

PCOR OPERATION PLANS CAFÉ MAYFLOUR

UPON ENTRANCE:

(STAFF)

- STAFF SHOULD BE USING FACE MASK PROPERLY
- PIC MUST ASK STAFF THE 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 INFRARED THERMOMETER. IF OVER 100F, STAFF MUST BE SENT HOME
- STAFF MUST WASH HANDS THOROUGHLY 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:

- 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 CUSTOMERS (WHEN DPHSS PERMITS)

- ALL TABLES SHOULD BE 6FT APART FROM EACH OTHER
- 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 TEMPERATURE 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 DISPOSABLE 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
- SANITIZE 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 HYGIENE 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 ESTABLISHMENT, 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

