

Camber: COVID-19 Memorandum May 2020

The following guide is meant to outline Camber's response and action in the midst of our global pandemic. Procedures are modeled after the FDA, Centers for Disease Control and Prevention, OSHA, and The National Restaurant Association CoronaVirus Information and Resources. The structure is as follows:

- I. Statement of Community Support: Health & Peace of Mind
- II. Management Practices & Expectations
- III. Staff Safety & Health
- IV. Take-Away & Social Distance-Approved Workflow

Statement of Community Support: Health & Peace of Mind

Camber has and will always embody a welcoming, safe space. The health and safety of our community remains our utmost priority. In everything we do, we strive to provide our customers with a holistic, quality experience - in our food and beverage offerings, and in the detailed service from our knowledgeable staff. In an effort to instill peace of mind, Camber has undertaken additional measures to serve the community in the safest manner possible.

Management Practices & Expectations

First and foremost, management is responsible for conducting a screening with each member of staff prior to returning to work consisting of: self-monitored temperature, symptoms, possible contact via roommate/family/etc. Monitoring will continue weekly with all current staff. If an employee is sick they must stay home/be sent home, regardless of proof of COVID-19 testing. They are expected to self-isolate and follow local health center's advice and CDC's information in "What to Do If You Are Sick". Any employee who has COVID-19 will not return to work until all criteria is met from CDC's "Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings (Interim Guidance)".

Employees who are well but may have been exposed via roommate/family/etc. must let management know immediately. Details will be kept confidential and guidance from the CDC-precautions will be followed.

A full-scale disinfecting of the space will begin prior to re-opening.

Integral workplace controls that will be trained on and implemented daily amongst working staff include the following (but not limited to):

- Proper staff hygiene in accordance with the Washington Health Department and CDC standards (more in **Staff Safety & Health**)

- Performing routine sanitation procedures (outlined in **Staff Safety & Health**)
- Keeping social distance measures in the workplace, maintaining 6 feet or more between staff when possible
- Proper conduct in food and beverage preparation
- Adherence to the FDA and CDC's recommendations for safety in the act of food and beverage pick-up/take-away (outlined in **Take-Away & Social Distance-Approved Workflow**)
- Increase air exchange in the workplace by opening windows and doors as often as possible

Staff Safety & Health

Implementation of proper sanitation along with additional measures will take place routinely with every service based on guidance provided by the FDA & CDC. The following breakdown addresses the expectations for all working staff:

Front of House

- I. Personal Hygiene
 - A. Proper handwashing in accordance with Washington Health Code, happening frequently and especially when in contact with the public
 - B. Clean appearance (hair, clothing, etc.)
 - C. Avoid touching nose, eyes, face
 - D. Wearing of gloves when in contact with food or beverage made for the public
 - E. Wearing of an appropriate mask at all times
 - F. Limit use of personal devices to breaks, wash hands after contact
- II. Workplace Hygiene
 - A. Routine sanitization of all heavy-use surfaces with CDC-approved disinfectant (doorknobs, countertops, café phone, handles on equipment, etc.) - refer to physical list
 - B. Clean & disinfect bathrooms according to schedule
 - C. Maintain a distance of 6 feet or more when working with others whenever possible, no close contact (hugging, high fives, elbow bumps etc.)
 - D. Keep windows, doors open for increased airflow

Take-Away & Social Distance-Approved Workflow

All food and beverage will be prepared for take-away according to Washington Health Department standards along with additional precautions:

- Wearing of face mask at all times
- Wearing of gloves at all times

- Ensure that wrapping/packaging of food/beverage prevents any possible contamination (clean space)

Take-away staging will look like:

- A guest walks up to the entrance (does not enter the space) and a server/staff will take their order using a mobile POS device OR server/staff will acknowledge an online order.
- Food/beverage is prepared and placed on the pass near the coffee bar, picked up by server/staff, and brought out to a designated table outside of the café for guest pick-up.
- The designated table will be located outside, sanitized regularly, labeled effectively and will provide the necessary barrier between the café/staff per regulations.
- There will be no hand-off contact between guests and staff.

The goal of our procedure will be to ensure safety amongst our staff while still providing ease of service for our guests.

Resources

CDC's "Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19"

<https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>

CDC's "What to Do If You Are Sick"

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

FDA's "Best Practices for Retail Food Stores, Restaurants, and Food Pick-Up/Delivery Services During the COVID-19 Pandemic"

<https://www.fda.gov/food/food-safety-during-emergencies/best-practices-retail-food-stores-restaurants-and-food-pick-up-delivery-services-during-covid-19>