



## COVID 19 SAFETY PLAN

### Stage 4

#### 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.
- 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.
- We have installed auto-faucets and auto-soap dispensers in our restrooms.
- We have installed foot door "pulls" on our restroom doors.
- Bar top service will be PERMITTED @ 50% of the bar seating Capacity.
- We will limit the capacity of our restaurant at 75% of the seating capacity.
- 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/Plastic ware 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.