



Tortoise & Hare
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Tortoise + Hare Restaurant (Reopening Ontario) Step Three – COVID-19 SAFETY PLAN

This informational document will remain accessible to staff and patrons at all times.

Business Name	Tortoise + Hare Restaurant
Division/ Group	Tortoise + Hare Restaurant is a Restaurants/Bar that is open in Step Three of the Reopening Ontario Act. Capacity is limited to 50% of the maximum occupancy calculated in accordance with Ontario Regulation 213/07 (Fire Code), made under the Fire Protection and Prevention Act, 1997.
Legislative Basis and Context	<p>This COVID-19 Safety Plan aligns with all applicable laws, including the Occupational Health and Safety Act and the Reopening Ontario (A Flexible Response to COVID-19) Act and the regulations made under these acts https://www.ontario.ca/laws/regulation/200364</p> <p>This Safety Plan was developed using the WECHU Safety Plan Template, downloaded from the WECHU website. This COVID-19 Safety Plan complies with the advice, recommendations and instructions of the Office of the Chief Medical Officer of Health and local public health officials. These sources are reviewed on an ongoing basis to ensure the latest recommendations are reflected in this safety plan.</p>
Date Completed	February 7, 2022
Date Distributed	February 7, 2022
Developed by	Leigh Ann King
Others Consulted	King Development, TD Appraisal, CPA Health and Safety Representatives, CPA Management, Tortoise + Hare (T+H) Health and Safety Representative, T+H Employees, Greater Good Workplace Wellness Consultants. As required by the WECHU Letter of Instruction (December 5, 2021), monthly staff meetings will be held and documented to ensure that all staff are familiar with the safety plan and have a chance to provide input to and ask questions about the plan.
Revision Date	February 7, 2022

<p>Of note</p>	<p><u>Key Points</u></p> <p>All users are required to agree to, and abide by, all relevant aspects of this Safety Plan as a condition of accessing the facility. Failure to comply will result in loss of access to the facility.</p> <ul style="list-style-type: none"> • Employees and contractors are required to review this plan monthly as a refresher. They should seek clarification on points that are not clear and provide input for safety plan improvement. As required by the WECHU Letter of Instruction (December 5, 2021), monthly staff meetings will be planned and documented to ensure that all staff are familiar with the safety plan and have a chance to provide input to and ask questions about the plan. • Capacity is limited to 50% of the number determined by Ontario Regulation 213/07 (Fire Code), made under the Fire Protection and Prevention Act, 1997. • Signs are posted in conspicuous locations visible to the public stating the capacity limits under which the establishment is permitted to operate. • No more than 10 people may be seated together at any table in the establishment unless everyone seated at the table is, a member of the same household. • Patrons must be seated at all times in any area of the establishment in which food or drink is permitted except: <ul style="list-style-type: none"> ○ while entering the area and while moving to their table ○ while placing or picking up an order ○ while paying for an order ○ while exiting the area, or ○ while going to or returning from a washroom. • All employees and contractors are required to be fully vaccinated as outlined in the COVID-19 Mandatory Vaccination policy. • Effective January 4, 2022, the enhanced vaccine certificate with QR code (digital or paper copy) is required to show proof of full COVID-19 vaccination. CPA will use the Verify Ontario app to scan the QR code and confirm proof of vaccination. • Effective January 10, 2022, CPA will no longer accept physician notes as proof of a Medical Exemption. Only medical exemptions and clinical trial exemptions with a valid QR code will be accepted as proof of exemption. Even with an approved exemption, CPA requires proof of negative COVID-19 Rapid Antigen test taken within 72 hours of attempted entry into the facility as a requirement for entry. • The following are the only acceptable individuals/reasons for not having to show proof of being fully vaccinated against COVID-19 to enter the CPA facility: <ul style="list-style-type: none"> ○ Ordering or picking up a take-out order ○ A delivery or repair worker ○ An inspector
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	<ul style="list-style-type: none"> ○ Children under 12 years and 12 weeks of age ○ Those with a valid Enhanced Vaccine Certificate with QR code verifying their medical exemption. ● An individual is considered fully vaccinated if they have received, the full series of a COVID-19 vaccine authorized by Health Canada, or any combination of such vaccines. The following are considered full vaccination against COVID-19 provided they received their final dose of the vaccine at least 14 days before the day they are requesting entry to the facility: <ul style="list-style-type: none"> ○ One or two doses of a COVID-19 vaccine not authorized by Health Canada, followed by one dose of a COVID-19 mRNA vaccine authorized by Health Canada, ○ Three doses of a COVID-19 vaccine not authorized by Health Canada ● Health Canada approved vaccines: <ul style="list-style-type: none"> ○ 2 doses: Pfizer-BioNtech (COMIRNATY), Moderna (SPIKEVAX), AstraZeneca (VAXZEVRIA)/COVISHIELD ○ 1 dose: Janssen/Johnson & Johnson ○ mRNA vaccine: Pfizer-BioNtech, Moderna ● Effective January 1, 2022, all individuals turning 12 years old, will be afforded a grace period of 3 months (12 weeks) from their 12th birthday during which they will be required to provide identification but not provide proof of being fully vaccinated against COVID-19. After that, they are required to present the Enhanced Vaccine Certificate with QR Code as proof that they are fully vaccinated against COVID-19. ● COVID-19 required signage is posted at all entrances. ● All those who enter the facility must complete the COVID-19 Screening Tool Waiver & Release Form each day prior to entering the facility, no exceptions. ● Washrooms are open and are stocked, cleaned and sanitized on a regular basis. ● Occupancy on elevators is limited to 1 person to allow for physical distancing. ● Everyone must maintain a physical distance of at least 2 meters while in queues (inside or outside the facility). ● Everyone must wear a mask that covers their nose, mouth and chin at all times accept when temporarily removing it while eating or drinking. ● Loud music will not be played that would require a server or guest to shout or speak loudly to be heard. ● No outside food or drink allowed in the facility.
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How will the Tortoise + Hare ensure all workers know how to keep themselves safe from exposure to COVID-19?

