

COVID-19 Safety Plan

MERRILL HOUSE

Revision date: 21st of July, 2020

Developed by: Jordan Martin, President

1. Minimize exposure and transmission.

- Wear a face covering at all times when at Merrill House.
- Sanitize or wash your hands often and comply with the hand washing and sanitizing guidelines posted at hand sanitizing stations and in washrooms.
- Keep a 2 metre distance from other people whenever possible.
- When serving guests, drop the food or beverage and step back to create distance immediately and before continuing the interaction.
- Carry laundry or soiled items in hampers that can be held away from the body. Bleach these hampers regularly.
- Wear proper PPE when cleaning washrooms, dishes or other higher-risk cleaning activities.
- Avoid working with more than two other people in a larger indoor space (kitchen or dining room) or one other person in a confined space (washroom or laundry room).
- Avoid touching surfaces and objects that others might have touched.
- Everyone is responsible for sanitizing surfaces as often as possible including a minimum of twice a day for general surfaces, four times per day for high-contact door knobs, all surfaces and remotes/light switches in rooms between stays, and bathrooms every half an hour during dinner service. Cleaning/sanitizing must be recorded and signed-off in our record book and on the back of the washroom door.

2. Screening.

- All staff are to complete a self-screening before they start their shift. Please ensure that you understand how to complete this by seeking training from management if you have not already been trained. You are to complete the form in the office behind reception and take your temperature. Follow the advice on the form.
- All guests are to complete a COVID-19 disclaimer prior to entering the building and it is the responsibility of the staff that check them in to ensure that they comply with our requirements.

3. Protect guests.

- Ensure that all dining tables are 2 metres apart.
- Ensure that guests wear face coverings and respect social distancing.
- Ensure that only one party is in a communal room unless seated at separate dining spaces allocated by Jordan.
- The current layout of the hotel has been arranged by Jordan and no one is to move tables or chairs without first seeking permission from him.
- The maximum number of parties in the cellar is 3 and in the conservatory is 3. All other spaces the maximum is 1.
- Ensure that guests do not use the sauna.
- Ensure that dining tables are sanitized between parties.
- Do not enter guest rooms when they are still occupying them.
- Help to educate guests on our policies and encourage them to practice prudent distancing.
- Use disposable packaging when possible.

4. Suspected exposure or potential case.

- If you feel unwell at Merrill House or a guest reports feeling unwell, you or they are required to leave Merrill House immediately and go straight home and isolate. If one's sickness prohibits them from do this then they are to go straight to hospital via a safe means of transportation.
- If you develop symptoms at home and have been at Merrill House in the past two weeks you are to isolate at home and report the case to Jordan.
- We contact trace at Merrill House using the reservation data for our guests and LightSpeed data for our staff. If someone becomes a suspected case we will contact everyone that may have had contact with them.

5. Teamwork.

- We encourage regular staff feedback regarding our COVID-19 Policies and Procedures. Management will continue to check-in with staff to ensure that they feel safe and that we are doing everything we can to protect them and our guests.

6. Plan maintenance.

- This plan will be reviewed by Jordan and Matt weekly and updated duly.