

# Official Guideline for Reopening the Dining Room and Patio.

Nothing is more important than your safety. We are following all regulations and guidelines from our government and public health officials to reduce the spread of COVID-19.

<p>Employee Health Checks</p>	<ul style="list-style-type: none"> <li>➤ All staff will be screened daily before entering Hearthstone Property</li> <li>➤ All staff to have their temperature taken before entering the building</li> <li>➤ Before starting their shift, all staff should be screened and evaluated for signs of illness, such as:             <ul style="list-style-type: none"> <li>o Cough</li> <li>o Shortness of breath or difficulty breathing</li> <li>o Fever</li> <li>o Chills</li> <li>o Muscle Pain</li> <li>o Sore throat</li> <li>o Recent loss of the sense of taste or smell</li> </ul> </li> <li>➤ This is not a comprehensive list of all possible signs of illness and is subject to change</li> <li>➤ Employees who are not feeling well must report their symptoms to their supervisor immediately and not report to work</li> </ul>
<p>Employee PPE</p>	<ul style="list-style-type: none"> <li>➤ All staff must wear a face mask or face shield that completely covers their nose and mouth</li> <li>➤ Staff are to wash their hands thoroughly with warm soap and water often</li> <li>➤ Face coverings must not be shared</li> <li>➤ Servers, bussers, and other workers moving items used by residents (dirty cups, plates, napkins, etc.) or handling trash bags will wash hands immediately after handling and sanitize the tray.</li> <li>➤ All staff will wear aprons</li> <li>➤ Dishwashers will be provided with impermeable aprons. Reusable protective equipment such as shields, and glasses will be properly disinfected between uses</li> </ul>
<p>Resident Responsibilities</p>	<ul style="list-style-type: none"> <li>➤ Residents must thoroughly wash their hands with soap and water before coming down to the dining room/patio</li> <li>➤ Residents must use the hand sanitizer located at the entrance of the dining room before being allowed to enter</li> <li>➤ Residents will be screened and evaluated for the following symptoms:             <ul style="list-style-type: none"> <li>o Cough</li> <li>o Shortness of breath or difficulty breathing</li> <li>o Fever</li> <li>o Chills</li> <li>o Muscle Pain</li> <li>o Sore throat</li> <li>o Recent loss of the sense of taste or smell</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>➤ Residents name, suite number and temperature will be recorded by the wait staff before entry to the dining room or patio</li> <li>➤ Residents must have a reservation to eat in the dining room, pub or on the patio</li> <li>➤ Residents must arrive on time for their reservation. Residents are to avoid coming to the dining room before their scheduled reservation time</li> <li>➤ Residents who reside in the same suite may dine together</li> <li>➤ Individual diners may be seated at a table set for two that provides physical distancing of 6 feet apart</li> <li>➤ Residents must follow the directional arrows when they get off the elevators.</li> <li>➤ Residents must practice physical distancing and stay six feet apart while waiting to be seated. (Indicated by means of yellow signage on the walls “Please stand here”)</li> <li>➤ Residents must sign in with the Hostess</li> <li>➤ Residents names will be recorded</li> <li>➤ Residents will be asked screening questions about symptoms of Covid-19 when making their reservations</li> <li>➤ Residents Temperature will be taken before being allowed into the dining room and recorded.</li> <li>➤ Residents must wear a face mask upon entrance and while in the restaurant until their food or drinks are served</li> <li>➤ Service may be declined if not wearing masks</li> </ul>
Sanitation	<ul style="list-style-type: none"> <li>➤ Menus will not be provided at the table but are available online on our website <a href="http://www.hearthstoneetobicoke.ca">www.hearthstoneetobicoke.ca</a></li> <li>➤ Residents will be asked to order their meals at the time of making their reservations</li> <li>➤ There will be no pre-setting tables with napkins, cutlery, glassware, food ware, etc.</li> <li>➤ Condiments, salt, and pepper will not be left on the tables but will be provided upon individual request. The same will be sanitized after every use.</li> <li>➤ Cutlery will be pre rolled in individual napkin roll ups. Employees must wash hands before pre-rolling utensils in napkins</li> <li>➤ The pre-roll will then be stored in a clean container</li> <li>➤ After the residents are seated, the pre-roll will be put on the table by an employee who recently washed their hands</li> <li>➤ Commonly used surfaces including doors, door handles, light switches, chairs, tables, serving trays, water pitcher handles, phones, toilets, and handwashing facilities will be frequently disinfected</li> <li>➤ Cloth Table linens will not be used. Tables will be disinfected in between each use</li> <li>➤ Cleaning of touchable surfaces between shifts, including but not limited to working surfaces, phones, registers, touchpads/touchscreens, tablets, timeclocks, appliances, kitchen and bar utensils and implements, oven doors, grill and range knobs, carts and trolleys, keys, etc. will be performed</li> <li>➤ Cleaning assignments will be assigned during working hours as part of the employees’ job duties. This includes wait staff, housekeepers, and hostess</li> <li>➤ Proper sanitation products, such as hand sanitizer is available to all staff and residents</li> <li>➤ Washrooms will remain open; however, it is strongly recommended that you use the washroom before coming down to the dining room.</li> <li>➤ All cleaning chemicals, are approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list</li> <li>➤ Cleaning logs will be kept recording all sanitation</li> </ul>

<p>Distancing and Occupancy Restrictions</p>	<ul style="list-style-type: none"> <li>➤ Tables and chairs from dining areas have been removed so that six feet of physical distance can be maintained for residents and employees</li> <li>➤ Outdoor Patio seating is set up to maintain physical distancing standards</li> <li>➤ The number of residents at a single table will be limited to a household unit or two residents who have asked to be seated together remaining 6 feet apart</li> <li>➤ All members of the party must be present before seating and hosts must bring the entire party to the table at one time</li> <li>➤ No more than 32 residents will be seated in the dining room</li> <li>➤ No more than 16 residents will be seated on the patio</li> <li>➤ There will be no seated waiting areas allowed</li> <li>➤ No Buffets will be available</li> </ul>
<p>Operational Guidelines</p>	<ul style="list-style-type: none"> <li>➤ A set of clearly visible rules for residents and restaurant personnel are posted at the restaurant entrance(s) that must be adhered to and is a condition of entry</li> <li>➤ These rules include instructions to use hand sanitizer, maintain physical distance from other customers, and avoiding unnecessary touching of restaurant surfaces.</li> <li>➤ All personal will be trained on operational guidelines.</li> <li>➤ Reservations must be made for lunch between 10:30am and 11:30am and between 2:00pm and 3:00pm for dinner at ext. 2214</li> <li>➤ Reservations will be set at 5-minute intervals</li> <li>➤ Lunch reservations will start at 12:15pm</li> <li>➤ Dinner reservations will start at 5:15pm</li> <li>➤ Residents must wait to be seated by wait staff.</li> <li>➤ When resident checks in the hostess/wait staff will complete a tent card with resident name, room number and food order on it (taken at time of reservation) . When resident is seated the tent card will be placed on the table in front of the resident.</li> <li>➤ No sharing of food is permitted</li> <li>➤ Refills of beverages will not be done at table side but rather replaced with new ones</li> <li>➤ Tables will be placed so that there is no reaching over residents to serve or clear dishes.</li> <li>➤ Only one staff member per POS terminal</li> </ul>