COVID-19 specific policies, procedures and checklists that align with relevant legislative requirements and national, provincial and local public health directives and recommendations are in place. As required by the WECHU Letter of Instruction (December 5, 2021), monthly staff meetings will be planned and documented to ensure that all staff are familiar with the safety plan and have a chance to provide input to and ask questions about the plan. All T+H employees and contractors must adhere to it as a condition of employment or retainment. Given the fluidity of the regulations and the ongoing public health guidance related to the COVID-19 pandemic, staff are briefed and updated regularly (e.g., email, personal communication, bulletin boards) as to any modifications to relevant policies, procedures and checklists. Staff and contractors are encouraged to seek clarification on, and provide input to, all relevant policies and procedures on an ongoing basis. Failure of employees or contractors to adhere to organizational policies and procedures will result in disciplinary action or possible termination of contract(s).

The following organizational requirements are in place to help protect employees from COVID-19 exposure, infection and spread:

- All employees and contractors must be fully vaccinated against COVID-19 as outlined in the COVID-19 Mandatory Vaccination policy.
- Any employee or contractor who receives an exemption from the COVID-19 Mandatory Vaccination policy must comply with additional COVID-19 infection control measures as well as submit for regular testing, as required by the T+H.
- Employees and contractors who are not required to be onsite at the physical workplace are allowed to work from home. All staff members that enter the workplace are essential to the day-to-day operation of the business or the preparation required to re-open the business.
- All employees and contractors required to attend the worksite should self-monitor for COVID-19 symptoms and stay home, get tested and follow Public Health directives if they have any COVID-19 symptoms.
- All employees and contractors are required to complete and pass the COVID-19 self screening on-site, prior to entering the facility and beginning each shift.
- All non-employees (i.e., guests) are required to complete and pass the COVID-19 self screening on-site, prior to being allowed entry into the facility.
- For everyone who enters the facility, a log of the following information is collected and maintained for a minimum of 30 days, for possible case and contact follow-up:
 - name, phone number, email address
 - COVID-19 assessment and screening result
 - Self-declared COVID-19 vaccination status

- Capacity is limited to 50% of the number determined by Ontario Regulation 213/07 (Fire Code), made under the Fire Protection and Prevention Act, 1997.
- Signs are posted in conspicuous locations visible to the public stating the capacity limits under which the establishment is permitted to operate.
- No more than 10 people may be seated together at any table in the establishment unless everyone seated at the table is, a member of the same household.
- Patrons must be seated at all times in any area of the establishment in which food or drink is permitted except:
 - while entering the area and while moving to their table
 - while placing or picking up an order
 - while paying for an order
 - while exiting the area, or
 - while going to or returning from a washroom.
- All employees are required to wear a mask that covers their nose, mouth and chin at all times while in the building, accept when they are working in an indoor area that is not accessible to members of the public and they are able to maintain a physical distance of at least two meters from every other person. Employees are also allowed to temporarily remove their mask to consume food or drink and must maintain a physical distance of 2 meters from every other person while doing so. Employees who are not able to maintain a physical distance of at least 2 metres while providing service to guests who are not wearing a mask, are required to wear safety glasses or a face shield as well.
- All employees have been trained on donning and doffing personal PPE and are provided with access to the following PPE as required:
 - Individual reusable, multi layered masks
 - Sterile surgical-type masks
 - Face shields or safety glasses.
- All guests are required to wear a mask that covers their nose, mouth and chin at all times while in the building and not consuming food or beverage.
- Hand soap and/or hand sanitizer is available in washrooms and many logical areas throughout the facility for use by employees, contractors and guests as recommended/required. Instruction on how to properly wash and sanitize hands is posted in washrooms and near sanitizer stations located throughout the facility.
- Public health infection control information and signage is posted on the exterior of the building as well as throughout the facility reminding and encouraging employees, contractors and guests to engage in ongoing infection control practices such as: physical distancing; hand washing; sanitizing high-touch surfaces; cough and sneeze etiquette; and not touching your eyes, nose or mouth with unwashed hands.
- Capacity on elevators has been limited/modified (1 person) to reduce the likelihood of COVID-19 spread and transmission.

