

Taverna Tagaris

Restaurant Reopening Management Plan

Stay Home, Stay Healthy To Address Proclamation 20-25

**FACILITY
INFORMATION**

Facility Name	Taverna Tagaris (Establishment ID 0305-18538, BF-FOOD-20-372)
Owner Name	Tagaris Winery Inc
Facility Street Address	844 Tulip Ln
Facility City	Richland
Facility ZIP	99352
Designated Point of Contact	Joshua DuQuist
Role/Position	Executive Chef
Phone	Primary:509-628-1619
	Cell:509-302-8370
	Alternate/email:josh@tagariswines.com

A. EDUCATION

PROCEDURES:

1. All workers are provided a copy of this management plan, as well as the company's detailed reopening playbook. Each worker is provided educational instruction specific to Covid-19 which includes the following topics.
 - a. How Covid-19 spreads.
 - b. How to prevent the spread of Covid-19.
 - c. Importance of Handwashing.
 - d. Proper use of face mask (cloth face covering).
 - e. Proper hygiene regarding sneezing and coughing.
 - f. Importance of prompt sanitizing and disinfecting of frequently touched items.
 - g. Common symptoms of Covid-19 as identified by the Center for Disease Control (CDC), including fever, cough, shortness of breath, difficulty breathing, chills, shaking with chills, muscle pain, headaches, and loss of taste or smell.
 - h. How employees secure medical treatment.

B. INFORMATION HANDOUTS & POSTERS

PROCEDURE:

1. Employees are shown examples of posters and educational materials available. They are informed where the posters and educational materials are posted and they are instructed to read the posters after the orientation.

C. FACE COVERING FOR EMPLOYEES

PROCEDURES:

1. ___2___ washable cloth face coverings are provided to each employee, which includes instructions to wear the mask whenever in public, in common areas or around others.
2. Disposable face coverings are available upon request.

D. PHYSICAL DISTANCING

PROCEDURES:

1. Employer has developed and implemented a physical distancing plan for maintaining six (6) feet of separation between occupants when at place of employment.
2. To prevent host stand and entrance area congestion during times of being on a wait, we ask guests to wait in their vehicle until we are able to seat them. When the party is ready to be seated, they will receive a phone call alerting them to come in.

E. CLEANING & DISINFECTING SURFACES – Common Areas & Frequently Touched Surfaces

PROCEDURES:

1. Each employee has a specific cleaning & disinfecting protocol included with his/her job description.
2. Employees must wipe down and disinfect surfaces that are touched by multiple individuals every 30 minutes using an EPA-approved disinfectant or diluted bleach solution.

F. CLEANING AND DISINFECTING SURFACES

PROCEDURES:

1. The employer provided training in a language or languages understood by employee regarding COVID-19 cleaning, disinfecting, and sanitizing protocols. In addition to any personal protective equipment required under Department of Labor and Industries rules to perform the cleaning activities, company provides and requires that employees use disposable gloves and wear masks covering nose and mouth while working at Tagaris.

G1. DESIGNATED EMPLOYEE PROCEDURES -Line Cooks/Dishwashers-

PROCEDURES:

1. The employee must stay at home if he/she is feeling ill, showing any symptoms, or has an elevated temperature.
2. Before the employee clocks in for his/her shift, the employee must follow these requirements:
 - a. The employee must have his/her temperature taken by designated manager.
 - b. After cleared for shift, he/she must wash his/her hands with warm water and soap for 20 seconds.
 - c. The employer will provide single use gloves and cloth washable masks that must be worn at all times.
 - d. The employee must guarantee his/her required station is stocked with gloves and sanitizer buckets.
 - e. Employee must change sanitizer buckets every hour, along with towels.
 - f. Employees must sanitize cutting boards in between every task.
 - g. Employees must wash his/her hands after every task and change gloves frequently.
3. The kitchen is required to be cleaned every 30 minutes by:
 - a. Cleaning all walk-in door handles with a sanitized towel.
 - b. Cleaning all freezer handles and exit door handles with sanitized towels.
 - c. Cleaning all work surfaces with sanitizer.

