

# **SARS-CoV-2 Preparedness & Response Plan for One Beer at a Time, LLC**

## **General**

The following SARS-CoV-2 Preparedness & Response Plan has been established for One Beer at a Time, LLC (OBAAT) dba Brewery Vivant, dba Broad Leaf Local Beer in accordance with the requirements in the most recent Executive Order (EO) concerning employee safety and health, and all requirements therein signed by Governor Gretchen Whitmer, and also in accordance with Guidance on Preparing Workplaces for COVID-19 as referenced by EO.

The purpose of this program is to minimize or eliminate employee exposure to SARS-CoV-2.

The main point of contact for COVID-19 related inquiries and issues at OBAAT is Kris Spaulding, 616-719-1604, [kris@breweryvivant.com](mailto:kris@breweryvivant.com).

The Manager on Duty (MOD) in each department is the designated lead for each day who will ensure that all procedures are being followed. This includes ensuring that employees are screened prior to entry into the building, that proper signage is in place, that all cleaning and sanitizing is complete prior to open & throughout service and that vendor, contractor and guest health screenings are performed prior to their entry into company space.

## **Exposure Determination**

One Beer at a Time, LLC will evaluate routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2. Kris Spaulding will be responsible for seeing that exposure determination is performed.

Employees' jobs at the company into the following risk categories:

**Lower exposure risk jobs.** These jobs are those that do not require contact with people known to be, or suspected of being, infected with SARS-CoV-2 nor frequent

close contact (for example, within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

***Medium exposure risk jobs.*** These jobs include those that require frequent and/or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from locations with widespread SARS-CoV-2 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public and coworkers.

One Beer at a Time, LLC has determined that the following positions/jobs/tasks have been determined to have the following exposure determination(s).

<b>Department</b>	<b>Determination</b>	<b>Qualifying Factors</b>
Production	Low	No public contact and not within 6 feet of coworkers
BOH	Medium	No public contact but frequent interaction with coworkers less than 6 feet away
FOH	Medium	Frequent public contact

### **Engineering controls**

One Beer at a Time has implemented engineering controls such as physical barriers or closed areas to prevent employee exposure to SARS-CoV-2. Engineering controls involve isolating employees from work-related hazards.

Kris Spaulding will be responsible for monitoring the need for engineering controls and for ensuring that they are installed, maintained and serviced for effectiveness as often as required.

Department	Engineering Control Type
FOH	At open neither pub will allow for seating at the bar to minimize close contact with guests and the possibility of guests contaminating glassware.
FOH	A plexiglass barrier has been placed between terminals at the server station and between guests and host at the host station at Vivant. A plexiglass barrier has been installed at the ordering end of the bar at Broad Leaf.
FOH	Air filters rated for COVID-19 will be installed at Vivant in all room seating guests to continuously scrub the air.
FOH	A new customer flow has been mapped out in each pub with separate entry and exit paths indicated.
FOH & BOH	HVAC systems have been adjusted to allow for constant fresh air circulation rather than recirculating indoor air.

### Administrative Controls

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. Kris Spaulding and the Manager on Duty for each department will be responsible for seeing that the correct administrative controls are chosen, implemented and maintain effectiveness in order to minimize or eliminate employee exposure to SARS-CoV-2.

The following administrative controls have been established for One Beer at a Time.

<b>Department</b>	<b>Administrative Control Type</b>
All Departments	Employee health screening must be performed prior to coming to work and employees must stay home if they do not meet the criteria.
All Departments	Minimize the number of personal items brought in (purses, backpacks, etc)
All Departments	Staff must maintain 6 feet apart as much as possible. No close congregating will be allowed in any space and all staff must stay within their own department unless required to interact.
Production	PPE - Face masks are required for all employees at all times
BOH	PPE - Face masks are required for all employees at all times; gloves are always required when handling food
FOH	PPE - Face masks are required for all employees at all times
FOH	<p>At tables:</p> <ul style="list-style-type: none"> <li>● All silverware must be rolled</li> <li>● Condiments are at request and served in individual ramekins</li> <li>● Straws must be wrapped</li> <li>● Guests must box up their own leftovers</li> </ul>
FOH	Guests are encouraged to use limited contact payment via QR code on their checks

