

June 15, 2020

FROM: Uptown Pub & Grill

TO: Department of Public Health and Social Services, 590 S. Marine Corps Drive, Tamuning Guam 96913

SUBJECT: Chalan Para Hinemlo' Road to Recovery Minimum Pandemic Workplace Operational Requirements

Buenas yan Hafa Adai!

Uptown Pub and Grill is pleased to submit the attached plan for reopening. Our plan includes diagrams illustrating the designated areas for each component of our operations, the flow of customer traffic to maximize social distancing and proposed seating plans to remain compliant with Department of Public Health and Social Services guidance. We are eager to resume operations and shall remain vigilant in our daily and overall operational approach to make certain all our customers and our community remains safe. We hope for favorable consideration of our plan and look forward to being a part of a safe solution for Guam.

Uptown's Operational Procedures (In-Dining)

The health and safety of our customers and employees is paramount and is of our top priority. We have organized a standard operating procedure that our team will abide by to maintain our commitment to keeping our customers safe.

Team Member Screening (Employee)

All team members will be screened to ensure they are symptom-free and will have their temperature checked prior to entering our facility. We will also remind our team members of the following:

1. Self-screening at home, including temperature and/or symptom checks using CDC guidelines,
2. The importance of not coming to work if a team member has any of the following ailments:
 - a. Frequent cough
 - b. Fever
 - c. Difficulty breathing
 - d. Chills
 - e. Muscle pain
 - f. Headache
 - g. Sore throat
 - h. Recent loss of taste or smell
 - i. If they or someone they live with have been diagnosed with COVID-19
3. Seek medical attention if their symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face.

Sick employees are prohibited in the workplace.

Protective Equipment (Employee)

Our team will adhere to the CDC's guidance on face coverings. All team members will don face masks throughout their shift. Our culinary team members will continue to wear gloves and will continue to be aggressive with frequent and effective hand-washing.

- Protective Facial Coverings. Our team is required to wear non-surgical grade face masks or coverings.
- Single-use Disposable Gloves. Our team is required to wear single-use disposable gloves throughout their shifts

Ten Steps All Workplaces Can Take to Reduce Risk of Exposure to Coronavirus

All workplaces can take the following infection prevention measures to protect workers:

- 1 Encourage workers to stay home if sick.
- 2 Encourage respiratory etiquette, including covering coughs and sneezes.
- 3 Provide a place to wash hands or alcohol-based hand rubs containing at least 60% alcohol.
- 4 Limit worksite access to only essential workers, if possible.
- 5 Establish flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), if feasible.
- 6 Discourage workers from using other workers' phones, desks, or other work tools and equipment.
- 7 Regularly clean and disinfect surfaces, equipment, and other elements of the work environment.
- 8 Use Environmental Protection Agency (EPA)-approved cleaning chemicals with label claims against the coronavirus.
- 9 Follow the manufacturer's instructions for use of all cleaning and disinfection products.
- 10 Encourage workers to report any safety and health concerns.

For more information, visit www.osha.gov/coronavirus or call 1-800-321-OSHA (6742).

OSHA Occupational Safety and Health Administration
1-800-321-OSHA (6742)
TTY 1-877-889-5627

Hand-washing Guidelines (Employee)

Our team is required to wash hands with soap and water, including scrubbing with soap for 20 seconds (or using hand sanitizer with at least 60% ethanol or 70% isopropanol when employees cannot get to a sink or hand-washing station as stipulated in the CDC guidelines. Our team will wash or sanitize hands before and after using or adjusting face coverings. We will try to avoid touching the eyes, nose, and mouth, but if it is unavoidable then our team members will wash hands accordingly.

