

# COVID-19 Preparedness Plan

## NAYON EXPRESS RESTAURANT

Nayon Express Restaurant is committed to providing a safe and healthy workplace for all our workers and customers, patrons, guests and visitors. To ensure we have a safe and healthy workplace, Nayon Express Restaurant has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and workers are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our workers and management. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our workplaces.

The COVID-19 Preparedness Plan is administered by Ms. Mary Jean Quilit, Operations Manager who maintains the overall authority and responsibility for the plan. However, management and workers are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. Nayon Express management team have our full support in enforcing the provisions of this plan.

Our workers are our most important assets. Nayon Express Restaurant is serious about safety and health and protecting our workers. Worker involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our workers in this process by: Workers strictly are observing the proper usage of face mask within the workplace; handwashing/sanitizing and not coming to work when Covid – 19 symptoms are present and observing 6 ft. social distancing.

Nayon Express Restaurant's COVID-19 Preparedness Plan follows the industry guidance developed by the state of Minnesota, available at the Stay Safe Minnesota website (<https://staysafe.mn.gov>), which is based upon Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. It addresses:

- ensuring sick workers stay home and prompt identification and isolation of sick persons;
- social distancing – workers must be at least six-feet apart;
- worker hygiene and source controls, including face coverings;
- workplace building and ventilation protocol;
- workplace cleaning and disinfection protocol;
- drop-off, pick-up and delivery practices and protocol; and
- communications and training practices and protocol.

Nayon Express has reviewed and incorporated the industry guidance applicable to our business for the development of this plan, including the following industry additional protections and protocols for customers, clients, guests and visitors;

- additional protections and protocols for face coverings and personal protective equipment (PPE);
- additional protections and protocol for sanitation and hygiene;
- additional protections and protocols for work clothes and handwashing;
- additional protections and protocol for distancing and barriers;
- additional protocols to limit face-to-face interaction; and
- additional protections for receiving or exchanging payment

### Ensure sick workers stay home and prompt identification and isolation of sick persons

- Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. Workers body temperature are monitored prior to entering the workplace using the Thermal Scanner and for workers to report when they are sick or experiencing symptoms while at home, and to be sent home immediately if symptoms persists while at work.

Nayon Express Restaurant has implemented leave policies that promote workers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household

Nayon Express has also implemented a policy for informing workers if they have been exposed to a person with COVID-19 at their workplace and requiring them to quarantine for the required amount of time

## Social distancing – Workers must be at least six-feet apart

Social distancing of at least six feet will be implemented and maintained between workers and customers, clients, patrons, guests and visitors] in the workplace in and out as face coverings, gloves, disinfectant and face shields for workers, and instruction about when and how they should be worn or used.

## Worker hygiene and source controls

Basic infection prevention measures are being implemented at our workplaces at all times. Workers are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the restroom. All workers and customers, patrons, guests and visitors to the workplace are required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

Workers and customers, patrons, guests and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose and eyes, with their hands. Workers and customers, patrons, guests and visitors are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and other persons entering the workplace.

## Workplace building and ventilation protocol

Operation of the building in which the workplace is located, includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation and air conditioning. HVAC Systems are regularly serviced/for the clean up of filters, to ensure maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly used and maintained.

## Workplace cleaning and disinfection protocol

Regular practices of cleaning and disinfecting have been implemented, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, checkout stations, fitting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting is being conducted of high-touch areas, including phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc. Upon entering the workplace, food and kitchen counters, door handles are sanitized by spraying with disinfectant, such as Lysol, 70% alcohol or chlorox. Every one hour one frontline worker will do the sanitizing and disinfecting the areas frequently exposed or visited by customers or as needed. Should a worker be symptomatic or is diagnosed with COVID-19, Nayon Express will shutdown temporarily and hire a cleaning company to do a deep cleaning/sanitizing of the entire workplace.

with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product

## Drop-off, pick-up and delivery practices and protocol

Nayon Express, uses the curbside pick-up wherein customers are encouraged to call and place their orders, or by using our FB page to place an order. Credit card payments are also encouraged, however, if credit card payment is not applicable, cash payment will be accepted observing the proper protocols both the customer and the worker. Wearing face mask and face shield is mandatory and social distancing is also followed and wearing of gloves of our worker in receiving cash payment.

## Communications and training practices and protocol

This COVID-19 Preparedness Plan was communicated thru a dialog to all workers on 09/01/2020.

Instructions will be communicated to all workers, including clients, patrons, guests and visitors] about protections and protocols, including: 1) social distancing protocols and practices; 2) drop-off, pick-up, delivery and general in-store shopping; 3) practices for hygiene and respiratory etiquette; 4) requirements regarding the use of face-coverings and/or face-shields by workers will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19.

All management and workers are to take an active role and collaborate in carrying out the various aspects of this plan, and update the protections, protocols, work-practices and training as necessary.

Certified by:



MARIVIC TAPEL

Proprietor

Date: 09/01/2020