

# COVID-19 Preparedness Plan for The Lexington Restaurant Group

**The Lexington Restaurant 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 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 employees, management and guests. Only through this cooperative effort can we establish and maintain the safety and health of our employees and workplaces.

Management and employees are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan. The Lexington managers and supervisors have our full support in enforcing the provisions of this policy.

Our employees are our most important assets. We are serious about safety and health and keeping our employees working at The Lexington. 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:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- cleaning, disinfecting, decontamination and ventilation;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and employees; and
- management and supervision necessary to ensure effective implementation of the plan.
- protection and controls for pick-up, drop-off and delivery;
- protections and controls for in-store dining;
- communications and instructions for customers.

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

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

- The Lexington performs temperature check and health screenings to every employee and vendor who enters The Lexington property upon arrival.
- Employees of The Lexington will alert management if they are sick or are experiencing symptoms while at home through direct contact with the Management Team via telephone at 651-289-4990. Employees

will speak directly to the Manager on Duty who will notify the COVID-19 Manager, Sara Phelps directly for next steps/protocol.

- Employees who indicate they are sick or are experiencing symptoms while at work will be immediately removed from the property and stationed at the Temperature Screening area for dismissal from the building. The Manager on Duty will then complete an Employee Illness Report Form and then will be immediately sent home.
- All new and existing employees are required to attend a COVID-19 Orientation with Covid Manager Sara Phelps before being allowed to begin their first shift. This preparedness plan is reviewed as well as The Lexington Employee Handbook COVID-19 Addendum.

The Lexington has implemented leave policies that promote employees 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. Employees can consider using ESST or exercising benefits outlined in the Federal Families First Coronavirus Response Act (FFCRA).

Accommodations for employees with underlying medical conditions or who have household members with underlying health conditions have been implemented. Employees with underlying medical conditions or who have household members with underlying health conditions should communicate that to The Lexington Management Team. The Lexington will work with those employees individually on reasonable accommodations.

The Lexington has also implemented a policy for informing employees 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. The Lexington will inform all staff if another member of the team has tested positive for COVID-19. This will be done through HotSchedules messenger and the infected employee will remain anonymous.

In addition, a policy has been implemented to protect the privacy of employees' health status and health information. All Employees Temperature and Health Screening information will be kept under lock and key and completely confidential.

## 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 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.

The Lexington will provide hand sanitizing stations at both the front and back entrances of the building for public use. These sanitizing stations will be maintained and monitored by The Lexington Management Team and Host Staff.

Handwashing Sinks are designated throughout the private areas of the restaurant for employee use. Employees have been instructed to wash hands for 20 seconds after having contact with any guest surface and in between glove usage.

Hand Sanitizer stations are available throughout the common areas of the restaurant.

All Ready to Eat Food will only be handled by employees wearing gloves. Proper glove changing techniques are frequently revisited by management and staff.

## **Respiratory etiquette: Cover your cough or sneeze**

Employees, 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, their mouth, nose, and eyes, with their hands. They should 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 employees, customers, and visitors. The Lexington Staff will be reminded at the beginning of every shift on proper respiratory etiquette.

## **Social distancing**

Social distancing of six feet will be implemented and maintained between employees, customers, and visitors in the workplace through the following engineering and administrative controls:

- Removal of Dining Tables and Bar Stools to ensure social distancing between guests
- Controlling the flow of incoming reservations and seating times to ensure maximum isolation of guests and ensuring only 50% capacity of the property
- Guest Check in at Host Stand location allowing one group of guest in doorway at a time to ensure social distancing
- Signage for Guests and Staff reminding them of social distancing protocols
- Only Candles provided on table. Rolled Silverware and B&B plates upon ordering.
- Addition of foot operated door openers in all public restrooms.
- Removal of Point of Sale Systems for staff that are not 6 feet apart
- All shared electronics including Point of Sale Systems, Mobile Devices, Telephones, Computers, Desks, Pens and Elevators will be cleaned repeatedly throughout the shift. Host Team to be assigned a specific telephone and specific iPad to be used only by that employee during their scheduled shift.
- Elevator usage to the Rooftop Patio will be limited to single groups of guests per use. Only those guests dining together will enter elevator together. Maximum of 4 Guests in elevator at any time.
- Guests will be prevented from gathering in large groups by limiting table size to 6 guests in the same family.
- Bar stools will be spaced appropriately to not allow groups of guests to sit next to other groups of guests.
- Staggered in-times for staff to ensure social distancing during health screening to limit the number of employees in the workplace at one time.