FOH	Guests are encouraged to wait on sidewalk or in car until their table is ready and host calls or texts them to let them know
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## **Hand Hygiene & Disinfection of Environmental Surfaces**

The Manager on Duty will be responsible for seeing that adequate handwashing facilities are available in the workplace and that required frequent handwashing is performed. When frequent handwashing is not feasible, such as at the host stand, employees will have access to antiseptic hand sanitizers.

The Manager on Duty will be responsible for seeing that environmental surfaces in the workplace are cleaned and disinfected at least every 1-2 hours. When choosing cleaning chemicals, General Managers have consulted information on Environmental Protection Agency (EPA)-approved disinfectant labels with claims against emerging viral pathogens. Products with EPA-approved emerging viral pathogens claims are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses. The manufacturer's instructions for use of all cleaning and disinfection products will be strictly adhered to.

At least once a week each pub will be deep cleaned using the electrostatic sprayer. This must be performed after everyone is done for the day and the BOH must be notified to ensure they are covering exposed dishes and know to wipe down surfaces the morning after.

An enhanced cleaning and disinfection shall be performed after persons suspected or confirmed to have SARS-CoV2-19 have been in the workplace. General Managers will be responsible for seeing that such a cleaning and disinfection is performed as required.

Restrooms will offer touchless soap and paper towel dispensers and foot pulls on doors. Hand sanitizer dispensers are checked regularly to ensure they are at least half full.

See Cleaning Checklist for a list of environmental surfaces cleaned at each pub.

## **Personal Protective Equipment (PPE)**

One Beer at a Time will provide employees with personal protective equipment for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job

following the CDC and OSHA guidance applicable to the industry and types of jobs at the workplace and in accordance with the latest EO.

All types of PPE are:

- Selected based upon the hazard to the worker
- Properly fitted and periodically refitted as applicable
- Consistently and properly worn when required
- Regularly inspected, maintained, and replaced, as necessary
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment

*Masks must be worn in the workplace. Masks and other face coverings must be taken home at the end of each shift to be cleaned. If staff arrive to work with a dirty mask they are issued a single-use mask and written up if it happens more than once.*

The following type(s) of PPE have been selected for use:

<b>Department</b>	<b>PPE</b>
Production	Face masks are required
BOH	Face masks are required; gloves are always required when handling food
FOH	Face masks are required; Face shields are available as necessary and must be sanitized between uses

BOH employees are trained to understand that gloves should not be used in conjunction with alcohol-based hand sanitizers due to flammability concerns.

### **Health Surveillance**

One Beer at a Time has implemented a screening protocol to identify known or suspected cases of COVID-19 among employees and isolate them from the remainder

of the workforce. Kris Spaulding will be responsible for ensuring that all required health surveillance provisions are performed as required.

Employees have access to an online survey that must be completed before coming into work on each day they work. This can be found at <https://misymptomapp.state.mi.us/login>. The codes for each business unit are as follows.

Brewery Vivant code is: **7260-3681**

Broad Leaf Local Beer code is: **8821-4531**

If an employee does not have a thermometer at home there are touchless thermometers available at Vivant next to the kitchen door and in the pub and at Broad Leaf across from the soda station. Staff needing to use the company thermometer must take their temperature as soon as they step in the door to verify that they do not have a fever above 100.4 F or 38 C. Thermometers must be sanitized after each use.

