



COVID-19 HEALTH & SAFETY
EMPLOYEE & VENDOR HANDBOOK

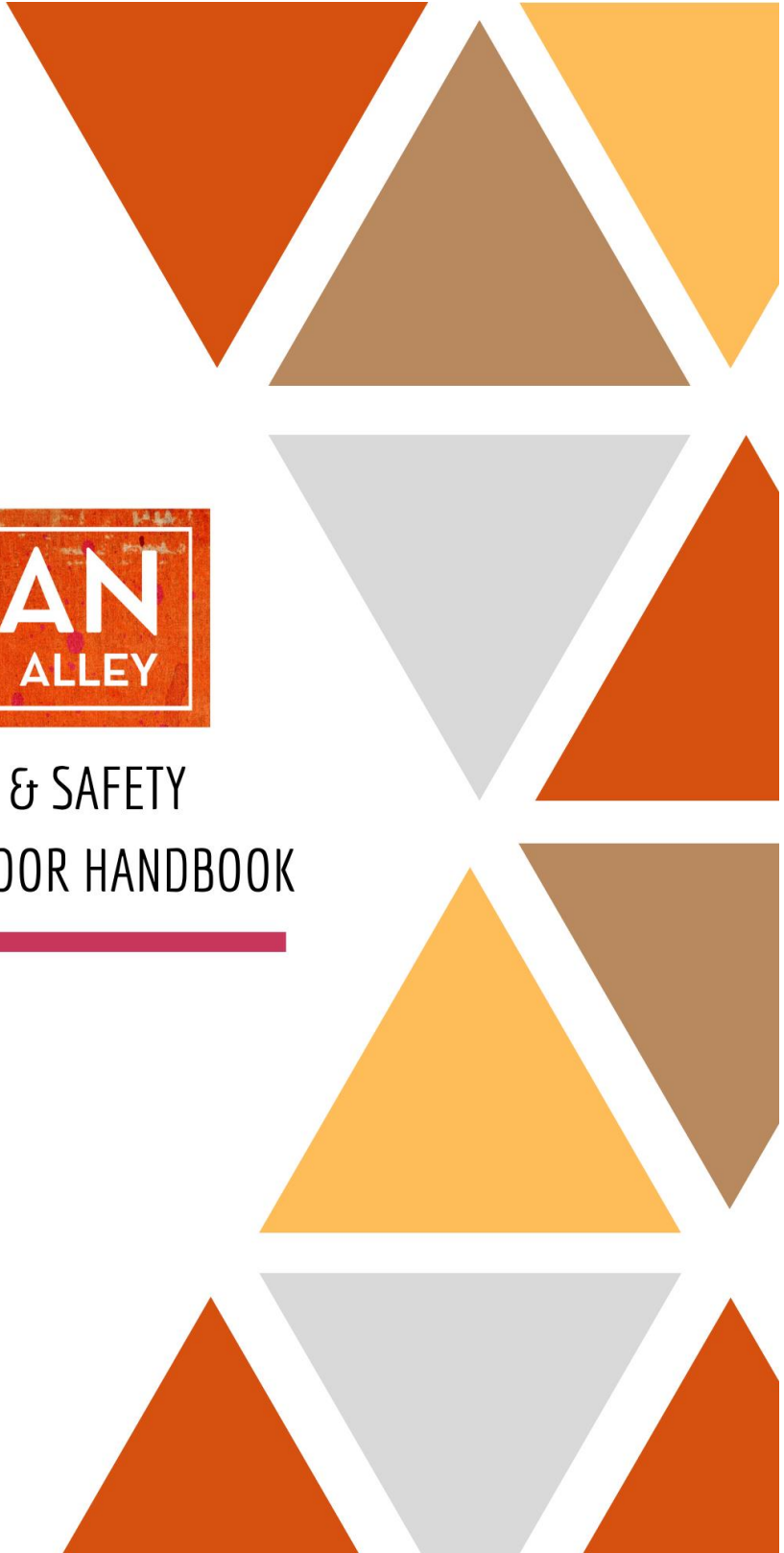


TABLE OF CONTENTS

Tin Can Alley Introduction

The COVID Safety Supervisor (CSS) Definition

The Sanitation Service Team (SST) Definition

Tin Can Alley for Office Staff

Office Staff Responsibilities

Tin Can Alley for Kitchen/Warehouse Staff

Kitchen/Warehouse Responsibilities

Tin Can Alley for Event Staff

Event Staff Responsibilities

Vendor Responsibilities

Vehicle Sanitation

Event Execution From Start to Finish

COVID-19 Health and Safety Employee and Vendor Handbook Acknowledgement

CDC COVID-19 Infographic

Steps to Minimize Risk of COVID-19 Infographic



EVENT & GUEST HEALTH SAFETY PROCEDURES

Tin Can Alley is very excited to welcome our team and vendor partners to come together again and make magical memories for our guests!

