



COVID 19 SAFETY PLAN

Charleston's of Indiana

- We will have managers take temperatures of all staff working and fill out a health questionnaire daily on each staff member.
- Any staff with a temperature will NOT work and need to be fever free for 48 hours.
- We have installed hand sanitizer stations in foyer, on Entry & Exit of restrooms, near all POS machines, and in dining room.
- Curbside/to-go staff will wear gloves.
- Will have a dedicated food runner that is gloved.
- All employees will wear masks.
- All employees will be required to wash hands per Local Health Department requirements.
- We will have signage for guests NOT TO ENTER if they have COVID 19 symptoms or a fever.
- Bar top service will NOT BE PERMITTED.
- We will limit the capacity of our restaurant at 50% of the seating capacity.
- We will seat guests at tables or booths that are 6 feet apart.
- We will limit the number of guests at one table to 6 people or less.
- We will use our online reservation system's texting feature to have guests wait in their cars and text them when their table is ready.
- Waiting area: with texting guests in their cars, taking reservations, and doing call aheads: we will be able to prevent our waiting areas from being used.
- We will have no condiments, salt/peppers, sugar caddies, or candles on tables.
- We will clean and sanitize menus AFTER EVERY USE.
- We will clean high contact surfaces such as door handles, phones, pens and touch screens regularly.
- We will have disposable silverware/Plasticware available on request.
- We will use rolled silverware in linen and use gloves when polishing and rolling.
- We will sanitize all tabletops and chair arms after each table use.
- We will use Enviro-master Cleaning Company to use a non-toxic chemical that kills viruses on hard surfaces and multi-use surfaces weekly.
- Restaurants will be cleaned and sanitized daily.