## Purpose:

To ensure employee and consumer’s safety at [Company name, address].

## Responsibility

On-site Supervisors

## Procedures

### Entering Facility

1. All employees and customers are required to wear a face mask when entering the facility. OR
2. When entering the facility, all employees and customer’s temperatures are checked. Any personnel with a temperature higher than 37⁰C is not allowed into the facility.
3. All customers are required and reminded to stay at least 2 m apart through visual signs such as tape and posters.

### Keeping Our Employee and Customer Safe

1. All employees are trained on COVID-19 policy including
   1. Sick policy –All employees with confirmed COVID-19 must inform the supervisor immediately and not come to work. Any employee with COVID-19 must inform their supervisor immediately so that their supervisor can
   2. Use of face mask
   3. Use of plastic barrier at the counter
   4. Handwashing policy and practices
2. Cleaning and Sanitation
   1. A Sanitation routine has been established to clean and sanitize all public areas every 2 hours and dining tables and chairs are cleaned after each use.
3. Dining tables and chairs
   1. A limit of x number of customers on a dining table applies. (See current regulatory restriction).
   2. Dining tables and chairs are kept 2 m apart.
4. The number of occupants:
   1. At all times, the facility is limited to x number of occupants. (See current regulatory restriction).
5. Visual Aids: The following posters are posted around the facility and at the employee facility
   1. Handwashing Procedure and the reminder to wash hand frequently to prevent COVID-19
   2. Keeping 2 m apart, whenever possible
   3. Sick policy for staff

## Risk Analysis

1. A risk analysis has been performed to determine the risk level and point where employees work closely within 2m distance. The following areas have been identified.
   1. List area or highlight risk area on map.
2. To reduce the risk for cross-contact point, the following procedure has been implemented
   1. Example: Reduce staff working at the same area
   2. Example: Use of plastic barrier
   3. Example: More rigorous Cleaning and Sanitation Procedure
   4. Example: Removal of unnecessary tools
   5. Example: All employees are required to wear a face mask during working hour

## Corrective Actions:

1. All employees are trained to report any safety issues.
2. If there is any safety issues or concerns, the site Supervisor shall investigate, resolve and documented the safety issues as soon as possible.

## Record:

* Employee Training Record
* Safety Report
* Risk Assessment for COVID-19 Contact Point
* Cleaning and Sanitation Record