rolling. Silverware must be rolled on a cleaned and sanitized surface. Persons rolling silverware must wear disposable gloves while rolling. There is to be no food and no drink in the silverware rolling area. The only persons in the silverware rolling area (i.e. sitting down at that table/station) are to be employees who are actively engaged in silverware rolling.

Procedure 7: Condiment Use

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During Stage 4, Nine Irish Brothers will use single-serve, single-use condiments in lieu of our condiment caddies. The following condiments apply: Ketchup, yellow mustard, malt vinegar, mayonnaise, salt, and pepper. Condiments are to be provided to guests at their request, not by default. Kitchen-sourced condiments, such as tartar sauce or shamrock sauce, will still be made available upon request in cleaned and sanitized (high-temp dish machine) ramekins.

Procedure 8: Cleaning & Sanitizing Procedures

We owe it to our guests and ourselves to clean and sanitize as much as we can, as often as we can. Any surface that comes into contact with a guest or employee, be it a table, a door, a door handle, a faucet, a menu, and so on, must be regularly cleaned and sanitized.

8A: Restroom Cleaning

Restrooms will be cleaned at the beginning of each shift (10am, 4pm), at the end of each shift (upon server “phasing”), and as needed. Restrooms will be cleaned with a disinfectant cleaning solution. The following surfaces must be cleaned and disinfected:

- Sinks and Faucets
- Hand Soap Dispensers
- Sanitizer Bottles
- Hand Towel Dispensers
- Toilet Paper Dispensers
- Door Handles and Push Plates
- Sanitary Napkin Disposal and Trashcan Lids
- Urinal buttons & Urinals
- Toilets, including seats and buttons/handles.

8B: Door Handle & Surface Cleaning

We will utilize a multi-quaternary ammonia sanitizing solution in a pail marked for sanitizing, with a clean towel, for sanitizing surfaces such as chair backs and stool tops, tables and ledges, door handles and plates, and other surfaces that come into contact with customers.

- Sanitizer must be refreshed every four hours (10 am, 2 pm, 6 pm, 10 pm).
- Sanitizer must be between 200 – 400 ppm in concentration (use test strips to determine solution).
- Sanitizer must be mixed at room temperature.

To sanitize, completely submerge towel in sanitizer. Squeeze excess sanitizer out of towel before thoroughly and vigorously wiping surface.

8C: Menu Cleaning

Menus are an important part of our business, and they represent a critical control point for the spread of the Coronavirus. **Thus, it is imperative that every menu**

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is sanitized between uses. Servers and hosts are responsible for sanitizing menus. Before a menu is placed back in circulation, it must be sanitized. A sanitizer pail will be maintained at the host stand for this purpose. In the event of a high-volume time period (i.e. a rush), the host will keep un-sanitized menus physically separate from sanitized menus until s/he is able to sanitize them.

Procedure 9: Food Handling & Food Running

Food handlers will follow all applicable Tippecanoe Health Department Code regarding safe food preparation and handling, including proper handwashing, glove usage, cleaning, surface sanitizing, cooking, and holding procedures. All food handlers have been trained in safe food preparation and handling.

Our goal is to work with the Health Department to ensure NO CRITICALS and keep our guests safe.

Procedure 10: Serve Safe Certification

Each location will maintain no less than two managers with Food Manager Safety Training Certification. The Kitchen Manager and the General Manager must maintain a current certification, which must be made available to a Health Department representative upon request.