Facility Maintenance, Sanitation and Disinfection (Facility)

In preparation for welcoming our customers back to our facility we have taken the necessary steps to sanitize and disinfect our facility. We have hired a professional environmental firm to perform disinfection activities under the guidelines and protocols established by U.S Environmental Protection Agency, Centers for Disease Control and Prevention, World Health Organization. In addition to the protocols set forth by these regulatory agencies the disinfectant used was EPA registered to specifically combat COVID-19. Our team will supplement the professional treatment by continuing to regularly disinfect all areas deemed as high-touch surfaces using EPA-registered disinfectant. These high-touch surfaces are but are not limited to, guest tables after each use, chairs, restrooms, door handles, card reader and other common surfaces. **Bathrooms will be thoroughly cleaned no less than every 30 minutes.**

Social Distancing (Customer)

Our team has reconfigured our dining-in area to create more space between tables in order to adhere to the social distancing guidelines (see diagram). We have also placed high-visible signage that prohibits congregation in our entrance, exits, pick-up/take-out station and bathrooms. We have also installed foot-markings placed in 6-foot intervals to provide a visual guide for our guests to maintain social distancing.

Guest Protection (Customer)

Our team has posted clearly visible signage with rules to follow for guests at the restaurant entrance(s) that are to be a condition of entry. The rules include implementation of social distancing, the use of hand-wash stations or hand sanitizing stations, limiting unnecessary touching of restaurant surfaces beyond personal eating area. **No hard-copy menus will be made available; instead a digital menu will be still-framed on our facility television sets.**

Guests and visitors will be screened for symptoms upon arrival, asked to use hand sanitizer, and to bring and wear a face covering when not eating or drinking. **Digital images of the proper use and wear of face coverings will be posted for compliance.**

Entry Rules

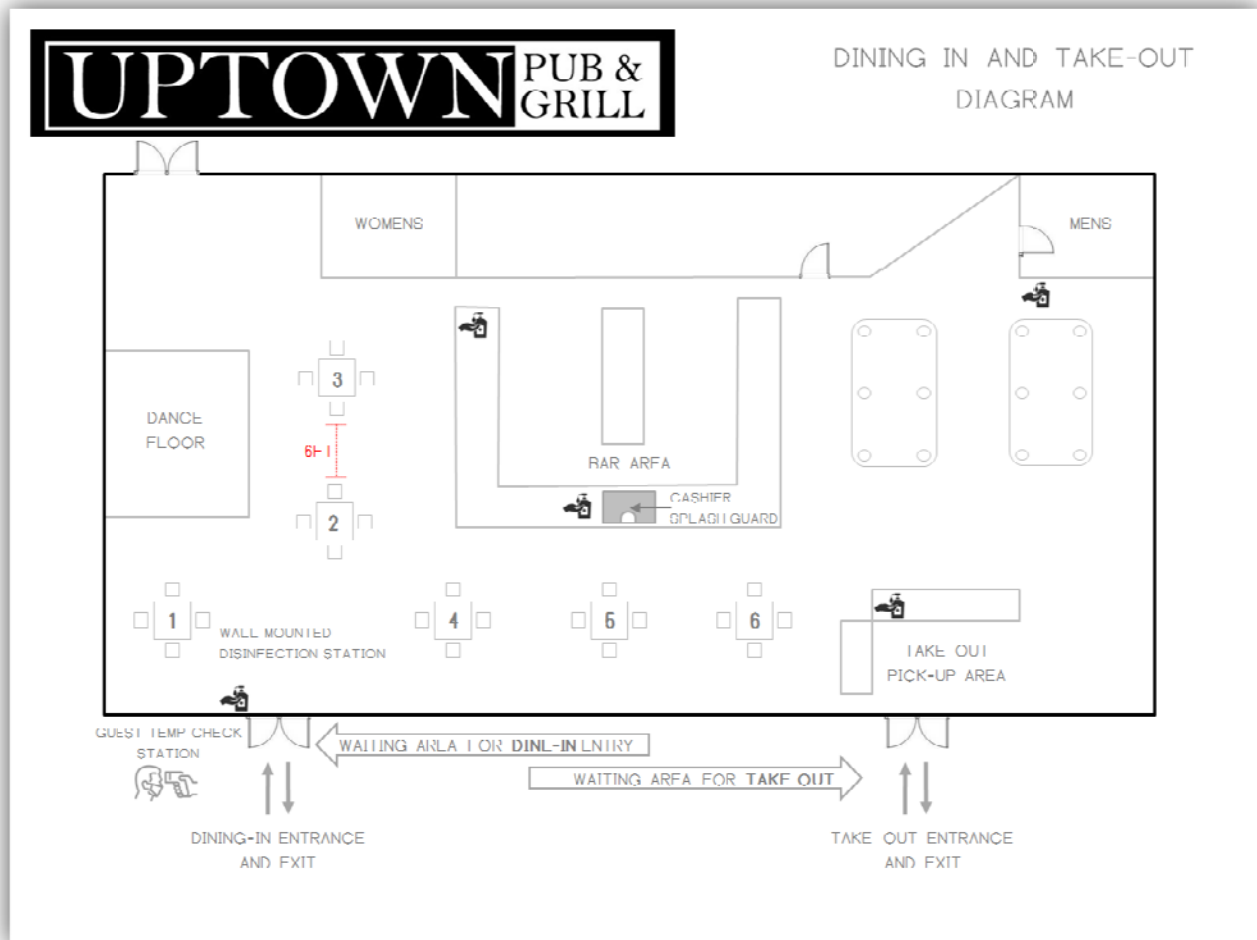
No Face Mask, No Entry
Mandatory Temperature Check
Mandatory Hand Sanitizing Upon Entry

