**PCOR OPERATION PLANS FOR ARASHI RESTAURANT AND ARASHI BOWL**

 *UPON ENTRANCE*:

(STAFF)

* ALL STAFF MUST ENTER FROM THE BACK ENTRANCE
* STAFF SHOULD BE USING FACE MASK PROPERLY
* PIC MUST ASK STAFF TE FOLLOWING…

- ARE YOU EXPERIENCING ANY SYMPTOMS SUCH AS COUGHING, SHORTNESS OF BREATH, FEVER, DIARRHEA, VOMITING OR LOSS OF TASTE/SMELL?

- HAVE YOU OR ANYBODY IN YOUR HOUSEHOLD BEEN IN CONTACT WITH ANYBODY WHO HAS TESTED POSITIVE FOR COVID-19 WITHIN THE LAST 14 DAYS?

- HAVE YOU OR ANYBODY IN YOUR HOUSEHOLD BEEN IN CONTACT WITH ANYBODY WHO HAS TRAVELED OFF ISLAND WITHIN THE LAST 14 DAYS?

* TAKE STAFF’S TEMPERATURE WITH INFARED THERMOMETER. IF OVER 100F, STAFF MUST BE SENT HOME
* LOG DOWN TEMPERATURE AND TIME IT WAS TAKEN
* STAFF MUST WASH HANDS THROUGHLY FOR NO LESS THAN 30 SECONDS
* STAFF CAN THEN TIME IN AND PROCEED WITH THEIR WORK DUTIES

*DURING SHIFT*:

* FOH STAFF MUST SANITIZE THE FOLLOWING AFTER EVERY USE AND/OR EVERY 20 MINUTES…

-POS SYSTEMS

-PENS

-PHONES

-CREDIT CARD MACHINE

-DOOR HANDLES

-LIGHT SWITCHES

-TABLES BEING USED (ALL UNUSED TABLES MUST BE STORED AWAY)

-COUNTERS

-RESTROOM (TOILET SEAT, SINK, SOAP DISPENSER, PAPER TOWEL DISPENSER, LIGHT SWITCHES, DOOR HANDLES)

* BOH STAFF MUST SANITIZE THE FOLLOWING AFTER EVERY USE AND/OR EVERY 20 MINUTES…

-ORDER PRINTER

-COUNTER TOPS

-KITCHEN UTENSILS (CUTTING BOARDS, KNIVES, TONGS, SPATULAS, SPOONS)

-OUTSIDE SURFACE OF REFRIGERATORS AS WELL AS THE HANDLES

-WORK STATIONS

*WHEN DEALING WITH DELIVERIES:*

* ALL VENDORS MUST ENTER THROUGH BACK DOOR
* VENDOR MUST BE USING FACE MASK
* UPON ENTRANCE TEMPERATURE MUST BE TAKEN AND LOGGED BY PIC
* ANY AREA/SURFACE A VENDOR TOUCHES MUST BE SANITIZED AFTER

*TAKE OUT CUSTOMERS:*

* CUSTOMER IS NOT ALLOWED TO ENTER ESTABLISHMENT
* ALL ORDERS MUST BE PHONED IN
* NOTIFY CUSTOMER THAT THEY MAY PICK UP VIA CURBSIDE(PREFERABLY) OR AT FRONT ENTRANCE
* CUSTOMER MUST USE FACE MASK DURING TRANSACTION WITH STAFF (IF MASK ISN’T PRESENT PLS KEEP A GOOD DISTANCE AND LET CUSTOMER KNOW TO PUT ON MASK)
* IF CUSTOMER PAYS WITH CARD PLEASE SANITIZE CLIPBOARDS, PENS AND CARD MACHINE AFTER USE.
* IF CUSTOMER PAYS WITH CASH PLEASE WASH HANDS OR USE HAND SANITIZER IMMEDIATELY AFTER TRANSACTION.

