

COVID-19:

Federal, state and local health officials are working with communities across the region to protect people from the spread of the novel coronavirus COVID-19.

Public health agencies advise business, health and social service agencies to reduce the risk of exposure to the virus, but everyone has a role in keeping our community healthy, and that includes our culinary talent here at Bridges. To that end, Bridges is adopting the following procedures to combat the COVID-19 pandemic:

- Upon arrival every employee's temperature will be taken using a digital, non-invasive forehead thermometer. If your temperature is above 100 degrees you will be sent home.
- In addition to temperature monitoring, every employee will be required to be complete a COVID-19 health screening form.
- Any employee who contracts COVID-19 may not return to work until they have been discharged by their physician to return to work per CDC guidelines.

EVERYDAY DISEASE PREVENTION AMONG STAFF

As food service workers it is our responsibility to keep a healthy work environment. The following processes are important every day, but especially when preventing the spread of respiratory illnesses like COVID-19 and flu:

- Stay at home when you are sick.
- Do not bring any unnecessary personal belongings into the building unless they are absolutely necessary. No cell phones or electronic devices will be permitted unless it is an emergency, in which case you must seek manager approval.
- Cover coughs and sneezes (into your elbow).
- Wear face protection. Have your face mask on the entire time you are in the building, both before you clock in and after you clock out and exit the building.
- Avoid touching your eyes, nose, face and mouth with your hands.
- All staff will wear protective gloves for the entirety of their shift while producing food, interacting with guests or while touching any surface a guest may come into contact with.
- All staff must change their gloves at least every 30 minutes, washing their hands thoroughly between glove changes.

- All staff must practice social distancing as much as is possible.

INCREASED HAND WASHING PROCEDURES:

Wash hands frequently, at least once every half hour, with warm soapy water for at least 20 seconds. Remember to wash hands:

- After touching your facial protection for any reason.
- After coughing, sneezing, and wiping your nose.
- After using the bathroom.
- When preparing foods.
- When switching from preparing uncooked foods to working with ready to eat foods.
- After touching your face or hair.
- After touching animals.
- After eating and using tobacco/nicotine.
- After handling money or other forms of payment.
- After handling dirty equipment or utensils.
- Before putting on disposable gloves.
- Whenever hands become dirty.

CLEANING, SANITIZING AND ORGANIZING OUR SPACES AND GUEST INTERACTION

Clean and sanitize surfaces that are frequently touched using the approved cleaning agents. Surfaces such as remote controls, kitchen counters, door knobs, bathroom surfaces, keyboards, tables and chairs, and phones and tablets should be cleaned often.

Beyond our normal cleaning and sanitizing procedures, Bridges will adopt the following enhanced cleaning, sanitizing and food handling procedures:

- The host stand will be located outside under the gazebo. Guests must wear a mask to join us for dining. If a guest does not have a mask, they must purchase a mask or they will be denied service. Signage will be made to inform guests that they are only allowed to have their masks removed while seated at their table.
- Bartenders will be on staff for producing service-bar drinks only. No bar seating or standing / walk-up bar service will be permitted.
- All seating has been rearranged so that tables are spaced a minimum of 8 feet apart with the minimum distance between any two seated guests being 6 feet.

- A majority of our tables are 2-top and 4-top tables with just 7 tables of 6 guests. Not table will be seated with more than 6 patrons.
- Single-use paper menus and condiments, paper napkins and other items will be used to limit guest to guest exposure.
- Silverware will be wrapped in paper napkins by servers wearing face masks and gloves.
- All door surfaces where hands touch, including entrance, bathroom and bathroom-stall doors, will be wiped down with sanitizing wipes every half hour.
- All tables and chairs will be sprayed down and wiped with Lemon Drop sanitizer after each guest has finished dining. Additionally, every table and chair will be wiped down daily before we open as an additional line of defense.
- All staff must wash their hands no less than every 30 minutes regardless of your job duties.
- Servers will immediately stop using straws and only offer prewrapped straws upon request.
- Servers will immediately stop using their hands for lemons, limes and any other fruit or garnishes for guests. Should someone want lemon with their water, use tongs and a bread and butter plate to deliver to your guests. Bartenders must use gloves or tongs to garnish cocktails.
- Servers will wear latex gloves at all times including to roll silverware. Gloves must be changed when soiled!
- Food runners will wear gloves when delivering food to guests. Gloves must be changed when soiled!
- Bussers will wear gloves when resetting tables. Gloves must be changed when soiled!
- Dishwashers must wear gloves when taking clean dishes from dish pit to be placed back into service.
- Hosts will wear latex gloves at all times and continually wipe down and sanitize vinyl menus as they return from tables. Disposable paper menus will be offered to guests. All paper menus will be disposed of by the server or busser after each use.
- As many single, individual use items as possible will be given to guests including condiments. Further guidance will be given as solutions are found. Make sure you check the white board every day to ensure you are up-to-date before starting your shift.
- Employees are discouraged from sharing food or beverage amongst themselves. If you are splitting a meal with another staff member, please ask the kitchen to split between 2 plates.

VENDOR CONTACT AND MANAGER EXPECTATIONS

In order to provide a safer work environment, the following steps must be taken:

- Only authorized deliveries and maintenance vendors may have access to the property from the back entrance. All vendors, who are not making deliveries or performing a service function, must check in with the host stand. Chef's should not bring vendors into the kitchen unless absolutely necessary.
- When possible, any maintenance should take place while food production is not happening, preferably before most staff arrives. Early mornings are the best time for service and maintenance.
- Managers must make every effort to mitigate unnecessary contact and exposure of our production areas to vendors. Remember, this is our building and our rules. Vendors must adhere to our policies.
- Managers must adhere to and enforce all COVID-19 policies without exception.