

RESTAURANTS

BUSINESS CONTINUITY & REOPENING - KEY CONSIDERATIONS FOR SMALL BUSINESSES IN NEW BRUNSWICK

It is now time to reopen your business. Here is a quick checklist as well as resources to support you in your success. Have you:

**Please note that underlined text are hyperlinks to informative websites.*

Before you reopen	
<input type="checkbox"/>	Developed your Covid-19 Operational Plan
<input type="checkbox"/>	Cleaned/disinfected all work surfaces, as well as client sitting areas
<input type="checkbox"/>	Checked modifications in business hours or areas dealing with staff or the public requiring physical distancing modifications such as plexiglass or signage.
<input type="checkbox"/>	Put up all the necessary signage
<input type="checkbox"/>	Purchased all essential materials and supplies for safety of staff and public (Buy local)
<input type="checkbox"/>	Assessed if existing employees will be returning (Canada Emergency Wage Subsidy) (Right of refusal to work)
<input type="checkbox"/>	Assessed if additional hiring is required. If so, you can use New Brunswick's Tourism Community on Magnet free of charge.
<input type="checkbox"/>	Developed work plans for employees, which includes updated safety training
<input type="checkbox"/>	Established Pre-Screening Tools for employees;
<input type="checkbox"/>	Developed a plan in case an employee or visitor/customer becomes ill and possibly infectious.
<input type="checkbox"/>	Consider policies where customers can be refused entry if displaying signs of COVID-19

Essential Supplies and Changes	
<input type="checkbox"/>	Hand sanitizer available for staff and customers
<input type="checkbox"/>	Cleaning supplies - disinfectants, cloths
<input type="checkbox"/>	Disposable Gloves
<input type="checkbox"/>	Hygiene Supplies - soap, water, paper towels, toilet paper
<input type="checkbox"/>	Arrange furniture position to allow for 2 meter rule
<input type="checkbox"/>	Provide visual cues (i.e., ensure 2 meter markings on floor, directional movement for patrons, etc.)
<input type="checkbox"/>	Physical barriers such as partitions or plexiglass
<input type="checkbox"/>	Where furniture cannot be removed to adjust for physical distancing, mark certain tables and chairs unavailable for use.
<input type="checkbox"/>	Bar seating should have a physical barrier between guest and bar or kitchen and one seat every 2 meters. Alternatively, bar seating must be closed until physical distancing requirements are eased.
<input type="checkbox"/>	Temporary table dividers may be installed to make social distancing easier for restaurants with communal seating or larger tables.

When and After Re-opening	
	Procedures for Staff
<input type="checkbox"/>	Sign-in for staff, provide separate pens, or have staff text the supervisor when they start.
<input type="checkbox"/>	Pre-work "health check" for employees at the start of each shift which may include temperature checks
<input type="checkbox"/>	Communication boards or digital messaging to convey pre-shift meeting information
<input type="checkbox"/>	Staff should wash their hands a minimum of every 30 minutes
<input type="checkbox"/>	Cleaning schedule must be updated regularly
<input type="checkbox"/>	Avoid food contact surfaces when using disinfectants

<input type="checkbox"/>	Tables should be left empty until the new guest arrives. (No cutlery, sauce, salt/pepper left behind)
<input type="checkbox"/>	Clean and sanitize shared equipment such as credit card machines, point of sale stations, safety vests, headsets, etc. after every use
<input type="checkbox"/>	Clean and sanitize reusable menus. Paper menus should be recycled after each customer use
<input type="checkbox"/>	No shared locker. Do not allow staff to leave any items overnight
	Procedures for Customers
<input type="checkbox"/>	No one with a fever or symptoms of COVID-19 is to be permitted in the restaurant
<input type="checkbox"/>	Physical distancing upon entry
<input type="checkbox"/>	Size of parties cannot exceed that of current public health authority restrictions
<input type="checkbox"/>	Follow floor markers for any areas where a line up may occur (restrooms, pick up areas, etc.)
	Restaurants Should Review the Following Documents:
<input type="checkbox"/>	<u>Re-opening Guide for Foodservice Operators - Restaurant Canada</u>
<input type="checkbox"/>	<u>Chamber of Commerce Guide to Reopen</u>
<input type="checkbox"/>	<u>Self-Monitor</u>
<input type="checkbox"/>	<u>Self-Isolation</u>
<input type="checkbox"/>	<u>Cleaning and Disinfection Info Sheet</u>
<input type="checkbox"/>	<u>List of essential supplies providers in New Brunswick</u>
<input type="checkbox"/>	<u>Hand Washing</u>
<input type="checkbox"/>	<u>Hand Sanitizing</u>
<input type="checkbox"/>	<u>Protect Yourself and Others from Getting Sick</u>
<input type="checkbox"/>	<u>Non-Medical Masks or Face Coverings</u>
<input type="checkbox"/>	<u>Disposable Gloves</u>
<input type="checkbox"/>	Hygiene Supplies - soap, water, hand sanitizer, towels, toilet paper

<input type="checkbox"/>	<p><u>Physical Distancing</u></p> <ul style="list-style-type: none"> • Facilitate physical distancing • Arrange furniture position to allow for 2 meter rule • Provide visual cues (i.e., ensure 2 meter markings on floor, directional movement for patrons, etc.) • Physical barriers such as partitions or plexiglass • Have measures in place where physical distancing is not possible
<p>** As recommended by Workplace Safety & Prevention Services</p>	

Other key resources and questions to consider	
<input type="checkbox"/>	Have you initiated any training that can be done remotely prior to return? i.e. <u>WHMIS</u>
<input type="checkbox"/>	Is a Joint Health and Safety Commity/ representative established and operational?
<input type="checkbox"/>	Are your compliance training records up-to-date including any re-certification requirements? i.e. WorkSafeNB
<input type="checkbox"/>	Have you incorporated any health protocols into your operations?
<input type="checkbox"/>	Is your Health & Safety Board up to date, and inclusive of any health policies and protocols?
<input type="checkbox"/>	Has job appropriate and madated H&S training been completed or scheduled for returning staff?
<input type="checkbox"/>	Is orientation/training to new protocols and PPE provided?
<input type="checkbox"/>	Are Mental Health strategies implemented?
<input type="checkbox"/>	Have you reached out to TIANB help desk for support in guidelines, procedures and relief programs?

**Need more information or further support on possible relief program?
Call us at 1(833) 50TIANB or at 1(833) 508-4262.**