- Staff typically take breaks by themselves in their vehicles or in an open-air setting such as outside. Additionally, there are multiple locations in the facility that provides a safe, clean environment for staff/contractors to enjoy their break and lunch, while complying with infection control requirements.
- All staff are aware that they are to contact facility management if they are unable to attend work because of a requirement to self isolate or if they become ill or develop symptoms while at work.
- If an employee or guest becomes sick at work, isolation rooms (2) have been designated where the individual can go to isolate while the appropriate measures are put in place to get the individual home to isolate or to a testing or medical facility, if warranted.

How will Tortoise + Hare screen guests for COVID-19 prior to allowing them entry into the facility?

- The following are the only acceptable individuals/reasons for not having to show proof of being fully vaccinated against COVID-19 to enter the CPA facility:
 - Ordering or picking up a take-out order
 - A delivery or repair worker
 - An inspector
 - Children under 12 years and 12 weeks of age
 - Those with a valid Enhanced Vaccine Certificate with QR code verifying their medical exemption.
- An individual is considered fully vaccinated against COVID-19 if they have received the full series of a COVID-19 vaccination(s) authorized by Health Canada, or any combination of such vaccines at least 14 days before the day they are requesting entry to the facility. The following are considered to be full COVID-19 vaccination:
 - One or two doses of a COVID-19 vaccine not authorized by Health Canada, followed by one dose of a COVID-19 mRNA vaccine authorized by Health Canada
 - Three doses of a COVID-19 vaccine not authorized by Health Canada
- Health Canada approved vaccines:
 - 2 doses: 2 doses: Pfizer-BioNtech (COMIRNATY), Moderna (SPIKEVAX), AstraZeneca (VAXZEVRIA)/COVISHIELD
 - 1 dose: Janssen/Johnson & Johnson
 - mRNA vaccine: Pfizer-BioNtech, Moderna
- Effective January 4, 2022, the enhanced vaccine certificate with QR code (digital or paper copy) is required to show proof of full COVID-19 vaccination. CPA will use the Verify Ontario app to scan the QR code and confirm proof of vaccination.
- Effective January 10, 2022, CPA will no longer accept physician notes as proof of a Medical Exemption. Only medical exemptions and clinical trial exemptions with a valid Enhanced Vaccine Certificate with QR code will be accepted as proof of exemption. Even with an

approved exemption, CPA requires proof of negative COVID-19 Rapid Antigen test taken within 72 hours of attempted entry into the facility as a requirement for entry.

