

BACK DOOR SALOON

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COVID-19 PREPAREDNESS AND RESPONSE PLAN WITH REQUIRED EMPLOYEE TRAINING MATERIALS

PREPARED: May 26, 2020

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WHAT IS COVID-19

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It has spread from China to many other countries around the world, including the United States. Depending on the severity of COVID-19's international impacts, outbreak conditions—including those rising to the level of a pandemic—can affect all aspects of daily life, including travel, trade, tourism, food supplies, and financial markets.

Symptoms of COVID-19

BACK DOOR SALOON acknowledges COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include:

- Fever
- Cough
- Shortness of breath
- Muscle pain
- Headache
- Sore throat
- Loss of taste of smell
- Sometimes other non-respiratory symptoms
- Asymptomatic cases have no symptoms at all, but may be contagious

According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

How COVID-19 Spreads

Although the first human cases of COVID-19 likely resulted from exposure to infected animals, infected people can spread SARS-CoV-2 to other people. The virus is thought to spread mainly from person-to-person, including:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes.
 - These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Possibly by touching a surface or object that has SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes.

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.

WORKPLACE INFECTIOUS-CONTROL PRACTICES

The procedures outlined below have been assembled by **BACK DOOR SALOON** to meet the requirements of Executive Order 2020-91 necessary for the reopening of business.

Cleaning and Sanitation Monitors

BACK DOOR SALOON will establish Cleaning and Sanitation Monitors to be present on every shift. Those assigned to this position will be responsible for all the following:

- Aware of all locations of cleaning supplies.
- Managing cleaning schedule by employees throughout facility.
- Maintaining proper inventory of cleaning supplies.
- Making cleaning supplies readily available to all employees.
- Ensuring the cleaning and disinfecting process listed below is adhered to by employees.

Hard (Non-porous) Surfaces

To clean hard (non-porous) surfaces, **BACK DOOR SALOON** will:

- If surfaces are dirty, they will be cleaned using a detergent or soap and water prior to disinfection.
- Either use:
 - Common EPA-registered household disinfectants.
 - Follow the manufacturer’s instructions for all cleaning and disinfection products for concentration, application method and contact time, etc.
 - Diluted household bleach solution.
 - Prepare bleach solution by mixing:
 - 1/3 cup bleach per gallon of water
 - Follow manufacturer’s instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application.
 - Never mix household bleach with ammonia or any other cleanser.
 - Dispose of bleach solutions after 24 hours.

○ Other: _____

Soft (Porous) Surfaces

To clean soft (porous) surfaces such as carpeted floors, rugs, and drapes, **BACK DOOR SALOON** will:

- Remove visible contamination if present and clean with appropriate EPA-registered cleaners indicated for use on porous surfaces.
- After cleaning:

- If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.

Electronics

To clean electronics, such as tablets, touch screens, keyboards, remote controls, phones, and ATM machines, **BACK DOOR SALOON** will:

- Remove visible contamination if present.
- Follow the manufacturer's instructions for all cleaning and disinfection products.
- Consider use of wipeable covers for electronics.
- Use alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens.
- Dry surfaces thoroughly to avoid pooling of liquids.

Linens, Clothing, and Other Items That Go in the Laundry

Linens, clothing, and other items that go into the laundry will be handled by:

- To minimize the possibility of dispersing virus through the air, we will not shake dirty laundry.
- Launder items using the warmest appropriate water setting for the items and dry items completely.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

Cleaning and disinfecting supplies

The virus that causes COVID-19 can be killed if you use the right products. The EPA has compiled a list of disinfectant products that can be used against COVID-19, including ready-to-use sprays, concentrates, and wipes. Each product has been shown to be effective against viruses that are harder to kill than viruses like the one that causes COVID-19. The full list can be found at:

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

BACK DOOR SALOON will use the following products for cleaning and disinfecting our facility:

- 1/3 cup bleach per gallon of water (non-porous surfaces)
- XTRA RTU disinfecting spray for food-contact surfaces

We will always follow the instructions on the label, follow the labeled safety information and application instructions, and will keep disinfectants out of reach of children.

