

# SELLAND FAMILY RESTAURANTS

## SOP: COVID-19 PREPAREDNESS & PREVENTION

Infectious diseases are an inherent risk to being in any group. The following provides important guidance to stop the spread of germs and protect the well-being of our colleagues and guests.

Reference: [OSHA](#), *Guidance on Preparing Workplaces for COVID-19*

### KEY CONCERNS

- EXPOSURE RISK
- HANDWASHING
- COUGHING AND SNEEZING
- PHYSICAL DISTANCING
- EMPLOYEE CALL-OUT PROCEDURE
- SIGNS OF COVID-19

### EXPOSURE RISK

#### **Selland Family Restaurants is a *Medium Exposure Risk Workplace***

Reference: [OSHA](#), *Guidance on Preparing Workplaces for COVID-19*

*Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients.*

- Signage and our website will inform guests about the inherent risks of exposure.

#### **Crowd Management Recommendations**

- Keep a 6-foot distance away from guests and employees whenever possible.
- Do not permit symptomatic guests/staff to enter or remain in the building.
- Do not allow any unaccompanied guests in our workspace.

#### **Protective Equipment**

- Gloves must be worn for all purposes and must be regularly changed. Hands must be washed during every glove change process.
- Face masks are provided and must be worn by all staff at all times.
  - Any mask that incorporates a one-way valve (typically a raised plastic cylinder about the size of a quarter on the front or side of the mask) that is designed to facilitate easy exhaling is not a face covering under this Order and is not to be used to comply with this Order. Valves of that type permit droplet release from the mask, putting others nearby at risk. [Sacramento County Public Health Order 05.22.20](#)

### HANDWASHING

Reference: [CDC](#), *When and How to Wash Your Hands*

#### **When to Wash Your Hands**

- **Before, during, and after** preparing any food.
- **After** handling raw meat, poultry, seafood, and eggs.
- **Before** eating.



1



# SELLAND FAMILY RESTAURANTS

- **After** touching garbage.
- **After** wiping counters or cleaning other surfaces with chemicals.
- **After** coughing, sneezing, or blowing your nose.
- **Before** and **after** treating a cut or wound
- **After** using the toilet

## Steps to Wash Your Hands the Right Way

- Wet your hands with clean, running water (warm or cold), turn off the tap.
- Apply soap and lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
- Rinse your hands well under clean, running water.
- Dry your hands using a clean paper towel or air dry them.
- Use a paper towel to turn off the tap.

## Wash Hands Before and After Using Gloves

Be sure to wash your hands before and after using gloves to prevent the spread of germs. You can contaminate gloves with germs from your hands when you put on gloves. Contaminated gloves can spread germs to your hands when you remove the gloves.

## Use Hand Sanitizer

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, use an alcohol-based hand sanitizer as follows

- Apply the product to the palm of one hand.
- Rub your hands together for 20 seconds covering all the surfaces of your hands and fingers until dry.

## COUGHING AND SNEEZING

Reference: [CDC](#), *Coughing & Sneezing*

### Cover Your Mouth and Nose

- Use a tissue or your upper sleeve or elbow, never your hands.

### Wash Your Hands

- See above.

### Change Gloves and Sanitize Work Surfaces

- After coughing or sneezing, gloves must be discarded, hands washed, and adjacent work surfaces and tools must be sanitized.



2



# SELLAND FAMILY RESTAURANTS

## PHYSICAL DISTANCING

Also see [Appendix A: Social Distancing Protocol](#) posted at restaurant Entrance

### Six Feet Rule

- Maintain a six-foot distance between employees and guests, except as required to complete the Essential Business activity.

### Avoid Touching Your Eyes, Nose, and Mouth

### Stay Home if You Are Sick

### Keep to Yourself

- Don't share personal items or workspaces.

## EMPLOYEE CALL OUT PROCEDURE

Employees will first contact their MOD regarding their inability to report to work due to illness - **then** call the HR Team to complete the Employee Symptom Questionnaire.

## SIGNS OF COVID-19

Reference: [CDC](#), *Symptoms of Coronavirus (COVID-19)*

### Typical Symptoms

The following symptoms can appear 2–14 days after infection:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

### Emergency Warning Signs

*If someone is showing any of these signs, **seek emergency medical care immediately***

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face



3

