



Subject :	<b>SAFETY MANAGER RESPONSIBILITIES</b>		
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## Purpose

The purpose of this SOP is to provide a guide to carrying out proper procedures and underlining guidelines to managing sanitization protocols at a workplace.

## Policy

1. SOPs to refer to as Safety Manager (SM)
  - a. [Starting Your Shift](#)
  - b. [Handwashing](#)
  - c. [Glove Usage](#)
  - d. [Bathroom Usage](#)
  - e. [Receiving Delivery](#)
  - f. [External Service Vendors On Site](#)
  - g. [Inventory](#)
  - h. [Cleaning, Sanitizing, Disinfecting](#)
  
2. The Safety Manager is expected to:
  - a. Lead by example and maintain the highest level of personal hygiene while holding others accountable.
  - b. Be vigilant with enforcing health & safety procedures and cleaning schedules.
  - c. Be meticulously observant and organize documentation clearly.
  - d. Stay current with developing health & safety guidelines and work with the management team and Home Base Operations to update standard operating procedures.

## Procedure

1. Closing Managers are responsible for setting up the next day's employee check in station at their designated Initial Point of Entry (IPOE):
  - i. Disinfecting Foot Wash Mat
  - ii. Disinfectant in sealed container next to mat
  - iii. Hand gloves
  - iv. Face mask or covering
  - v. Lined garbage can for used safety equipment upon entry
  - vi. Ensure enough Employee Safety Equipment Packages are available



## 2. Opening Procedure

- a. The SM is the first employee in the restaurant every day.
  - i. Schedule a SM alternate in case of any unexpected call outs or illness.
  - ii. Upon arrival, the SM must be wearing a face mask and gloves.
- b. Dump out disinfectant onto mat, and step onto mat with footwear.
  - i. Fill the mat with disinfectant up to 1" in depth.
  - ii. Stand on the mat for the length of the manufacturer-provided contact time to disinfect footwear. If using the Ecolab Peroxide Disinfectant, the contact time is 2 minutes.
- c. Change into fresh safety equipment and collect the required materials to check staff in:
  - i. New gloves (should be on at this point)
  - ii. Face mask (should be on at this point)
  - iii. Hair net
  - iv. Beard net (if applicable)
  - v. Chef coat and pants
  - vi. Disposable Garb/Apron over work uniform
  - vii. Face Shield or Goggles (due to close proximity to staff)
  - viii. Contactless Thermometer
  - ix. Clipboard and Pen
  - x. Hand Sanitizer
  - xi. [Employee Temperature Log](#)
  - xii. List of Scheduled Employees with Scheduled In Times
  - xiii. Staff Time Clock

## 3. Checking in Staff

- a. Prior to staff entry:
  - i. Ensure you have sufficient time to set up before the first employee arrives.
  - ii. Double check quantity of Personal Safety Equipment Packages with the list of staff reporting to work that day.
  - iii. Walk through restaurant space to check for any outstanding health and safety infractions.
- b. Upon employee arrival:
  - i. Ensure that arriving employees are wearing face masks and gloves upon arrival.
  - ii. Discard used gloves in a designated safety equipment trash bin.
  - iii. Disinfect hands using hand sanitizer.
  - iv. Employees should step onto the disinfectant mat for the appropriate contact time.
  - v. Take this time to observe staff and ask for any symptoms.
    1. The symptoms related to COVID-19 are:



- a. Dry cough
  - b. Shortness of breath
  - c. Feeling feverish
  - d. Shaking with chills
  - e. Headache
  - f. New loss of taste or smell
  - g. Diarrhea
  - h. Muscle pain
  - i. Sore throat
  - j. Vomiting
- c. Conduct a Health Screening
- i. Take employee's temperature with a contactless thermometer to ensure that the employee does not have a fever.
  - ii. Any employee with a temperature higher than 100.4 F is not permitted to enter the workplace.
    - 1. The SM must fill out the [Self Health Screening Form](#) for any employees showing symptoms of COVID-19 or other illnesses and send the employee home. No additional health-related questions may be asked.
    - 2. All Self Health Screening forms must be kept confidential and stored securely, accessible only by the Safety Manager, General Manager, Executive Chef, or members of the corporate Operations and Human Resources teams. This information must be kept separate from other employee personnel records and adequate security precautions must be taken to ensure that there is no unauthorized access to this record.
    - 3. Safety Manager will contact HR as soon as possible regarding any employees that had to be sent home due to health reasons related to COVID-19.
    - 4. Inform fellow managers of staff sent home.
    - 5. Do not disclose any private health-related information to other employees.
    - 6. More information on employee call outs can be found on the [Employee Call Out/Call In Pay SOP](#).
  - iii. Activate another staff member if available.
- d. Log Clock-in time and Temperature Pass/Fail on respective logs.
- e. Hand staff new gloves and Personal Safety Equipment Packs, directing each employee to the locker room to change into uniform and new safety equipment one at a time.