Spray cleaning solution on a microfiber cleaning cloth or disposable paper towel, then wipe down surfaces. Remove objects from the surface being cleaned and wipe thoroughly.

If using microfiber cloths, have a separate cloth for each room/area. They come in different colors so this might help with designating a color to each area. Have a plastic container to put the dirty cloths in and launder as soon as possible.

Priority cleaning and sanitizing locations

BACK DOOR SALOON will focus on these **interior** touchpoints and locations at the listed frequency:

- Front door/patio door
 - Door handles/push plates
 - Cleaning frequency: every 2 hours or as needed
- Waitress station
 - POS station
 - Menus
 - Payment equipment
 - Salt/pepper bottle
 - Condiment bottles
 - Napkin holders
 - Server trays
 - Cleaning frequency: every 2 hours or as needed
- Bar
 - Bar top
 - Condiment bottles
 - Napkin holders
 - Menus
 - Salt, pepper, spice bottles
 - Cleaning frequency: after each use
- Bar stools
 - Backs
 - Seat
 - Under seat frame
 - Cleaning frequency: after each use
- Tables
 - Tabletop
 - Cleaning frequency: after each use
- Chairs
 - Backs
 - Seat
 - Under seat frame
 - Cleaning frequency: after each use
- Booths
 - Backs
 - Seat
 - Cleaning frequency: after each use
- Bathrooms
 - Sinks
 - Faucet handles
 - Counters
 - Paper towel dispensers
 - Toilet seats
 - Toilet Handles
 - Door handles
 - Toilet paper dispensers
 - Soap dispensers
 - Trash can lids
 - Cleaning frequency: every 2 hours or as needed

- Kitchen
 - Wash, rinse, and sanitize food contact surfaces dishware, utensils, food preparation surfaces, and beverage equipment after use.
 - Verify that your ware-washing machines are operating at the required wash and rinse temperatures and with the appropriate detergents and sanitizers.
 - Hot water can be used in place of chemicals to sanitize equipment and utensils in manual ware-washing machines.
- Misc touchpoints
 - Light switches
 - Bannisters/handrails
 - Half walls
 - Phones
 - Cleaning frequency: every 2 hours or as needed

BACK DOOR SALOON will focus on these **exterior** touchpoints and locations at the listed frequency:

- Entrance door
 - Cleaning frequency: every 2 hours or as needed
- Patio Door
 - Cleaning frequency: every hours or as needed
- Outdoor Seating
 - Cleaning frequency: after each use

Hand sanitizer and hand washing locations

BACK DOOR SALOON will provide alcohol-based hand sanitizer and hand washing stations throughout the establishment, including at guest entrances and in employee service areas.

Handwashing is the preferred method for employees to clean and sanitize their hands. **BACK DOOR SALOON** will promote frequent and thorough handwashing by employees. When employees wash their hands, they will follow these steps:

1. Wet hands with clean, running water, turn off the tap, and apply soap.
2. Lather hands by rubbing them together with the soap. Lather the backs of the hands, between the fingers, and under the nails.
3. Scrub hands for at least 20 seconds.
4. Rinse hands well under clean, running water.
5. Dry hands using a clean towel or air dry.

Key times to wash hands are:

- Before, during, and after preparing food.
- Before eating food.
- Before and after treating a cut or wound.
- After using the toilet.
- After blowing nose, coughing, or sneezing into hands.
- After touching an animal, animal feed, or animal waste.
- After handling pet food or pet treats.
- After touching garbage.

Locations of hand washing stations are:

- Kitchen

- Bar
- Bathroom
- Other:

When hand washing is not possible, using alcohol-based hand sanitizer with at least 60% alcohol can help you avoid getting sick and spreading germs to others. When employees use hand sanitizer, they will follow these steps:

1. Apply the recommended amount into the palm of one hand.
2. Rub the sanitizer all over the surfaces of both hands until hands are dry.

Locations of hand sanitizer stations are:

- Front door
- Waitress station
- Bar
- Employee breakroom
- Kitchen
- Other: Entrance and exit doors

Self-screening protocol

BACK DOOR SALOON will conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.

