

Twist Davis Group  
COVID-19 Preparedness Plan  
June 2020



## Overview

Twist Davis Group is committed to providing a safe and healthy workplace for all our employees and guests. To ensure we have as safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. Managers and employees are all responsible for implementing and maintaining 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, management, and guests. Only through this cooperative effort can we establish and maintain the safety and health of our staff and workplaces.

Management and employees are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. Twist Davis Group management have our full support in enforcing the provisions of this policy.

Our staff are our most important assets. We are serious about safety and health and keeping our staff employed at Twist Davis Group. Staff involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan. We have involved our staff in this process by encouraging feedback from those still employed throughout the evolving COVID-19 pandemic. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- preventative guidelines
- engineering and administrative controls for social distancing;
- cleaning, disinfecting, decontamination, and ventilation;
- protection and controls for pick-up, drop-off and delivery;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

## Screening and policies for employees exhibiting signs and symptoms of COVID-19

Workers have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers'

health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

- Temperature screening for each employee upon arrival of each shift via touch-free thermometer. Any employee that has a reading of 100°F or higher will be sent home and asked to monitor their symptoms and take a COVID-19 test.
- Any staff member experiencing COVID-19-related symptom is encouraged to report to management immediately. Symptoms of two or more of the following are required to stay home and suggested to self-isolate until symptoms relieve 7 days past first signs of symptoms, per CDC guidelines. Staff members experiencing symptoms are encouraged to get tested by their health care provider.
  - Symptoms include: coughing, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell, nausea or vomiting, diarrhea.
- Any staff member not willing to disclose symptoms but showing obvious physical signs of COVID-19-related symptoms will be sent home and required to quarantine for 7 days, until symptoms alleviate, or cleared by their health care provider.

Twist Davis Group has implemented additional 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. These policies are in addition to the ESST balances already accrued.

- E-PSL (Expanded Paid Sick Leave) for all employees to use for COVID-19-related matters until December 31<sup>st</sup>, 2020. This balance is kept separate from their current ESST accrual balance.
  - Full-time status employees (32+ hr/week) receive 80 hours E-PSL
  - Part-time status employees ( $\geq$  31 hr/week) receive their balance estimated based on the average number of hours the employee is scheduled to work per calendar day over the next 6-month period.
  - All E-PSL is paid out at “normal pay”, based off of the base-job title of employee
- E-FMLA (Emergency Family and Medical Leave) – this is an expansion from the current FMLA leave guidelines.
  - Employees may get 12 weeks of Expanded FMLA to care for a child whose school or day care is closed due to COVID-19. The first two weeks are unpaid, and the remaining 10 weeks are paid at two-thirds of the regular rate of pay.

Accommodations for workers with underlying medical conditions or who have household members with underlying health conditions have been implemented.

- Immunocompromised employees and employees that live with a household member who is immunocompromised are entitled for leave under FFCRA if their health care provider advises the employee or the household member to quarantine because they

are “particularly vulnerable,” and by following the advice of the employee’s/household member’s health care provider to self-quarantine, the employee is prevented from being able to work. These employees will provide supporting documentation by a healthcare provider for specific restrictions.

Twist Davis Group 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.

- All staff will be notified upon receiving information of a COVID-19 positive employee, with the affected employee’s identity remaining confidential.
- All staff considered in CDC’s definition of “close quarters” will be mandated to get tested and self-quarantine/isolate for 14 days.
- The property affected will undergo a deep-sanitation sweep using ECOLAB-provided Hydrogen Peroxide Multi-Surface Cleaner/Disinfectant, either by internal members of the staff or a third-party. This decision will be based on owners’ discretion.

In addition, a policy has been implemented to protect the privacy of workers’ health status and health information.

- Any employee symptom/health information disclosed is logged, stored in a safe and secure location.
- All health status information remains confidential between management, human resources, owners, and the employee affected.

