



SOP: COVID-19 PREPAREDNESS & PREVENTION

Infectious diseases are an inherent risk to being in any group. The following provides important guidance to stop the spread of germs and protect the well-being of our colleagues and guests.

Reference: [OSHA](#), *Guidance on Preparing Workplaces for COVID-19*

KEY CONCERNS

- EXPOSURE RISK
- HANDWASHING
- COUGHING AND SNEEZING
- PHYSICAL DISTANCING
- SIGNS OF COVID-19

EXPOSURE RISK

Dancing Tomato Caffé is a *Medium Exposure Risk Workplace*

Reference: [OSHA](#), *Guidance on Preparing Workplaces for COVID-19*

Medium exposure risk jobs include those that require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients.

- Signage and our website will inform guests about the inherent risks of exposure.

Crowd Management Recommendations

- Keep a 6-foot distance away from guests and employees whenever possible.
- Do not permit support animals or symptomatic guests/staff to enter or remain in the building.
- Do not allow any guests in our workspace.

Protective Equipment

- Face masks are provided and must be worn by all staff at all times.
- Gloves must be worn for all purposes and must be regularly changed. Hands must be washed during every glove change process.

HANDWASHING

Reference: [CDC](#), *When and How to Wash Your Hands*

When to Wash Your Hands

- **Before, during, and after** preparing any food.
- **After** handling raw meat, poultry, seafood, and eggs.
- **Before** eating.
- **After** touching garbage.
- **After** wiping counters or cleaning other surfaces with chemicals.
- **After** coughing, sneezing, or blowing your nose.
- **Before** and **after** treating a cut or wound.
- **After** using the toilet.
- **After** coughing, sneezing, or blowing your nose.



Steps to Wash Your Hands the Right Way

- Wet your hands with clean, running water (warm or cold), turn off the tap.
- Apply soap and lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
- Rinse your hands well under clean, running water.
- Dry your hands using a clean towel or air dry them.

Wash Hands Before and After Using Gloves

Be sure to wash your hands before and after using gloves to prevent the spread of germs. You can contaminate gloves with germs from your hands when you put on gloves. Contaminated gloves can spread germs to your hands when you remove the gloves.

Use Hand Sanitizer

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, use an alcohol-based hand sanitizer as follows

- Apply the gel product to the palm of one hand.
- Rub your hands together for 20 seconds covering all the surfaces of your hands and fingers until dry.

COUGHING AND SNEEZING

Reference: [CDC](#), *Coughing & Sneezing*

Cover Your Mouth and Nose

- Use a tissue or your upper sleeve or elbow, never your hands.

Wash Your Hands

- See above.

Change Gloves and Sanitize Work Surfaces

- After coughing or sneezing, gloves must be discarded, hands washed, and adjacent work surfaces and tools must be sanitized.



PHYSICAL DISTANCING

Six Feet Rule

- Keep six feet of distance between you and other staff members or guests whenever possible

Avoid Touching Your Eyes, Nose, and Mouth

Stay Home if You Are Sick

Keep to Yourself

- Keep personal items in your possession, particularly knives and tools, laptops, notepads, and phones.
- Don't share personal items or workspaces.

SIGNS OF COVID-19

Reference: [CDC](#), *Symptoms of Coronavirus (COVID-19)*

Typical Symptoms

The following symptoms can appear 2–14 days after infection:

- Fever
- Cough
- Shortness of breath

Emergency Warning Signs

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face