- Effective January 1, 2022, all individuals turning 12 years old, will be afforded a grace period of 3 months (12 weeks) from their 12th birthday during which they will be required to provide identification but not required to provide proof of being fully vaccinated against COVID-19. Once the individual reaches 12 weeks past their 12th birthday, they must provide an Enhanced Vaccine Certificate with QR Code showing proof that they are fully vaccinated against COVID-19.
- Other than employees and contractors, only clients of the T+H are allowed in the facility. This will be monitored at the entrance to the restaurant as well as through the e-waiver and COVID-19 screening documentation that must be completed and passed prior to entering the facility <http://ewaiver/pages/cpa>
- Each entrance to the building has mandatory signage posted related to COVID-19 restrictions and self assessment requirements. Signage also reinforces the requirement to stay home if you have symptoms or are ill.
- Each entrance to the building has a trained CPA staff member stationed at the door to receive all reservations. The staff member has been trained to ensure COVID-19 assessment, screening, documentation and that the COVID-19 Enhanced Vaccine Certificate with QR code verification is completed with every visitor prior to granting access to the facility. Those who do not agree to the waiver, do not pass the screening and do not have an Enhanced Vaccine Certificate with QR code as proof of vaccination or exemption, will not be allowed into the facility.
- Those who fail the screening are instructed to return home, complete the Ontario governments COVID-19 Self Assessment <https://covid-19.ontario.ca/self-assessment/> and follow the instructions. Those who are not fully vaccinated are required to get vaccinated and are required to show an Enhanced Vaccine Certificate with QR code as proof of full vaccination against COVID-19 as a condition of entry. Those who pass the screening and show an Enhanced Vaccine Certificate with QR code as proof of being fully vaccinated against COVID-19 or having a valid vaccine exemption, will be allowed to enter and will receive a copy of their assessment and screening results by email.
- Hand sanitizer and disposable masks are available for visitors to access if needed. Individuals who are not able to wear a mask for valid reasons will be provided with a face shield to wear while in the facility. Those who are unable to wear a mask will be reminded of the importance of following **all** COVID-19 infection control precautions (e.g., physical distancing) while in the facility.
- A log of all individuals including their: name, phone #, email, purpose of visit, COVID-19 vaccination status, exemption eligibility, COVID-19 assessment and screening result, reason for attending the facility, as well as the location attended in the facility, is collected and maintained for a minimum of 30 days by the T+H in case it is required by the WECHU.

- The T+H will regularly check National, Provincial and local websites to determine if the COVID-19 self-assessment criteria has changed. Any relevant changes will be built into the COVID-19 Assessment Tool.

How will the Tortoise + Hare control the risk of COVID-19 transmission within the facility?

COVID-19 Signage at Tortoise + Hare

Mandatory and recommended signage is posted at all entrances and other logical locations within the T+H and the CPA facility indicating:

- Mandatory Enhanced Vaccine Certificate with QR code requirement for proof of COVID-19 vaccination.
- Capacity limits.
- Proper hand washing and sanitizing.
- No one is allowed to enter the facility if they have symptoms or are ill.
- Masks that cover the nose, mouth and chin are to be always worn unless temporarily removed in order to eat or drink.
- No outside food or drink is allowed.
- The following infection control practices are always required while in the facility:
 - hand washing and sanitizing
 - cough and sneeze etiquette
 - not touching your eyes, nose and mouth with unwashed hands.
- Physical distancing signs have been placed on the concrete walkways outside all entrances to ensure that those waiting to enter the facility are maintaining physical distancing. Facility staff also monitor the building entrances to remind those waiting to enter, of the requirement to maintain a minimum 2 meters physical distance.

COVID-19 Specific, Cleaning and Sanitizing at the Tortoise + Hare

COVID-19 specific, cleaning and sanitizing policies, procedures and checklists have been developed and disseminated to all staff and contract cleaners. They are strictly adhered to and are continuously updated based on the latest public health recommendations:

- All areas of the building are cleaned daily using industry leading cleaning products.
- Washrooms are cleaned and stocked with soap/paper towels regularly throughout the day.
- High touch surfaces (e.g., handles, doorknobs, chair backs, keyboards, debit machines, phones, access pads, elevator buttons) are cleaned and sanitized multiple times throughout the day. Additional staff have been hired to ensure this happens.
- Cleaning solution (Oxivir), paper towels, sanitizing wipes as well as facial tissue and a lined waste basket are available at each entrance.

- A variety of forms of approved hand sanitizer (e.g., gel hand sanitizer, aerosol spray hand sanitizer and foam hand sanitizer) are available and accessible for all employees, contractors, and guests throughout the facility.
- High touch areas are minimized by:
 - keeping doors and walkways open and utilizing the automatic doors where practical
 - using touchless transactions for invoices and payments when possible.
- The facility has state-of-the-art HVAC systems that allows proper air flow. There is a team of dedicated maintenance staff members to ensure all filters are changed on schedule to promote the best ventilation for the facility.
- Music that is loud enough to require people to have to speak loudly or shout to be heard, is not allowed.

What will happen if there is a COVID-19 case, or suspected exposure at the Tortoise + Hare?

