

SELLAND FAMILY RESTAURANTS

SOP: COVID-19

PREPAREDNESS & PREVENTION

Infectious diseases are an inherent risk to being in any group. The following is meant to enhance the training of our policies and procedures to prevent the spread of germs/viruses and protect the well-being of our colleagues and guests from COVID-19 hazards.

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

KEY CONCERNS

- WHAT IS COVID-19
- COVID-19 PREVENTION PROGRAM
- EXPOSURE RISK
- HANDWASHING
- COUGHING AND SNEEZING
- PHYSICAL DISTANCING
- CLEANING, SANITIZATION, AND VENTILATION
- DAILY EMPLOYEE HEALTH SCREENING
- EMPLOYEE CALL-OUT PROCEDURE
- SIGNS OF COVID-19

WHAT IS COVID-19

Reference: [CDC](#), *COVID-19 Frequently Asked Questions*

COVID-19 is the official name given by the World Health Organization for the infectious disease first discovered in 2019 and caused by a new strain of coronavirus that had previously not been identified in humans.

How is COVID-19 spread?

- The virus that causes COVID-19 most commonly spreads between people who are in close contact with one another (within about 6 feet).
- It spreads through respiratory **droplets or small particles, such as those in aerosols, produced when an infected person coughs, sneezes, sings, talks, or breathes.**
 - These **particles can be inhaled** into the nose, mouth, airways, and lungs and cause infection. **This is thought to be the main way the virus spreads.**
 - Droplets can also land on surfaces and objects and be transferred by touch. A person may get COVID-19 by **touching the surface or object that has the virus on it** and then touching their own mouth, nose, or eyes. Spread from touching surfaces is not thought to be the main way the virus spreads.
- It is possible that **COVID-19 may spread through the droplets and airborne particles that are formed when a person who has COVID-19 coughs, sneezes, sings, talks, or breathes.** There is growing evidence that droplets and airborne particles can remain suspended in the air and be breathed in by others, and travel distances beyond 6 feet (for example, during choir practice, in restaurants, or in fitness classes). In general, indoor environments without good ventilation increase this risk.
- An infectious person may have no symptoms.

SFR COVID-19 PREVENTION PROGRAM

Selland Family Restaurants complete COVID-19 Prevention Program is available to Employees upon request.



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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

- Install clear plexiglass barriers, where feasible.
- 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

- The sharing of personal protective equipment is strictly prohibited.
- Gloves are provided by the company and must be worn for all purposes and must be regularly changed. Hands must be washed during every glove change process.
- Face masks are provided by the company and must be worn by all staff at all times.
 - Guests are also required to wear face masks to enter the restaurant.
 - 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](#)
- Face shields and goggles are provided and are required for certain jobs/duties that may aerosolize potentially infectious material.

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 and after** eating.
- **Before and after** breaks.
- **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.
- Wash hands **every 30 minutes** while working.



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HANDWASHING (continued)

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.
- 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.

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 at least 20 seconds covering all the surfaces of your hands and fingers until dry.

Wash Hands Before and After Using Gloves

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.

- Change gloves and wash hands every 30 minutes while working.

COUGHING AND SNEEZING

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

Cover Your Mouth and Nose

- Use a tissue, 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, sanitized, and adjacent work surfaces and tools must be sanitized.



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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 activities.
- Limit the number of employees in closed spaces e.g., offices, walk-in refrigerators, etc.
- Particles containing the virus can travel more than six feet, especially indoors. Physical Distancing must be combined with mask wearing and hand hygiene to be effective.

Avoid Touching Your Eyes, Nose, and Mouth

- Helps prevention of virus transmission after touching a contaminated surface.

Keep to Yourself

- Don't share personal items or workspaces.

Stay Home if You Are Sick

- Follow the Employee Call Out Procedure.

CLEANING, SANITIZING, AND VENTILATION

- To the extent feasible, we prohibit the sharing of the following items the employee may come in regular physical contact with such as phones, desks, keyboards, writing materials, styli, tools, and instruments.
 - Where there must be sharing, gloves are required, and the items will be disinfected before and after each use using the provided cleaning/sanitizing products.
- Regularly clean and disinfect frequently touched surfaces and objects, such as doorknobs, writing implements, equipment, tools, handrails, handles, screens, tablets, bathroom surfaces, and steering wheels.
- Our buildings have mechanical ventilation, and we will maximize the quantity of outside air provided to the extent feasible, except when the United States Environmental Protection Agency (EPA) Air Quality Index is greater than 100.

DAILY EMPLOYEE HEALTH SCREENING

- All employees will self-evaluate their health daily before coming to the restaurant. If they are experiencing symptoms of COVID-19 or ANY other illness, they are **required to stay home, notify their manager, and Human Resources**, without fear of reprisal.
- All employees will self-attest daily to the time clock symptom questionnaire denoting that they are COVID-19 symptom-free.
- All Employees will utilize the Body Temperature Scanner each time they use the time clock.

EMPLOYEE CALL OUT PROCEDURE

Employees experiencing symptoms of COVID-19 or ANY other illness will first contact their MOD regarding their inability to report to work - **then** call the HR Team to complete the Employee Symptom Questionnaire.



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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

