

COVID-19 GENERAL INFORMATION



mbaa.com/Pages/Covid-19.aspx

► Office Cleaning List

- Front door handles inside/outside
- Reception counter
- Bathroom door handles
- Sink bathroom handles
- Doors to offices (in and out)
- Shared Workstations, tablets, keyboards/mouse, phones
- Shared tools
- Stair rails in area
- Shared markers, workstations, tables in meeting rooms

► Cleaning Basics

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol (hand-sanitizing solution only requires 60%+), and most common EPA-registered household disinfectants should be effective.
 - Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
 - Products with EPA-approved emerging viral pathogens claims are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

► Information to Email to Company

Right now, the goal is to limit opportunities for transmission into and within our workplace community. Here are the things that will help mitigate risk at _____:

- Wash. Your. Hands. Often. Hot Water. Soap. 20 Seconds. [Here is a helpful list of songs with 20 second choruses that you can belt out while you wash.](#)
- Pubs Team: Please be DILIGENTLY executing all normal food safety and sanitizing practices to cope with things our guests may bring in..
- Get in the habit of giving everyone a bit more space. There's no reason to think we're spreading it amongst ourselves now, but it will take a while to adjust to this. Examples:
 - Take a step back during lineup and shift handoff meetings
 - Never share glassware when tasting or drinking beer, or any other drinks or food products
 - Wash all dishes (utensils, dinnerware, glasses, etc.) in a dishwasher, not by hand. If dishes cannot be washed in a dishwasher, use disposable dishes.
 - Help keep all areas clean. Use disinfecting wipes and/or spray to clean highly used areas and items such as shared workstations and forklift steering wheels.
 - Thoroughly clean all shared PPE with disinfecting wipes or spray after each use and prior to using.
 - In common areas such as break rooms, control rooms and conference rooms – sanitize all surfaces prior to using and at end of meeting, break or shift.
 - Avoid shaking hands. Instead try air-fives or head nods.
 - Eliminate unnecessary work travel – if you must travel for essential work, work with your company management and follow all CDC and local health and safety guidelines.
- VISITOR GUIDELINES**
 - Managers who bring visitors onsite are responsible for completing this form. Non-managers should work with their manager to complete the form.
 - When possible, share this form in advance of the visitor arriving at the facility, so they're aware that we have put in place precautionary measures to ensure the health and safety of our colleagues and our communities.
 - Avoid confrontation. If the individual becomes irritated, reiterate that this is a precautionary measure and is being requested of all visitors in order to gain access to our facilities. If they refuse to complete the form, calmly notify the host or onsite manager.
 - Thank them for their understanding and cooperation.
 - Limit third party visits on-site from suppliers, sales people, etc. Unless hosting someone onsite is mission critical (e.g. contractors installing packaging equipment), meet by phone or zoom.

continued

▶ Vacation/Personal Travel

- Where you go on vacation is usually none of my business, but if you are taking a trip please use caution and protective measures. If you are traveling internationally **or** domestically to areas deemed as “hot spots” by the CDC, please make your direct supervisor aware of these travel plans.

▶ CDC Guidance for Sick Employees

Below is some guidance from the CDC regarding employees who should stay home. More is here:
<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

- Please follow the **guidance from the CDC**, as described here: “Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.”

▶ Restaurant Information

CHECKLIST OF ACTIONS

1. Disinfect & Clean all high-touch areas after every customer seating experience
 1. Surfaces (e.g. bar, tables, chairs)
 2. Objects (e.g. menus, table tents, telephones, handhelds, credit card caddy, pens, tabletop condiments / items)
 3. Facilities (e.g. door handles/knobs, railings, sink knobs, restroom handles)
2. Disinfect & Clean all high-touch areas at least once / hour – even if not utilized by customer.
3. Provide sanitizing hand rub dispensers in prominent places around the bar / restaurant. Make sure these dispensers are regularly refilled.
4. Display additional posters promoting hand-washing (*these can be the standard required ones or there are a number of options available online*)
5. Display the attached checklist of the additional actions we are taking. (*feel free to customize*)
6. Educate and remind staff of proper safety and consumer optics hygiene:
 - a. Wash hands every 15-minutes or as needed.
 - b. Avoid touching your face, mouth, nose, or hair.
 - c. Make effort to avoid coughing or sneezing in front of the customer, and if unavoidable, do so into a tissue, immediately dispose of tissue and wash hands.
7. Halt all external Growler-fills (do not refill a growler a customer brings from home)
8. Any employee showing any signs of illness (even common cold) should be excused – and should not return until all symptoms have subsided.
9. No touching or refilling outside food, drinks or vessels (e.g. water bottles, coffee) from customers.
10. No sharing or saving employee meals for any reason.
11. All employee items brought in from external sources (e.g. employee water bottles, laptops, phones) need to be properly cleaned and disinfected.
12. Move tabletop items to “by request.” (e.g. salt, pepper, ketchup)
13. Laminate or place paper menus in plastic sleeve to allow for cleaning and disinfecting.

ADDITIONAL OPTICS CHECKLIST

14. If heightened risk exists in your county / city, servers can wear disposable gloves during normal operations.
15. Install foot pulls on appropriate / necessary doors.
16. Implement Food-for-Pick-up options where consumer doesn’t need to leave their vehicle – we deliver from Pub to parking lot.
 - a. Anyone handing over delivery or food-to-go orders should wear gloves.

SUPPORT FROM MARKETING

1. Marketing should prepare and support pub operations by highlighting food delivery options, to-go ordering, how to order, phone number and ways to maintain business. (People are still going to want minimal-contact ways to experience normal life)

ADDITIONAL NOTES ON CLEANING & DISINFECTING SURFACES ACCORDING TO THE CDC

- Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces and should not be used for other purposes. Consult the manufacturer’s instructions for disinfection products use. Clean hands immediately after gloves are removed.

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
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 - Products with EPA-approved emerging viral pathogens claims are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
 - Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely, or Use products with the EPA-approved emerging viral pathogens claims that are suitable for porous surfaces.

ADDITIONAL NOTES ON CLOTHING, TOWELS, LINENS and OTHER ITEMS THAT GO IN THE LAUNDRY

- Wear disposable gloves when handling dirty laundry from an ill person and then discard after each use. If using reusable gloves, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other household purposes. Clean hands immediately after gloves are removed.
 - If no gloves are used when handling dirty laundry, be sure to wash hands afterwards.
 - If possible, do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air.
 - Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry from an ill person can be washed with other people's items.
 - Clean and disinfect clothes hampers according to guidance above for surfaces. If possible, consider placing a bag liner that is either disposable (can be thrown away) or can be laundered.