- f. For offsite locker rooms that are also the IPOE, the SM will disinfect and ensure the locker room is in clean and proper order. Refer to [Starting Your Shift SOP](#) for locker room guidelines.
  - g. Walk through the restaurant to ensure all employees are wearing proper safety equipment and uniforms.
4. Disinfecting the Ultipro Time Clock
- a. Employees are responsible for disinfecting the time clock and key pad after each use. They should **not** disinfect the fingerprint scanner, as the Safety Manager should disinfect this regularly.
  - b. The fingerprint scanner on the time clock must be disinfected hourly along with other high touch surfaces.
  - c. Use 50% isopropyl alcohol (do not use Acetone or any other product likely to damage plastic) to dampen a lint-free cloth (such as a microfiber cloth) or cotton swab.
  - d. Gently rub the cloth across the sensor surface in a left and right motion.
  - e. Move slowly down the sensor to cover the entire surface area to ensure not to scratch and damage the surface of the sensor.
  - f. Repeat this process 2 to 3 times. Check that no residual solution remains on the sensor.
  - g. Ensure that the spray bottle of non-ammonia based cleaner is refilled.
  - h. Regularly replace the microfiber cloth to ensure that it does not scratch the surface of the fingerprint scanner.
5. Closing Procedure
- a. Pre-assemble Personal Safety Equipment Packages for next day staff members:
    - i. Pre-packing Personal Safety Equipment Package for the work day:
      1. Disposable Gloves (nitrile or latex, dependent on local guidelines)
      2. 1x Face mask or covering
      3. Hair net & beard net
      4. Disposable Garb, top and/or bottom (job specific)
      5. Laundered Apron and Company uniform (where applicable)
      6. Face Shield or Goggles (job specific)
      7. Chef jacket, kitchen pants, apron (BOH, laundered)
        - a. Determine sizes for each staff member
      8. 2 x disposable sealable bags
        - a. 1 x for storing issued safety equipment and uniform
        - b. 1 x for staff to store shoes in
  - b. Facilitate the exit of all staff members:
    - i. Staggered staff exiting.



- ii. Employ the help of another manager to assist with [Starting Your Shift SOP](#) adherence and disinfecting between each staff member's exit.
    - 1. Personal work shoes to be cleaned and disinfected.
    - 2. Store work shoes in disposable bags/shoe covers and hand over to SM before leaving.
  - iii. Ensure designated garbage cans are available for used safety equipment disposal.
  - iv. Ensure soiled uniforms to be laundered are bagged and tied for pickup.
    - 1. If your laundry bags are meshed/fishnet versions, ensure it is lined with a non-porous bag (eg, trash bags).
  - v. Log clock-out times for staff members.
    - 1. Hand out Take Home Kit:
      - a. 2 x 3-ply face masks for transit
      - b. 2 sets of disposable gloves for transit
      - c. [Foaming](#) hand sanitizer
  - vi. Disinfect locker rooms, changing areas, and employee bathrooms.
  - c. End of Service Deep Clean:
    - i. Refer to [Cleaning, Sanitizing, Disinfecting](#) SOP
    - ii. Preliminary cleaning should be carried out in all parts of restaurants
      - 1. Dining area/service stations/bars/liquor storage/ offsite storage:
        - a. Sweep and mop
        - b. Discard garbage and reline garbage cans
        - c. Dismantle bar tools and equipment and bring to dishpit for washing
        - d. Clean tables and chairs
        - e. Wipe doors, windows, and handles.
      - 2. Kitchen/prep area/receiving area/dishpit/ walk-in refrigerators and storage
      - 3. Office/bathrooms/locker rooms
    - iii. Make sure food products are covered or stored so as to not be exposed to the peroxide spray.
    - iv. Ensure all critical areas are sprayed with peroxide disinfectant.
    - v. Ensure minimal or zero cross contamination.
      - 1. All staff should vacate disinfecting areas beforehand.
6. Delivery and Receiving
  - a. Refer to [Receiving Deliveries SOP](#).
  - b. Ensure the Receiver is trained to follow the proper receiving procedures.
  - c. Help facilitate social distancing between delivery personnel and Receiver.
    - i. Ensure both are protected from surrounding human traffic.