## **Handwashing**

Basic infection prevention measures are being implemented at our workplaces at all times. Employees 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 toilet. All customers and visitors to the workplace will be encouraged to wash or sanitize their hands prior to or immediately upon entering the restaurants. Twist Davis Group has stationed and will upkeep hand sanitizer dispensers (that use sanitizers of greater than 60% alcohol) at the entrances so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled. All staff on-duty will be responsible for monitoring the levels of soap and drying towels in bathrooms, and hand sanitizer stations through the restaurant.

## **Social Distancing**

Social distancing of six feet is encouraged for staff but due to the mechanics of the restaurant industry, social distancing cannot always be practiced, as it will hinder the execution of necessary job duties such as (but not limited to):

- Taking in-dining guests' orders
- Clearing tables
- Navigating the kitchen
- Working stations to cook food
- Scaling back menu to space

Practical measures of social distancing of six feet will be implemented and maintained between employees, customers, and third-party vendors in the workplace through the following engineering and administrative controls:

- Patio dining occupancy has decreased to 50%
- Dining room and patio tables are distanced 7+ feet in radius of each other
- Patio tables in the front entrance area have space in addition to the 7+ feet radius standard for walking personnel and those picking up to-go food.
- Patrons picking up to-go food are not allowed in the restaurant, but are to wait outside for their food.
- Stanchions and tables are placed outside the to-go pick-up station outside the restaurant to ensure no one enters the restaurant unless they have a reservation.
- Third-party vendors are instructed where to drop their delivery off and encouraged to remain social distanced when handing off the invoice.
- Point-of-sale terminals are relocated to various parts of the restaurant, beyond the six feet requirement
- Congregation of staff is prohibited
- Only one guest is allowed in the building at one time for bathroom usage

Additional pertinent protocols have been implemented for safety:

- Check books and pens are sanitized after every usage.
- Table napkin holders are thoroughly sanitized, in addition to removing the top napkin layer between each seating
- Regular sanitation with ECOLAB-provided Hydrogen Peroxide Multi-Surface Cleaner/Disinfectant of high-contact areas of the restaurant, which includes (but not limited to) door handles, stanchions, tables, and point-of-sale terminals.

### **Cleaning & Disinfection**

Ongoing regular housekeeping practices are being executed by all staff in a more diligent and frequent manner, including routine cleaning and disinfecting of work surfaces, equipment, tools, and machinery. High-touch items and areas, such as phones, point-of-sale equipment, light switches, door handles, tables, booths, chairs, restrooms, bar stations, expo station, delivery/pick-up location, point-of-sale stations, credit card readers, and receipt printers are included in this routine. These tasks will be assigned by the supervisor/manager on-duty. All sanitation will be conducted with ECOLAB-provided Hydrogen Peroxide Multi-Surface Cleaner, which kills the COVID-19 virus along with other viruses and bacteria immediately upon contact.

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product. We have procured Hydrogen Peroxide Multi-Surface Cleaner from ECOLAB, one-time usage masks and gloves from US Foods, and cloth masks from local business Craftmade Aprons. Masks are required for all employees to wear when they are working.

### **Air Ventilation**

The 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. Steps are also being taken to minimize air flow blowing across people. When possible, doors leading outside will remain open to help circulate fresh air into the facility, and ceiling fans will continue to run throughout the day.

### **Communications and Training**

This COVID-19 Preparedness Plan is available for all staff via our online scheduling system, ScheduleFly, in an attachment form, which is accessible to all employees 24/7. Our preparedness plan is also posted online at RevivalRestaurants.com under our “health and safety” section. Additional communication and training will be ongoing quarterly and provided to all workers who did not receive the initial training.

Instructions will be communicated to customers and visitors about: how drop-off, pick-up, delivery and indoor/outdoor dining will be conducted (via Tock website) to ensure social distancing between the customers and workers; required hygiene practices; and recommendations that customers and visitors use face masks when dropping off, picking up, accepting delivery or indoor dining.

Customers and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. Managers and supervisors are to monitor how effective the program has been implemented by June 31<sup>st</sup>, 2020. Management and workers are to work through this new program together and update the training as necessary.

*Certified by Kairi Nguyen, Twist Davis Group Operations & Human Resources Manager*