

# MORAINÉ ESTATE WINERY

## CORONAVIRUS (COVID-19) WORKSAFE PLAN

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Date: May 22<sup>nd</sup>, 2020

### 1. Assess the Risks:

- Areas and tasks of risk:
  - Tasting room transactions with customers, which includes pouring wine samples, processing payments and assembling purchases.
- Tools and equipment of risk:
  - The glass washer and all trays which contain the dirty glasses from customers. The cork screws used to open the bottles and the bottles themselves. The cash register and POS terminal.
- Surfaces of risk:
  - The bar top, door handles, light switches, washroom, case boxes.

### 2. Implement Protocols

- Wine tasting will be on the patio with no more than 24 people for wine tasting at one time.
- Maximum group capacity is no more than 6 per tasting station.
- All tasting stations will be at least 6 feet apart.
- Employees must stay behind "tasting glass" table, keeping the distance between the customer and the employee at least 6 feet.
- Customer may not join in a tasting with another group not identified as their household.
- There is one-way traffic to purchase wine.
- Hand sanitizer is available before entering, on the counter tops, next to the drop off glass station.
- Glasses are to be removed from the station and placed in the glass tray by the customer.
- All tables and chairs are to be wiped down between each tasting group.

### Cleaning Protocols

- Staff must wash their hands for a minimum 20 seconds before/after starting shift or taking a break.

- Hand sanitizer is to be used between each transaction, when handling the POS machine or money.
- Corkscrew will be cleaned after each use.
- One-time spittoons will be provided and disposed of by the customer into the provided garbage can.
- Glassware is to be cleaned and sanitized in our commercial dishwasher.
- All tools, equipment and surfaces will be cleaned between each group tasting or as they are used.

### **3. Develop Policy**

- Our workplace policy ensures that workers and others showing symptoms of Covid-19 are prohibited from the workplace including:
  - Anyone who has shown symptoms in the last 10 days.
  - Anyone who has travelled outside Canada or has been in contact with someone who has, must self-isolate for 14 days.
  - Anyone who has been directed by Public Health to self-isolate.
  - Anyone who has symptoms arise during their shift at the workplace must notify a supervisor immediately. At which point all surface/tools/equipment will be sanitized and employees must leave.

### **4. Communication Plan**

- All staff will be trained on the policy and procedure and updated when revised.
- Signage is posted in common areas for staff and customers to see.
  - distancing signs
  - sanitizing signs
  - occupancy signs

### **5. Monitor and update plan**

- We will be monitoring risk day-by-day and discussing feedback from both staff and customers.

### **6. Resuming Operations**

- We have a training plan for all currently working and new staff.