Before leaving home, employees should do a preliminary self-screening to check for symptoms including fever, cough, shortness of breath, sore throat, and diarrhea. If possible, they should also check their temperature at home. If an employee is experiencing any of the symptoms above, they must remain home from work and should self-isolate for a minimum of 7 days since symptoms first appeared, and at a minimum, 3 days without any signs of a fever.

If an employee’s preliminary self-screening is acceptable, they will need to fill out the self-screening questionnaire when arriving to work. The questionnaire covers questions related to all preliminary self-screening at home/upon arrival, as well as more details, including, within the past 14 days, they have been in contact with anyone diagnosed with COVID-19 and whether they have traveled domestically or internationally.

These records must be maintained by the employer according to Executive Order 2020-91.

Social distancing

BACK DOOR SALOON will keep employees on the premises at least six feet from one another to the maximum extent possible, including using:

- Ground markings
 - Placing tape markings on the floor to space employees out.
- Signs
 - Place signs throughout the employee only area reminding to stay at least six feet apart when possible.
- Physical barriers
 - Install sneeze guards and partitions between employees in areas where six feet of separation is not possible.

BACK DOOR SALOON will keep customers, and/or customer groups, on the premises at least six feet from one another to the maximum extent possible, including using:

- Spreading tables out.
- Using every other table.
- Removing or putting up chairs or barstools that are not in use.
- Using floor markings for customers to stand on to stay six feet apart.
- Using floor markings for customers to know which areas are six feet apart.
- Installing physical barriers, such as sneeze guards and partitions at cash registers, bars, host stands and other areas where maintaining six feet of separation is difficult.
- Closing waiting areas and asking customers to wait in cars for a call when their table is ready.
- Closing self-serve food or drink options, such as buffets, salad bars, and drink stations.
- Placing signs throughout customer area stating to stay at least six feet apart.
- Posting signs at facility entrance(s) informing customers not to enter if they are or have recently been sick.
- Using single serve items as much as possible:
 - Individual condiment packets
 - Disposable menus
 - Disposable flatware
 - Other: _____

PROPER USE OF PERSONAL PROTECTIVE EQUIPMENT

Cloth face coverings

Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks, respirators, or personal protective equipment. The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Cloth face coverings should:

- Place and fit the facemask snugly but comfortably against the side of the face.
- Secure with ties or ear loops.
- Include multiple layers of fabric if desired or by policy.
- Ensure that mask allows for breathing without restriction

When putting on a face mask:

- Hands will be cleaned with alcohol-based hand sanitizer or soap and water before putting on the mask.
- The mask will cover the mouth and nose with no gaps between the face and mask.
- If the mask is touched during wearing, hands will be sanitized or washed with soap and water again.

When removing the mask:

- Remove it from behind, not touching the front of the mask.
- Take care not to touch their eyes, nose, and mouth when removing their face covering.
- Wash hands immediately after removing.
- Cloth face coverings should be washed or otherwise cleaned regularly depending on the frequency of use. A washing machine should suffice in properly washing a face covering.

Disposable gloves

How to Remove Disposable Gloves the Right Way:

1. Pinch the outside of the glove about an inch or two down from the top edge inside the wrist.
2. Peel downwards, away from the wrist, turning the glove inside out
3. Pull the glove away until it is removed from the hand. Hold the inside-out glove with the gloved hand.
4. With your gloveless hand, slide your fingers under the wrist of the glove, do not touch the outside surface of the glove.
5. Repeat step 3. Peel downwards, away from the wrist, turning the glove inside out.
6. Continue pulling the glove down and over the first glove. This ensures that both gloves are inside out, one glove enveloped inside the other, with no contaminants on the bare hands.
7. Dispose of the gloves in a proper bin– this may differ depending on company policies.

HOW TO NOTIFY BUSINESS OF COVID-19 SYMPTOMS, SUSPECTED OR CONFIRMED COVID-19 DIAGNOSIS

This section outlines the steps an employee must use to notify **BACK DOOR SALOON** if the employee shows any symptoms of COVID-19, or if the employee has a suspected or confirmed diagnosis of COVID-19.