*DINE IN CUTOMERS (WHEN DPHSS PREMITS)*

* ALL TABLES SHOULD BE 6FT APART FROM EACHOTHER
* STAFF AND CUSTOMERS SHOULD KEEP A RESPECTABLE DISTANCE DURING INTERACTIONS
* ALL CUSTOMERS MUST BE USING A FACE MASK PROPERLY UPON ENTRANCE
* UPON ENTRANCE CUSTOMER MUST GET TEMERATURE TAKEN AND LOGGED BY PIC (PLEASE BE SURE TO ALSO GET CUSTOMER’S NUMBER IN CASE ITS NEEDED FOR CONTACT TRACING)
* CUSTOMER MUST SANITIZE THEIR HANDS. IF CUSTOMER WOULD RATHER WASH HANDS, PIC CAN ESCORT THEM TO RESTROOM SO THAT THEY MY DO SO
* STAFF WILL PRESENT CUSTOMER WITH DISPOABLE MENU AND PENCIL
* WHEN THEY ARE READY, THEY CAN WAVE DOWN OR CALL A STAFF
* STAFF MUST REPEAT ORDERS AND TAKE AWAY PENCIL AND MENU FROM TABLE
* AFTER INPUTTING ORDER INTO POS, DISPOSE OF MENU
* NO CONDIMENTS, NAPKINS OR PLASTIC UTENSILS WILL BE ON TABLE. CUSTOMER MUST REQUEST
* PRIOR TO BEING GIVEN ANY ORDERS, STAFF MAY THEN PLACE AN APPROPRIATE NUMBER OF NAPKINS AND CHOPSTICKS ON TABLE
* STAFF MUST BE THE ONE TO RETRIEVE DRINKS FOR CUSTOMERS
* CUSTOMER MAY TAKE OFF MASK WHEN EATING OR DRINKING
* AT ANY POINT OF TIME THAT A CUSTOMER NEEDS TO USE THE RESTROOM, A STAFF MUST ESCORT THEM SO THAT THEY (STAFF) MAY SANITIZE RESTROOM PROPERLY AFTER USAGE
* CUSTOMERS MUST HAVE THEIR MASK ON UPON LEAVING THEIR TABLES
* SHOULD A CUSTOMER LEAVE THE ESTABLISHMENT AND RE-ENTER, THEY MUST SANITIZE AGAIN.
* WHEN PAYING OUT PLEASE RESTRICT CUSTOMER FROM COMING TO COUNTER. TAKE AND RETURN PAYMENT AT THEIR TABLE.
* DISPOSE OF ANY TRASH ON TABLE IN THE PROPER TRASH BIN. MAKE SURE TO DISPOSE YOUR GLOVES AS WELL
* SANITZER TABLE AND CHAIRS AND ALLOW TIME IN BETWEEN BEFORE SEATING THE NEXT CUSTOMERS AT TABLE
* PAX AT EACH TABLE SHALL NOT EXCEED 4 PEOPLE
* TABLES ARE NOT ALLOWED TO BE COMBINED TOGETHER

*MANDATORY RULES FOR ALL STAFF:*

* MUST SIGN PERSONAL HYGEINE FORMS
* MUST HAVE ON FACE MASK AND USED PROPERLY
* GLOVES MUST BE WORN AT ALL TIMES
* AFTER EVERY TASK GLOVES MUST BE DISPOSED OF AND HANDS MUST BE WASHED BEFORE PUTTING ON ANOTHER SET OF GLOVES
* HANDS MUST BE WASHED AFTER EVERY TASK OR EVERY 20 MINS
* PIC MUST DO RANDOM TEMPERATURE CHECK ON ALL STAFF DURING SHIFT
* AT ANY POINT OF TIME SHOULD YOU EXIT THE ESTABLISMENT, YOU MUST WASH HANDS BEFORE RETURNING BACK TO YOUR STATION
* BREAKS SHOULD BE TAKEN INDIVIDUALLY
* SHOULD YOU CALL OUT BECAUSE OF THE FOLLOWING SYMPTOMS (COUGHING, SHORTNESS OF BREATH, FEVER, DIARRHEA, VOMITING OR LOSS OF TASTE/SMELL) YOU MUST GET A DOCTORS NOTE SHOWING THAT YOU ARE CLEARED TO WORK