- d. Log delivery personnel names and times of delivery.
  - e. Ensure Receiver is repacking and disinfecting cases before bringing product into the restaurant.
  - f. Facilitate the process to reduce the amount of time spent outside of the restaurant. Help Receiver to complete task ASAP.
  - g. Ensure all employees involved with receiving deliveries wash their hands and replace their gloves after re-entering the restaurant.
7. Flow and Traffic
- a. Ensure staff are staying within their area of operation and following social distancing guidelines.
  - b. Facilitate the communication of Kitchen Runner with the rest of the team. When the Kitchen Runner is unavailable, SM will manage the flow of staff retrieving their needs.
    - i. Establish "drop zones" at each station for Kitchen Runner to drop off retrieved products.
  - c. SM will break up any potential gatherings of staff throughout the day.
  - d. SM will need to control the flow for bathroom breaks:
    - i. SM will need to observe that the [Bathroom Usage SOP](#) is being followed.
    - ii. SM will ensure any staff using the bathroom disinfect bathroom according to Bathroom Usage SOP standards.
    - iii. This is a good opportunity for the SM to assist with any clothing or apron replacement if they are extremely soiled.
8. Coordinate with GM & EC/CDC during Inventory:
- a. Plan and allocate specific areas to assigned staff for counting.
  - b. Make everyone's area of movement known to ensure minimal chance of contact.
  - c. Manage the flow of active staff during service hours and staff that are taking inventory during those hours.
  - d. Leave the majority of the inventory counting of prep items and proteins for the end of the month.
9. Family Meal
- a. Make sure all staff follow guidance set forth in the [Eating & Drinking SOP](#).
  - b. Only offer single-use glasses or disposable cups with lids & straws for personal water and coffee cups to be used by staff
    - i. No personal drinking vessels should be allowed in the restaurant.
    - ii. Any reusable glasses must be brought to the dish area after each use.
  - c. Use disinfected reusable plates, cups, and utensils for family meals.
  - d. Meals will be pre-determined and planned out the week ahead. Any food restrictions need to be communicated ahead of time so the kitchen can make notes and accommodate.



- e. SM will coordinate family meal prep with scheduling for staggered family meal eating times.
  - f. SM will assign eating spots for all staff and ensure social distancing is observed.
  - g. SM will observe the issuance of family meal, with pre-plated or special dietary requests to be distributed as needed.
  - h. SM will issue new face masks, or ensure reused face masks are not contaminated, after family meal is done.
10. Facilities & Safety Equipment Maintenance
- a. Take stock of overall chemical orders.
  - b. Take stock and plan orders for safety equipment.
    - i. Have a list of backup vendors readily available.
    - ii. Check in regularly for product availability and lead times.
  - c. Check chemical/hand sanitizer dispensers:
    - i. Refills
    - ii. Battery status
    - iii. Functional for use
    - iv. Dispense rate / ppm

**Supporting Materials (Logs, Signage, Training & Locations, etc)**

- Signage to be placed at all handwashing sinks
- [Employee Self Health Screening Form](#)
- [Employee Temperature Check Log](#)
- [External Delivery Vendor Log](#)
- Personal Safety Equipment Package Checklist
- [FOH Cleaning Log](#)
- [Starting Your Shift](#)
- [Handwashing](#)
- [Glove Usage](#)
- [Bathroom Usage](#)
- [Receiving Delivery](#)
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**Accountability (how the SOP will be enforced/managed)**

- Cross check with other Managers for support.
- All Managers cross trained on SM role.
- Disciplinary action report to be filed if protocol is not followed.

**Sources:**

- [Safety and Health Topics | COVID-19 - Control and Prevention](#)



- [Considerations for Restaurants and Bars | COVID-19](#)
- [Dine-In Restaurants](#)
- [FDA Food Safety Regulations](#)