If an employee has any symptoms that go beyond common allergies, they cannot work until they are free of symptoms. The restaurant must be closed immediately if an employee shows symptoms of COVID-19, defined as:

1. Either the new onset of cough, or
2. New onset of chest tightness, or
3. Two of the following:
  - a. Fever (measured or subjective)
  - b. Chills
  - c. Rigors (shaking and chills)
  - d. Myalgia (muscle pain)
  - e. Headache
  - f. Sore throat, or
  - g. Olfactory/taste disorder(s)

If an employee has COVID, they must tell HR or their manager immediately and the following must occur:

1. If less than 48 hours have passed from when the employee worked last and when the onset of symptoms occurred, the restaurant must close immediately and deep clean/sanitize per FDA and CDC guidelines; this can happen overnight
2. Manager or HR alerts any employees that have been in close contact (within 6 feet for more than 15 consecutive minutes) with the impacted person that they need to quarantine for 14 days or until they can show a negative test result; the

infected employee's identity must be kept confidential unless they give written permission to share it

3. Complete OSHA 300/301 forms if it is likely the employee got COVID from the workplace
4. Post signage notifying customers of closure and deep cleaning being performed
5. Provide documentation of positive cases in accordance with OSHA guidance

One Beer at a Time will physically isolate any employees with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but not limited to:

- Not allowing known or suspected cases to report to or remain at their work location.
- Sending known or suspected cases home where they are self-isolating during their illness.

The Return to Work Considerations outlined at the end of this document will be strictly followed.

Contractors, suppliers, and any other individuals entering the facility must also be screened for symptoms and suspected or confirmed exposure to people with possible COVID-19. This will occur through a sign posted on kitchen and brewery doors at Vivant and the front door at Broad Leaf. The sign will also indicate that a mask must be worn when entering.

If a guest that visited alerts the company that they got COVID, the team that worked that day will be informed.

## **Training**

Kris Spaulding shall coordinate SARS-CoV2 training for all returning and new employees and ensure compliance with all training requirements.

Training includes:

1. Routes by which the virus causing COVID-19 is transmitted from person to person
2. Distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces



3. Symptoms of COVID-19
4. Steps the worker must take to notify the business of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19
5. Measures that the facility is taking to prevent worker exposure to the virus, as described in this COVID-19 preparedness and response plan
6. Rules that the worker must follow in order to prevent exposure to and spread of the virus
7. The use of personal protective equipment, including the proper steps for putting it on and taking it off
8. How to report unsafe working conditions
9. Employee rights as outlined in the Families First Coronavirus Response Act
10. How to manage symptomatic customers upon entry or in the restaurant

Records of employee training are kept and include the name(s) of employee(s) trained, date of training, name of trainer, and content of training.

## **Recordkeeping**

Kris Spaulding shall coordinate SARS-CoV-2 required recordkeeping and ensure compliance with all such requirements, including those specified in the most recent EO.

The following records are required to be maintained:

1. Required training
2. A record of 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
3. When an employee is identified with a confirmed case of COVID-19

## Return to Work Considerations

<b>Employee was symptomatic but was not tested for COVID-19</b>	<b>Employee was identified by Health Department as a close contact and was not tested</b>	<b>Employee tested positive for COVID-19 and was asymptomatic</b>	<b>Employee tested positive for COVID-19 and was symptomatic</b>
<p>The employee may return to work if:</p> <ul style="list-style-type: none"> <li>• Ten days have passed since they first experienced symptoms</li> <li>• They have not had a fever for at least 24 hours and have not used fever-reducing medication during that time</li> <li>• Coughs and other symptoms have improved</li> </ul>	<p>The employee may return to work if:</p> <ul style="list-style-type: none"> <li>• Fourteen days have passed since they were last in contact with the positive person</li> </ul>	<p>The employee may return to work if:</p> <ul style="list-style-type: none"> <li>• Ten days have passed since positive test date</li> <li>• They are given clearance to return to work by their doctor or the Health Department</li> </ul>	<p>The employee may return to work if:</p> <ul style="list-style-type: none"> <li>• Ten days have passed since they first experienced symptoms</li> <li>• They have not had a fever for at least 24 hours and have not used fever-reducing medication during that time</li> <li>• Coughs and other symptoms have improved</li> <li>• They are given clearance to return to work by their doctor or the Health Department</li> </ul>