The ill or symptomatic individual will be excluded from the Tortoise + Hare

- If a T+H employee or contractor calls in sick and/or confirms that they had close contact with someone with symptoms, they will be asked to stay home and complete the Ontario Governments COVID-19 self assessment <https://covid-19.ontario.ca/self-assessment/> and follow the recommendations provided by the tool, including following up with their health care provider, being tested and self-isolating
- If an employee, contractor or guest develops symptoms or becomes ill while at the T+H, they will be provided with what ever support is required for them to return home and self-isolate immediately. If they cannot leave immediately, they will be safely escorted to a designated isolation room until a plan is in place to have them transported home, to a health care provider, or for testing.
- Recommendations from the Government of Ontario COVID-19 Self Assessment Tool often include having the person to contact their doctor or Telehealth Ontario at Toll-free: 1-866-797-0000 for further directions about testing and self-isolation.
- If the person is very ill, 911 will be called and the dispatch operator will be informed that the person may have COVID-19.
- If the infected individual is an employee, the T+H will support the individual to self isolate, recover and receive clearance to return to work at the appropriate time.
- The area that the infected individual attended while in the facility will be deep cleaned prior to allowing additional individuals into the area as per Public Health recommendations.
- T+H management have been trained to recognize individuals who are experiencing excess COVID-19 related stress and are familiar with available tools and resources to support them in getting the help they require. Indeed, all managers have been provided with the contact information for CMHA’s local Mental Health Advocate (519-255-7440) as well as the contact information for Greater Good Workplace Health Consultants.

The Windsor-Essex County Health Unit will be contacted

- The T+H will follow the guidance outlined in the following document for managing COVID-19 cases in the workplace <https://www.wechu.org/sites/default/files/edit-resource/em-workplace-download-resources/cdip-eh-planning-print-out-guide-managing-covid-19-workplace-121422021-id-152833.pdf>
- The WECHU (519-258-2146 Ext. 4400) will be notified if the T+H is made aware that an employee, contractor or guest of the T+H has contracted COVID-19 at the facility.
- If requested for case and contact follow-up, the T+H will provide the WECHU with a log of the individuals including their: name, date of attendance, phone #, email, location of visit, COVID-19 screening result and reason for attending the facility.
- The T+H and all its partners accessing the facility will follow all WECHU direction to mitigate the likelihood of further spread of the COVID-19 virus.

Tortoise + Hare workers who may have been exposed to COVID-19 in the workplace will be informed

- The T+H Health & Safety representative will be notified of any COVID-19 positive case and the details related to potential exposures and steps that have been taken to mitigate further risk. Information that might identify the infectious person will not be shared.
- In cooperation with the Health & Safety representative and management, all workers in the facility (and all relevant partners) will be informed that there was a COVID-19 positive person (e.g., employee, contractor or guest) in their workplace and all steps that are being undertaken to mitigate further risk. Information that might identify the infectious person will not be shared. Individuals identified as close contacts will be instructed on self isolation requirements as outlined in the [Management of Cases and Contacts of COVID-19 in Ontario](#) and the [COVID-19 Fully Vaccinated and Previously Positive Individuals: Case, Contact and Outbreak Management Interim Guidance](#) documents.
- Additional contact tracing activities will be undertaken on the request and direction of the WECHU.

The Tortoise + Hare will report to the Ministry of Labour, Training and Skills Development (MOL) and the Workplace Safety and Insurance Board (WSIB) as required

- The MOL (519-256-8277) will be notified of a positive employee case of COVID-19 due to exposure at the workplace, or that a claim has been filed with the WSIB, as soon as practical and within 96 hours of management being made aware.
- The WSIB (800-387-0750) will be made aware of any occupationally acquired COVID-19 infection for any T+H employee, as soon as practical and within 72 hours of management being made aware.

How will the Tortoise + Hare ensure their safety plan is up-to-date and working?

- Federal, provincial and local COVID-19 authority websites and correspondence will be reviewed on a daily basis to ensure that any relevant and up-to-date information is incorporated into the Safety Plan. This Safety Plan will be posted on the Central Park Athletics website www.centralparkathletics.com and the T+H Facebook page <https://www.facebook.com/tortoiseandharerestaurant/> so that updates can be shared with employees, contractors and guests in an efficient and timely manner.
- Identified critical risks will be reviewed on an ongoing basis to ensure best practices are incorporated into the plan for effective risk management.
- As required by the WECHU Letter of Instruction (December 5, 2021), monthly staff meetings will be planned and documented to ensure that all staff are familiar with the safety plan and have a chance to provide input to and ask questions about the plan.
- All feedback from employees, contractors and guests will be documented by T+H staff and management. T+H management and the Health & Safety representative will review the feedback and incorporate into the revised Safety Plan as appropriate.
- A copy of the plan will also be available at the T+H entrance as well as on the Health and Safety Board for employees, contractors, guests and authorities to review.
- The T+H Safety Plan will be updated to reflect the current Reopening Ontario Plan as the situation changes in Windsor-Essex County.
- The T+H has retained Greater Goodness Workplace Health Consultants to help inform ongoing COVID-19 risk mitigation and reopening strategies that comply with relevant legislation and public health recommendations and requirements.