When an employee is identified with a confirmed case of COVID-19, within 24 hours, notify:

- The owner/manager of **BACK DOOR SALOON**:
Jennifer Benson 989-302-7538 (manager)
Emily Quiney 616-706-2770 or Colin Quiney 616-293-9257 (owners)
- The local public health department.

- Any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.

It is important that employees answer the screening questionnaire honestly.

Require a doctor's written release to return to work if an employee has a confirmed case of COVID-19.

HOW TO REPORT UNSAFE WORKING CONDITIONS

Any employee that feels that they are in an unsafe work environment can call:

MIOSHA COVID-19 Hotline

855/723-3219

For more information go to:

[https://www.michigan.gov//documents/leo/LEO Restaurant and Bar Employer Best Practices 691055 7.pdf](https://www.michigan.gov//documents/leo/LEO_Restaurant_and_Bar_Employer_Best_Practices_691055_7.pdf)

Coronavirus Disease (COVID-19) Health Screening



Company Name: _____

Employee Name: _____

Date: _____ Time In: _____

In the past 24 hours, have you experienced:

Subjective fever (felt feverish): Yes <input type="checkbox"/> No <input type="checkbox"/>
New or worsening cough: Yes <input type="checkbox"/> No <input type="checkbox"/>
Shortness of breath: Yes <input type="checkbox"/> No <input type="checkbox"/>
Sore throat: Yes <input type="checkbox"/> No <input type="checkbox"/>
Diarrhea (unless due to known cause): Yes <input type="checkbox"/> No <input type="checkbox"/>
Current temperature: _____

If you answer “**yes**” to any of the symptoms listed above, or your temperature is **100.4°F or higher**, please do not go to into work. Self-isolate at home and contact your primary care physician’s office or nearest urgent care facility for further instruction.

- You should isolate at home for a minimum of 7 days since symptoms first appear.
- You must also have 3 days without fevers and improvement in respiratory symptoms.

In the past 14 days, have you:

Had close contact with an individual diagnosed with COVID-19? Yes No

Traveled internationally or domestically? Yes No

If you answer “**yes**” to either of these questions, please do not go into work (unless exempt). Self-quarantine at home for 14 days.

EXECUTIVE ORDER REQUIREMENTS FOR BARS/RESTAURANTS

Executive Order 2020-91 – Guidelines for all open businesses:

1. All businesses or operations that are permitted to require their employees to leave the homes or residences for work under Executive Order 2020-92, and any order that follows it, must, at a minimum:
 - a. Develop a COVID-19 preparedness and response plan, consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration and available here. By June 1, 2020, or within two weeks of resuming in-person activities, whichever is later, a business's or operation's plan must be made readily available to employees, labor unions, and customers, whether via website, internal network, or by hard copy.
 - b. Designate one or more worksite supervisors to implement, monitor, and report on the COVID-19 control strategies developed under subsection (a). The supervisor must remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the supervisory role.
 - c. Provide COVID-19 training to employees that covers, at a minimum:
 - Workplace infection-control practices.
 - The proper use of personal protective equipment.
 - Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
 - How to report unsafe working conditions.
 - d. Conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
 - e. Keep everyone on the worksite premises at least six feet from one another to the maximum extent possible, including through the use of ground markings, signs, and physical barriers, as appropriate to the worksite.
 - f. Provide non-medical grade face coverings to their employees, with supplies of N95 masks and surgical masks reserved, for now, for health care professionals, first responders (e.g., police officers, fire fighters, paramedics), and other critical workers.
 - g. Require face coverings to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace, and consider face shields when employees cannot consistently maintain three feet of separation from other individuals in the workplace.
 - h. Increase facility cleaning and disinfection to limit exposure to COVID-19, especially on high-touch surfaces (e.g., door handles), paying special attention to parts, products, and shared equipment (e.g., tools, machinery, vehicles).
 - i. Adopt protocols to clean and disinfect the facility in the event of a positive COVID-19 case in the workplace.
 - j. Make cleaning supplies available to employees upon entry and at the worksite and provide time for employees to wash hands frequently or to use hand sanitizer.
 - k. When an employee is identified with a confirmed case of COVID-19, within 24 hours, notify both:

