

COVID-19 Safety Plan for Puddler's Hall

Puddler's Hall is committed to providing a safe and healthy workplace for all our workers, customers, clients, patrons, guests and visitors. To ensure we have a safe and healthy workplace, Puddler's Hall 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 Casey Foltz, 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. Puddler's Hall's managers have our full support in enforcing the provisions of this plan.

- 1 Protocols for staff safety and cleanliness
 - 1.1 Staff is required to be wearing a mask or face covering at any time they are inside of the building or near others on our sidewalk and/or backyard patio
 - 1.1.1 Staff is encouraged to find a mask that fits correctly and can be worn for several hours at a time
 - 1.1.2 If staff does not have access to a mask, one will be provided for them upon entering into the establishment. The establishment will be responsible for the cost of said mask
 - 1.1.3 A staff member may only remove their mask once they are on break
 - 1.1.3.1 Staff breaks are staggered, so that no two employees are taking a break simultaneously
 - 1.1.3.2 Staff will take breaks in designated areas that are away from customers and other employees
 - 1.2 Staff is required to keep sanitary measures in regards to handling of any food, beverages, or equipment
 - 1.2.1 Staff are encouraged to wear gloves appropriate for food handling whenever touching equipment or items that will come in contact with another person
 - 1.2.2 Staff are instructed to change gloves after possible cross contamination, or after 30 minutes of use
 - 1.2.3 Staff is instructed to wash their hands whenever they have touched themselves or anything else with their bare hands.
 - 1.2.4 If a staff member coughs or sneezes, they are instructed to use a disposable tissue, then remove gloves, wash hand thoroughly for 20 seconds, then replace with new gloves

- 1.2.5 Staff is always to comply with the health code of the City of Milwaukee (and the Wisconsin Food Code) at all times. Failure to do so will result in disciplinary actions
- 1.2.6 Staff is instructed to place personal items in a designated area, away from the personal items of others. Any items brought in with them at the beginning of their shift must be brought out with them at the end of their shift.
- 1.2.7 Staff is prohibited from consuming any food or beverage unless in designated break areas
- 1.2.8 Staff will be provided hand sanitizer for their continued use at designated stations.
- 1.2.9 Staff washing dishes will be provided with an apron and face-shield.
- 1.3 Staff will monitor their daily health for signs of COVID-19
 - 1.3.1 All staff are required to undergo a screening for COVID-19 symptoms. An example of this screening is found in the appendix to this plan, and is based on CDC screening guidelines.
 - 1.3.2 All staff is required to inform management if they show symptoms of COVID-19 or other illness
 - 1.3.2.1 In the event that they show signs of illness, they are required to stay home and quarantine until such time as a negative COVID-19 test has been shown and the case manager for the Milwaukee Health Department has released them back to work
 - 1.3.2.2 In the even that a staff member tests positive for COVID-19, all staff members that had meaningful contact with that individual are required to quarantine at home until such a time as they can produce a negative COVID-19 test result
 - 1.3.2.2.1 “Meaningful Contact” is defined as spending more than 10 minutes within 6 feet of the infected individual.
 - 1.3.2.3 In the event that more than a single individual tests positive for COVID-19 within a span of 10 days, management will relay said information to the City of Milwaukee Health Department immediately
 - 1.3.3 All staff have signed an affidavit that states that they have read and understand the COVID-19 safety plan, and that they are required to follow it.
 - 1.3.4 All staff is made aware of their rights under the Families First Coronavirus Response Act, as well as other government aid to which they may be entitled.
- 1.4 Staff will abide by a 6-foot distancing policy between employees whenever possible.
 - 1.4.1 Certain staff member will be designated as “runners” to limit the amount of people in traditionally high-volume spaces such as walk-in coolers

2 Protocols for customer safety and distancing

2.1 In accordance with the City of Milwaukee's mask mandate, all clientele are required to be wearing a mask or suitable face covering upon entrance to the establishment

2.1.1 Customers are allowed to remove their masks or coverings under the following conditions:

2.1.1.1 The customer is actively eating or drinking

2.1.1.2 They have an underlying medical condition that prevents them from wearing a prescribed PPE.

2.1.2 In the event that a potential customer does not have a mask, one will be provided for them

2.1.3 In the event that a potential customer does not have a mask, and refuses to wear one provided, the individual is refused service and asked to leave

2.1.3.1 In the further even that the individual refuses to wear a mask and also refuses to leave, staff will inform the individual that they are trespassing on private property and law enforcement will be called.