Our team has spent countless hours creating a plan that adheres to the current state and county Department of Health regulations and guidelines to provide a safe experience for everyone. We are taking all health and safety requirements very seriously. Modified food and beverage practices have been made with the goal that everyone in the environment feels safe. We have invested in the proper equipment and extra staffing to ensure guests have a safe and healthy celebration.

THE COVID SAFETY SUPERVISOR (CSS)

The CSS will remain onsite for the duration of the event to ensure that all state and county health department guidelines are being adhered to for the safety of our guest, vendors and staff.

The CSS responsibilities include:

- Ensuring vendors have received the COVID-19 Employee and Vendor handbook and are abiding by the safety regulations.
- Ensure all sanitation stations are in place and stocked.
- Once the Sanitation Service Team (SST) has been assigned, the CSS will ensure that the sanitation schedules are being maintained.
- The CSS is responsible for ensuring that the staff wash their hands and change their gloves every 30 mins.
- The CSS is responsible to ensuring all guest, vendors and staff maintain 6ft social distancing guidelines and the use of mask as required.
- The CCS is responsible for ensuring that all health and safety signage is up and appropriately located.

THE SANITATION SERVICE TEAM (SST)

The SST responsibilities include:

- Two staff members per event will be assigned to the sanitation team.
- These teams will be responsible for utilizing a sanitation caddy and checklist to wipe down high touch surfaces and bathrooms every 30 mins during the event.
- After each cleaning, the Sanitation Service Team will initial and time stamp the checklist provided by the CCS.

OFFICE STAFF

TIN CAN ALLEY FOR OFFICE STAFF

- Sanitation station is available upon arrival. Masks, gloves, hand sanitizer and a spray bottle of disinfectant with paper towels will be available at each station.
- Each desk will have a can of disinfecting wipes to clean surfaces after the day ends.
- Infrared thermometers will be in station – staff need to take their own temp. Any temp over 100.4 is considered fever.
- Require sick workers to stay home or go home if they feel or appear sick.
- Identify and remove workers who exhibit signs of COVID-19 illness. A report will be written and be sent to Human Resources Manager and Owner.
- Two washable masks will be provided to each staff member. Staff can provide their own if they wish.

OFFICE STAFF RESPONSIBILITIES

- Do not come in if you feel sick in any way.
- All staff will check their temp upon arrival.
- Social distancing is expected to be maintained and masks must be used if you are in the presence of others.
- Wash your hands thoroughly with soap and warm water for 20 seconds upon first arriving to work, after using the restroom, before and after eating and frequently throughout the day. Avoid touching your eyes, nose, or mouth.
- Staff is expected to log their hours and intended location on Google Calendar to ensure no more than four people are in the office at the same time.
- Communal surfaces must be sanitized after each day using disinfectant spray. Individuals are expected to remove their own garbage from the office at the end of each workday. Everyone in the office is expected to take part in this. Daily check list required.

KITCHEN AND WAREHOUSE STAFF

TIN CAN ALLEY FOR KITCHEN/WAREHOUSE STAFF

- Sanitization station is available upon arrival. Masks, gloves, hand sanitizer, a spray bottle of disinfectant and paper towels will be available at each station.
- Infrared thermometers will be in station – staff need to take their own temp. Any temp above 100.4 is considered a fever.
- Require sick workers to stay home or go home if they feel or appear sick.
- Identify and remove workers who exhibit signs or symptoms of COVID-19 illness. Worker is to clock out and supervisor should report the dismissal on an incident accident report. This report should be sent to Human Resources Manager and Owner.
- Two washable masks will be provided to staff or they can supply their own.
- N-95 mask will be provided for staff assigned to dish washing, scullery, or pack backs.