- The local public health department, and
- Any co-workers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.

l. Follow Executive Order 2020-36, and any executive orders that follow it, that prohibit discharging, disciplining, or otherwise retaliating against employees who stay home or who leave work when they are at particular risk of infecting others with COVID-19.

m. Establish a response plan for dealing with a confirmed infection in the workplace, including protocols for sending employees home and for temporary closures of all or part of the worksite to allow for deep cleaning.

n. Restrict business-related travel for employees to essential travel only.

o Encourage employees to use personal protective equipment and hand sanitizer on public transportation.

p. Promote remote work to the fullest extent possible.

q. Adopt any additional infection-control measures that are reasonable in light of the work performed at the worksite and the rate of infection in the surrounding community.

Executive Order 2020-91: Guidelines specifically for bars/restaurants:

a. Limit capacity to 50% of normal seating.

b. Require six feet of separation between parties or groups at different tables or bar tops (e.g., spread tables out, use every other table, remove or put up chairs or barstools that are not in use).

c. Create communications material for customers (e.g., signs, pamphlets) to inform them of changes to restaurant or bar practices and to explain the precautions that are being taken to prevent infection.

d. Close waiting areas and ask customers to wait in cars for a call when their table is ready.

e. Close self-serve food or drink options, such as buffets, salad bars, and drink stations.

f. Provide physical guides, such as tape on floors or sidewalks and signage on walls to ensure that customers remain at least six feet apart in any lines.

g. Post sign(s) at store entrance(s) informing customers not to enter if they are or have recently been sick.

h. Post sign(s) instructing customers to wear face coverings until they get to their table.

i. Require hosts and servers to wear face coverings in the dining area.

j. Require employees to wear face coverings and gloves in the kitchen area when handling food, consistent with guidelines from the Food and Drug Administration (“FDA”).

k. Limit shared items for customers (e.g., condiments, menus) and clean high-contact areas after each customer (e.g., tables, chairs, menus, payment tools, condiments).

l. Train employees on:

- Appropriate use of personal protective equipment in conjunction with food safety guidelines.
- Food safety health protocols (e.g., cleaning between customers, especially shared condiments).
- How to manage symptomatic customers upon entry or in the restaurant.
 - m. Notify employees if the employer learns that an individual (including an employee, customer, or supplier) with a confirmed case of COVID-19 has visited the store.

n. Close restaurant immediately if an employee shows multiple symptoms of COVID-19 (fever, atypical shortness of breath, atypical cough) and perform a deep clean, consistent with guidance from FDA and the Center for Disease Control. Such cleaning may occur overnight.

o. Require a doctor's written release to return to work if an employee has a confirmed case of COVID-19.

p. Install physical barriers, such as sneeze guards and partitions at cash registers, bars, host stands, and other areas where maintaining physical distance of six feet is difficult.

q. To the maximum extent possible, limit the number of employees in shared spaces, including kitchens, break rooms, and offices, to maintain at least a six-foot distance between employees.

Other mandatory requirements:

9. Employers must maintain a record of the requirements set forth in Sections 1(c), (d), and (k).

10. The rules described in sections 1 through 9 have the force and effect of regulations adopted by the departments and agencies with responsibility for overseeing compliance with workplace health-and-safety standards and are fully enforceable by such agencies. Any challenge to penalties imposed by a department or agency for violating any of the rules described in sections 1 through 9 of this order will proceed through the same administrative review process as any challenge to a penalty imposed by the department or agency for a violation of its rules.

11. Any business or operation that violates the rules in sections 1 through 9 has failed to provide a place of employment that is free from recognized hazards that are causing, or are likely to cause, death or serious physical harm to an employee, within the meaning of the Michigan Occupational Safety and Health Act, MCL 408.1011.

12. Nothing in this order shall be taken to limit or affect any rights or remedies otherwise available under law.

[Executive Order 2020-91 \(COVID-19\)](#)

[Executive Order 2020-92 \(COVID-19\)](#)