Reopening strategy template

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| to: | All Staff |
| from: | CLOVERLEAF restaurant SOUTH  |
| subject: | reopening framwork all sectors |
| date: | 5/15/2020 |
| CC: |  |

**Employee Rights and Responsibilities**

**All employees must wear face masks and gloves at all times. Each morning before your shift begins you must take a screening for signs/symptoms of COVID-19. All waitresses must clean/disinfect hands after and before serving customers. Each table must be cleaned off and properly sanitized after each party leaves. Every high traffic area (stainless steel tables, door knobs, counters ets.)must be properly sanitized frequently.**

**Employer Responsibilities**

**Cloverleaf South is taking the following precautions to ensure safety for employees and customers.**

**All employees will wear masks and gloves. We will be operating at 50% capacity until further notice.**

**We will provide sanitizer and masks for all employees.**

 If an employee falls ill:

* + They shall be seen by a provider a d will be notified if a member tests positive
		- The identity of that member will not be disclosed as that is protected information in accordance to the law
		- Employee or contractor will be asked to test before returning if symptoms are consistent with Covid-19

**PPE/Standard Precautions & Prevention**

*(e.g., handwashing, cough etiquette, eye wear and face coverings) that persons can use at home or while in community settings, consider temp monitoring (CDC, 2020).*

**For example, if washing hands frequently is difficult or unavailable, there will be sanitizer located on the waitress line and by cash register. (“Keeping compliance convenient”) All employees will wear masks and gloves at all times. All employees handling money will wash and sanitize properly and often. Cards will not be handled by us, but yet the customers now will insert their cards into our reader. All floors will be marked for 6ft spacing to ensure social distancing.**

**Disinfection Guidelines**

 *Clean & disinfect commonly used surfaces, such as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks (CDC, 2020).*

**We will be using R-T-U quaternary fcs sanitizer for all hard surfaces for disinfectant. In case of hazardous waste removal either Kendall or Caitlyn Byers will handle removal. Wipes are encouraged over sprays or aerosols. Be sure to reference your OSHA manual for hazards.**

**Employee Hours**

*(e.g., maintaining physical distance between persons in community settings and staying at home e.g. 2 arm lengths or 6 feet)(CDC, 2020).*

**We will be resuming normal business hours Monday 18th,2020 . We will be practicing social distancing in accordance with the policies put in place by the health department. Employees must maintain a 6ft distance between them at all times.**