KITCHEN/WAREHOUSE RESPONSIBILITIES

- Do not come to work if you feel sick in any way.
- All staff will check their temp upon arrival.
- Social distancing is expected to be maintained and masks must be used if you are in the presence of others.
- Wash your hands thoroughly with soap and warm water for 20 seconds upon first arriving to work, after using the restroom, before and after eating and frequently throughout the day. Avoid touching your eyes, nose or mouth.
- Staff is expected to log their hours and intended location on Google Calendar to ensure no more than four people are in the office at the same time.
- Communal surfaces must be sanitized after each day using disinfectant spray. Individuals are expected to remove their own garbage from the office at the end of each workday. Everyone in the office is expected to take part in this. Daily check list required.
- Stations and all high touch surfaces sanitized every 30 minutes
- Maintain Hazard Analysis Critical Control Point (HACCP) program.
- Vehicle Sanitation standards are to be maintained by anyone driving a PJH&Co vehicle.

EVENT STAFF

TIN CAN ALLEY FOR EVENT STAFF

- Sanitization station is available upon arrival. Masks, gloves, hand sanitizer, a spray bottle of disinfectant and paper towels will be available at each station.
- Infrared thermometers will be in station – staff need to take their own temp. Any temp above 100.4 is considered a fever.
- Require sick workers to stay home or go home if they feel or appear sick.
- Identify and remove workers who exhibit signs or symptoms of COVID-19 illness. Worker is to clock out and supervisor should report the dismissal on an incident accident report. This report should be sent to Human Resources Manager and Owner.
- Two washable masks will be provided to staff or they can supply their own.
- N-95 mask will be provided for staff assigned to dish washing, scullery, or pack backs.

EVENT STAFF RESPONSIBILITIES

- Do not come to work if you feel sick in any way.
- All staff will check in with TCAT CCS upon arrival and have temp checked and screened for COVID-19 symptoms.
- Social distancing is expected to be maintained and masks must be used if you are in the presence of others.
- Gloves are mandatory
- Wash your hands thoroughly with soap and warm water for 20 seconds upon first arriving to work, after using the restroom, before and after eating and frequently throughout the day. Avoid touching your eyes, nose or mouth.
- Use sanitation checklist and sign off to ensure all areas are cleaned. CSS will ensure that this checklist is maintained and assigned duties are being executed.

- Communal surfaces must be sanitized after each day using disinfectant spray. Individuals are expected to remove their own garbage from the office at the end of each workday. Everyone in the office is expected to take part in this. Daily check list required.
- Workstations re-positioned to maintained social distancing.
- Kitchen worktables and bars along with all high touch surfaces sanitized every 30 minutes.
- Vehicle Sanitation standards are to be maintained by anyone driving a PJH&Co vehicle.

VENDORS

VENDOR RESPONSIBILITIES

- Upon arrival, check in with Tin Can Alley's Covid Safety Supervisor and have temp checked and screened for COVID-19 symptoms.
- Social distancing is expected to be maintained and mask must be used.
- Wash your hands thoroughly with soap and warm water for 20 seconds upon arriving to work, after using the restroom, before and after eating and frequently throughout the day. Avoid touching your eyes, nose, or mouth.
- Gloves are mandatory for any vendor providing food or beverage related services.
- Gloves and masks will be available onsite if needed.

FLEET VEHICLE
SANITATION
SOP

VEHICLE SANITATION

- Vehicle sanitation standards are to be maintained by anyone driving an PJH&Co vehicle
- The driver is expected to sanitize the cab of the vehicle and door handles using disinfecting wipes. The wipes will be provided in vehicle.
- The driver should use hand sanitizer upon exit and entry of the vehicle. Hand sanitizer will be provided within the vehicle.
- Driver should use sanitizer upon exit and entry of the vehicle which will be provided.
- Driver is required to sign the provided sanitation truck log after sanitation is completed after each use.
- ONLY the driver can be in the company vehicle. No passengers.

EVENT
EXECUTION
FROM START
TO FINISH

VENDOR SET UP

- Depending on the detail and location of the setup, staff members will be set up in sets of two.
- After event set is complete, all surfaces must be sanitized.