- Employees and guests are prohibited from gathering in groups and confined areas, including elevators and locker rooms.
- Employees are prohibited from using other employees personal protective equipment. Employees have been given instruction on proper PPE usage techniques.
- Any employee or guest with a question can speak to the Manger on Duty who will direct their concern to Sara Phelps, COVID-19 Manager, at [sara@thelexmn.com](mailto:sara@thelexmn.com)

## Cleaning, disinfection, and ventilation

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery areas and areas in the work environment, including restrooms, break rooms, wait stations, event spaces, checkout stations, elevators, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc.

Constant cleaning by staff members will be monitored by management.

New policies enacted will be:

- All guest facing surfaces will be sanitized every 45 minutes using EPA approved sanitizer
- Rest Rooms will be sanitized every 30 minutes
- All Doorknobs, Door Handles and common touch points will be sanitized every 30 minutes
- Three step process adopted to clean, sanitize and sanitize spray all guest contact surfaces
- All uneaten guest food will be boxed tableside by the guest to ensure that contaminated food/plates are not in contact with the kitchen environment.

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. The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited and ventilation systems are being effectively use and maintained. Steps are also being taken to minimize air flow blowing across people.

## Employee Feedback and Communicating Concerns

An updated Employee Handbook has been distributed to all employees. Employees have also gone a COVID-19 Reopening Orientation to discuss all updated procedures and protocols related to COVID-19. The Ownership and Management will also take this opportunity to accept and review feedback from all employees.

Upon reopening of The Lexington Restaurant, a committee of volunteer hourly and management staff will host a weekly committee meeting. The goal of this committee will be to address the concerns related to operational challenges presented by COVID-19. The committee will develop and implement operational and procedural

changes to ensure safety of our work environment in the Front of House, Kitchen, Prep, Dish, Rooftop, and host departments. Representatives from each area of the restaurant will be invited to communicate directly to COVID-19 Manager, Sara Phelps, to give input regarding additional safety precautions that can be taken in their designated area of the restaurant.

## Communications and training

This COVID-19 Preparedness Plan was communicated in writing and in written form to all employees on or before May 15<sup>th</sup>, 2020 and necessary training was provided. Additional communication and training will be ongoing as concerns arise and updated information is available from the Minnesota Department of Health and The Center for Disease Control and provided to all employees who did not receive the initial training. Instructions will be communicated to customers and visitors about: how drop-off, pick-up, delivery and in-store dining will be conducted to ensure social distancing between the customers and employees; required hygiene practices; and recommendations that customers and visitors use face masks when dropping off, picking up, accepting delivery or in-store dining. Customers and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. Signage is placed throughout the restaurant advising guests not to enter if they are ill, proper respiratory procedures, and to maximize social distancing. Managers and supervisors are to monitor how effective the program has been implemented by keeping shift logs and logs of any COVID-19 related information to be reviewed daily. Management will meet with ownership weekly to discuss additional resources needed. Management and employees are to work through this new program together and update the training, as necessary. This COVID-19 Preparedness Plan has been certified by The Lexington Restaurant Group management and was posted throughout the workplace **May 15<sup>th</sup>, 2020**. It will be updated as necessary.

Certified by:

Sara Phelps  
COVID-19 Manager

The Lexington Restaurant Group