G2. DESIGNATED EMPLOYEE PROCEDURES -Server-

PROCEDURES:

1. The employee must stay at home if he/she is feeling ill, showing any symptoms, or has an elevated temperature.

2. Before the employee clocks in for his/her shift, the employee must follow these requirements:
 - a. The employee must have his/her temperature taken by designated manager.
 - b. After cleared for shift, he/she must wash his/her hands with warm water and soap for 20 seconds.
 - c. The employer will provide single use gloves and cloth washable masks that must be worn at all times.
 - d. Employee must use his/her own order book with disinfected pens (no cap allowed on pens).
 - e. Once a customer is seated at a table, the employee is the only person to touch that table until the customer is finished and has left the seating area.
 - f. Employee must maintain a six (6) ft physical distancing guideline between fellow employees and customers, whenever possible.
 - g. Employees will not run food or drinks to customers at other tables not designated to them.

3. Employees are required to follow these table procedures at all times:
 - a. Upon customers arrival, the designated employee must set the table with glassware, water, and pre-rolled silverware.
 - b. Designated employee must take drink orders/appetizer orders/entrée orders.
 - c. The designated employee is the only employee able to run drinks and food to the customers table.
 - d. The designated employee must deliver the guest check, receive payment on a sanitized surface, run payment on POS, and return payment on sanitized surface.
 - i. If payment is made by customer using a card, the card must be sanitized by the employee before handing it back to the customer.
 - e. After the customer signs guest check, employee must take pen after use from customer with single use gloves and place in the bulk "used pen" receptacle for sterilization.
 - f. The employee must pre-bus service ware as much as possible and bring to dish area.
 - g. After the customer has left the seating area, server will communicate to Covid-19 designated sanitizer/busser that table is ready for cleansing.

G3. DESIGNATED EMPLOYEE PROCEDURES

-Host-

PROCEDURES:

1. The employee must stay at home if he/she is feeling ill, showing any symptoms, or has an elevated temperature.
2. Before the employee clocks in for his/her shift, the employee must follow these requirements:
 - a. The employee must have his/her temperature taken by designated manager.
 - b. After cleared for shift, he/she must wash his/her hands with warm water and soap for 20 seconds.
 - c. The employer will provide single use gloves and cloth washable masks that must be worn at all times.
 - d. Employee must maintain a clean sanitizer bucket with clean towels at all times.

- e. Employee must maintain stock of single use menus.
- f. Employee must use sanitized towels and disinfect the entrance/exit handles and all commonly touched surfaces every 30 minutes.
- g. Employee must sterilize all pens placed in the “used pen” receptacle and return to disinfected “clean pen” receptacle for disbursement to servers
- h. Employee will direct customers to the designated entrance and exit walkways, while maintaining a six (6) ft physical distance, whenever possible.

G4. DESIGNATED EMPLOYEE PROCEDURES

-Busser-

PROCEDURES:

1. The employee must stay at home if he/she is feeling ill, showing any symptoms, or has an elevated temperature.
2. Before the employee clocks in for his/her shift, the employee must follow these requirements:
 - a. The employee must have his/her temperature taken by designated manager.
 - b. After cleared for shift, the employee must wash his/her hands with warm water and soap for 20 seconds.
 - c. The employer will provide single use gloves and cloth washable masks that must be worn at all times.
3. Employee will maintain:
 - a. A sanitizer bucket filled with quaternary sanitizer for table only.
 - i. Must be changed every 30 minutes
 - b. A sanitizer bucket filled with quaternary sanitizer for restrooms only.
 - i. Must be changed every 30 minutes
 - c. Clean bar towels
 - d. Spray bottle of sanitizer solution
 - e. Single use gloves
 - f. Cloth washable masks, provided by employer
4. After the customer leaves the seating area and the server has finished at the table:
 - a. Employer will wear single use gloves at all times
 - b. Clear off table of leftover dishes, single use menus, silverware and/or glasses.
 - c. Employee will remove towel from sanitizer bucket and clean/disinfect the used table and chairs.
 - d. If station towel is soiled, employee will dispose and replace with a clean new towel.
 - e. Employee will let table and chairs air dry after sanitizing
 - f. After clearing and disinfecting of each section, employee must remove single use gloves, wash hands using soap and warm water for 20 seconds and reapply a new pair of single use gloves.

5. Employee must maintain bathroom cleaning procedures by:
 - a. Wearing single use gloves and washable cloth facemasks.
 - b. Use the designated sanitizer bucket for restrooms only.
 - c. Before employee enters the restroom, he/she must knock on door to ensure there is no occupancy.
 - d. Spraying down sink and counter surfaces with sanitizer solution.
 - e. Use the sanitizer liquid solution to wipe down all door handles, toilet handles and stall handles to let air dry.
 - f. When sanitizing is completed, employee must dispose of gloves.

6. Employee must cleanse all P.O.S. systems with a sanitizer towel every 30 minutes.

This document is prepared and effective May 21, 2020.

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