VENDOR ARRIVAL

- Sanitation checklist will be responsible by the TCAT CSS.
- Each vendor working with us will receive this handbook stating our expectations for a safe work environment.
- Each vendor must sign their copy and return to TCAT CSS.

STAFF ARRIVAL

- Staff will be checked by TCAT CSS upon arrival and complete COVID-19 screening.
- Once staff has checked-in they must wash hands, pick up their glove pack and check in with event manager for their assignments.

EVENT PRE-SET

- Table linens and centerpieces will be pre-set and sanitized before catering can place any glassware, cutlery, or china on tables.
- Catering IS NOT allowed to pre-set.

GUEST ARRIVAL

- Upon arrival, Tin Can Alley will provide welcome attendants to direct guests to sanitation stations and usher guests to their seats

- Guest will find an informational poster about COVID-19 and requirements to enter our building on the sanitation station. This includes social distancing measures, washing and sanitizing hands and mask wearing.
- Guest will be provided with disposable mask if they do not have one.
- All doors and loading bays will be propped open for easy in and out access and better ventilation.
- No more than five people will be allowed per table and guest will have designated seating per family already in place.

COCKTAIL HOUR

- Tin Can Alley will provide additional seating vignettes to allow guest to sit down while still holding social distancing measures.
- No appetizer trays to be passed
- Appetizers will be pre-assembled by cater and served on mini vessels with plexi-glass barrier to ensure safety of staff and guest.
- No cocktail trees allowed.

ENTRÉE SERVICE

- Family style service and self service will not be available.
- As per vendors catering at Tin Can Alley, French style buffet and plated will be used.
- Table side and wine service will be provided by catering staff.
- Upon call to sit, service catering staff will lay glass, china, and cutlery.
- Specific catering staff will be assigned to selected table throughout the diner to limit contact with others.

STATIONS:

- Non-alcoholic beverages, including coffee, will be served by a beverage attendant. The station will have plexi-glass barrier. Social distancing floor markers will be made to guide guest and encourage social distancing in areas where guest will gather.
- Bars will be equipped with plexi-glass barriers
- Multiple bars will be in use to keep guest distance

STAFF AND VENDOR MEALS:

- Abide by social distancing rules- Stay 6 feet away from other employees while eating.
- Staff and vendor meals will be individually prepared and will no longer be served as a family style or buffet.
- The event lead will increase the frequency of breaks to allow for more social distancing.
- Compostable cutlery will be provided.
- Staff and vendors must wash their hands before resuming work.

COVID-19 HEALTH AND SAFETY EMPLOYEE AND VENDOR HANDBOOK ACKNOWLEDGMENT

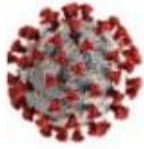
I, _____, ACKNOWLEDGE THAT I
HAVE RECEIVED AND READ THE COVID-19 HEALTH AND
SAFETY EMPLOYEE AND VENDOR HANDBOOK FOR TIN CAN
ALLEY.

EMPLOYEE SIGNATURE

DATE

PRINTED NAME

What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a cloth face covering that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



cdc.gov/coronavirus

STEPS TO MINIMIZE RISK OF COVID-19

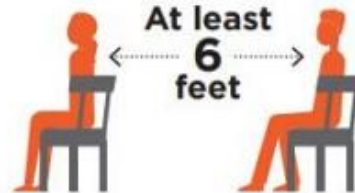


In response to a Health Officer Order, take these steps:

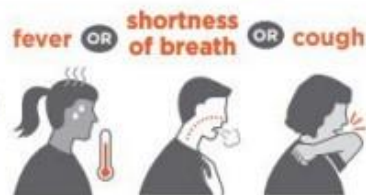
- 1** Discourage high risk individuals from attending (people over 60, pregnant people, medical conditions).



- 2** Limit close contact of people (within 6 feet for 10 minutes or longer):
- Allow for space between chairs.
 - Plan for physical space between attendees.



- 3** Screen for any of these symptoms before and during the event. Anyone sick must stay home or go home.



Other symptoms:

- chills
- muscle pain
- sore throat
- loss of taste or smell

- 4** Provide ready access to hand sanitizer. Actively request participants to wash their hands often.



- 5** Clean and disinfect surfaces frequently.



Ask employees to read this information sheet.

Public Health
Seattle & King County 