Dining Service Handling Protocols (Customer)

- Servers, bussers, and other team members moving items used by customers (dirty cups, plates, napkins, etc.) or handling trash bags will use disposable gloves (and wash hands before putting them on and after removing them).
- The Bar will remain closed for direct contact by customers except the **cashier station where a sneeze guard will be installed as a barrier between the paying customer and the cashier. The bar area will be obstructed to prevent unintentional encroachment by customers.**
- Dishwashers will use PPE appropriate to protect the eyes with safety glasses, combined with face coverings and dish washing gloves. Reusable protective equipment such as shields and glasses will be properly disinfected between uses. **Water temperature for all dishes shall be maintained at 110 degrees F.**
- Pre-setting tables with napkins, cutlery, glassware, food ware, etc. is discontinued.
- Shared food items such as condiment bottles, salt and pepper shakers, etc. are discontinued but available at customer's request that will be served in disposable containers.
- We will **pre-roll utensils in napkins** prior to use by customers. Employees must wash hands before pre-rolling utensils in napkins. The pre-roll should then be stored in a clean container. After customers are seated, the pre-roll should be put on the table by an employee who recently washed their hands.

- All reusable customer items including utensils, food ware, breadbaskets, etc., must be properly washed, rinsed, and sanitized. Cleaned flatware, stemware, dishware, etc., must be properly stored away from customers and personnel until ready for use.
- **Our team will utilize disposable cups to serve customers.**
- Each customer dining location is thoroughly cleaned after every use. This will include disinfecting tables, chairs, booster seats, highchairs, booths, etc. and allowing adequate time for proper disinfection, following product instructions. Many EPA-approved disinfectants require minimal contact time (seconds to one minute) against human coronavirus.
- All tables and chairs in the dining areas we have six feet of physical distance.
- We will discontinue seating of customers where customers cannot maintain six feet of distance from employee work and food and drink preparation areas.
- The maximum occupancy rule is now at 50% of our normal capacity and six people per table maximum.
- Current hours of operation will be initiated with 11:00am to 2:00pm (lunch) and 4:00pm to 10:00pm. Our team will utilize the time frame from 2:00pm – 4:00pm for disinfection activities.

FIGURE 1 – UPTOWN DIAGRAM ILLUSTRATING DESIGNATED ENTRY AND EXIT POINTS AND BASIC TABLE CONFIGURATION





REOPENING COMPLIANCE PLAN

Uptown is eager to implement these protocols to ensure the safety of its customers and employees. Our team will remain proactive in its approach and understands that the process may evolve as different guidance is passed and offered by subject matter experts. Our team will be stern with its policies but flexible to the process should changes be required.

We appreciate the opportunity to provide this plan and should you require any additional information please contact me, the undersigned at 671-487-9449. Thank you and be safe.

Thomas Reyes
Uptown Pub & Grill