2.1.3.2 Staff will not engage with an offending individual physically

2.1.3.3 Staff will notify management of the situation, as well as clientele within a reasonable distance of the offending individual.

2.2 In accordance to the guidelines from the City of Milwaukee Health Department, all tables will be spaced 6 feet apart or have barriers between them that are at least 6 feet high. Customers are actively discouraged from moving tables and chairs

2.3 In accordance with the guidelines from the City of Milwaukee Health Department, bar stools are placed in groups of two and spaced 6 feet apart or separated by barriers of at least 6 feet in height. Customers are actively discouraged from rearranging bar stools.

2.4 In accordance with the guidelines from the City of Milwaukee Health Department, all tables will have a maximum capacity of 6 people

2.5 Indoor capacity will be limited to 40 individuals, in order to adhere to a policy of social distancing.

2.5.1 In the event that customers are waiting in line to use a restroom or order an item, staff will enforce a distance of at least 6 feet between customers

2.5.2 Staff will keep a running total of the total number of clientele during their shifts. If that number is larger than the agreed upon voluntary capacity, staff will inform management

2.5.3 Staff will be instructed to monitor all entrances and enforce the mask mandate and a policy of social distancing. Hand sanitizer will be available at the entrance for both staff and customer use

2.5.4 Staff is instructed to suggest outdoor patio seating to all customers, weather permitting

2.6 Staff will maintain a distance of 6 feet from clientele whenever possible.

- 4.2 A copy of this protocol is kept on hand at all times and available to the public.
 - 4.3 A sign notifying customers to use sanitizer and to wear a face covering when not eating or drinking is posted at all entrances
 - 4.4 Signage is posted that reminds the public to maintain physical distancing of six feet, wash hands, or use sanitizer upon entry into the establishment, and to stay home if they are ill or have symptoms consistent with COVID-19
 - 4.5 Signage is posted that notifies customers that while it may be common practice for diners to socialize after the meal, this practice will be discouraged during the pandemic.
 - 4.6 Online information regarding our safety policy will be updated as often as possible both on our website and other social media platforms.
- 5 Additional Protocols
- 5.1 Staff will ensure that children stay next to parent, avoid touching any other person or any items that don't belong to them and are wearing face coverings if age permits
 - 5.2 Reusable entertainment such as video games, juke boxes, etc. should be sanitized after each use. Darts and table tennis equipment are available by check-out only. Procedures in place to sanitize after each use
 - 5.3 An Employee is designated to oversee and enforce additional sanitization and disinfection procedures at all times, as needed.

Puddler's Hall COVID-19 Screening Procedure

- 1 Staff temperature should be taken using provided touchless forehead thermometer. Temperature will be recorded on daily log.
- 2 Staff will determine if any of these symptoms are present that are not caused by another condition:
 - a. Fever or chills
 - b. Cough
 - c. Shortness of breath or difficulty breathing
 - d. Fatigue
 - e. Muscle or body aches
 - f. Headache
 - g. Recent loss of taste or smell
 - h. Sore throat
 - i. Congestion
 - j. Nausea or vomiting
 - k. Diarrhea
- 3 Staff will be asked:
 - a. Within the past 14 days, have you had contact with anyone that you know had COVID19 or COVID-like symptoms? Contact is being 6 feet (2 meters) or closer for more than 15 minutes with a person, or having direct contact with fluids from a person with COVID-19 (for example, being coughed or sneezed on).
 - b. Have you had a positive COVID-19 test for active virus in the past 10 days?
 - c. Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection?
- 4 If the answer to any of these questions is "yes", that person shall be sent home immediately with the following instructions:
 - a. Go immediately home, and avoid contact with others
 - b. Contact your health care provided, or a COVID-19 testing facility. Schedule a test as soon as possible.
 - c. Quarantine should begin immediately, and should continue until such a time as a case worker from the Milwaukee Health Department releases them back into work.

FACE MASKS ARE REQUIRED PRIOR TO ENTRY

**FACE MASKS ARE TO BE WORN AT ALL
TIMES WHEN NOT EATING OR DRINKING**

**PLEASE MAINTAIN A PHYSICAL
DISTANCE OF 6 FEET**

**PLEASE WASH AND/OR SANITIZE YOUR
HANDS OFTEN**

**PLEASE STAY HOME IF YOU ARE ILL OR
ARE EXPERIENCING SYMPTOMS OF
COVID-19**

**PLEASE NOTE THAT WHILE IT MAY BE
COMMON PRACTICE FOR DINERS TO
SOCIALIZE AFTER THEIR MEAL, THIS
PRACTICE IS BEING DISCOURAGED
DURING THE PANDEMIC**