

5102E – BCC COVID 19 OPERATIONAL PROCEDURE – CATERING AND BAR

5102E.1 Procedure Purpose:

The BCC provides, to the benefit of its members and guests, a food and beverage service. It is the policy of the BCC that such provision shall be fully compliant with the rules, regulations, laws and guidelines as may be extant from time to time in order that these facilities not only comply with law but provide a safe operating environment for all attendees. This Procedure details the methodologies and requirements to be undertaken by the catering and bar staff to ensure same.

5102E.2 Procedure Authorities:

Policy Reference: 4102 – BCC Controlling Infectious or Contagious Contaminants Safety Policy

Related Referencs: 5102A – BCC COVID 19 Operational Procedure – General Manager

Procedure Authority: The Director Health and Safety and the Director Kitchen and Bar have ultimate responsibility for the operation of this procedure. The General Manager is responsible for the day to day administration of this procedure.

Procedure Application: The catering and bar staff are responsible for the application of this procedure.

5102E.3 Special Requirements:

The Caterers and the Bar Manager shall familiarize themselves with all extant rules, regulations and laws applicable to their respective operations as well as any further guidelines promulgated by their respective governing bodies (if any). They shall discuss same with the General Manager and implement at the direction of the General Manager.

5102E.4 Process:

Caterers

The following operational changes shall be made forthwith:

- Masks and gloves shall be worn at all times during food service and preparation. Masks shall be refreshed in accordance with extant guidelines;
- Cutlery shall be sanitized, rolled in napkins and handed to each individual customer;
- Condiments shall be individualized and handed to specific customers;
- Debit machine is to be sanitized after each use.
- Sanitize counter as frequently as possible
- Sanitize Salt and Pepper shakers on tables after each service
- Sanitize dirty dishes cart after each service
- Sanitize kitchen doors each time a new person enters or leaves

Daily Checklist

- Sweep and Mop Floors at end of each day
- Take out Garbage
- Sanitize all countertops and cupboard handles
- Wrap all food products at end of each day
- Keep all linens wrapped until ready for use
- Sanitize before/after leaving the kitchen



Weekly Checklist

- Scrub down walls, freezers and fridges
- Wipe down all shelving where dishes and cutlery are kept
- Clean Fryer oil

The Caterer shall attest to the adherence to the operational changes and completion of these checklists on a daily or weekly basis, as the case may be, in a manner acceptable to and defined by the General Manager.

Bar

- **Personal Protective Equipment Required:**
 - Disposable or Reusable Face Masks
 - Hand sanitizer
 - Disposable gloves
 - Disinfectant wipes (Lysol)
 - Disinfectant spray
 - Paper towels
 - Disposable clothes(J-clothes)
 - Hand soap
 - Along with signage for social distancing, and plexi-glass type barrier at bar contact areas.
- **Prevention:**
 - Wash your hands often and well
 - Avoid touching your face, nose, or mouth with unwashed hands
 - Clean and disinfect surfaces that are frequently touched
 - Stay at home and away from others if you are feeling ill
- **Start of shift (start of shift time to be half hour earlier to perform added steps):**
 - Retrieve bar keys and sanitize the keys as well as lock box with wipes provided.
 - Follow opening duties with the requirement of sanitizing all touch areas while proceeding through bar set up by following the daily cleaning check list attached.
 - Masks are to be worn at all times during service along with regular washing of hands.
 - Tables and chairs in the lounge to be sanitized at start of shift along with prior to each draw arriving after their games.

Cleaning Task	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Cash boxes and cash register tray						

Office Desk						
Debit/Credit Machine						
Cash Register						
Coffee machine and Fridge						
Ice Machine Door and Ice Scoops						
Dishwasher						
Ice Well Containers and Ice Scoop						
Pop Gun						
Beer Taps						
Liquor Bottles						
Fridge Door Handles and Fridge top						



Garbage cans/lids						
Bar Countertops						
Light switches						
Door Handles						
Drop Safe						
Bar Phone						
Keys						

● Daily Additions

- Wash hands at least every 30 minutes
- Wipe down and disinfect tables and chairs in between draws, and at the start and end of every shift
- Wipe down and disinfect cash register, in between every draw and at the start and end of every shift
- Wipe down and disinfect plexiglass protective shields, in between every draw and at the start and end of every shift
- Wipe down and disinfect all knobs and high touch handles at the start and end of every shift
- Wipe down and disinfect all heavy use high touch liquor and wine bottles daily
- Wipe down and disinfect all pop guns, in between every draw and at the start and end of every shift
- Wipe down and disinfect all ice scoops, in between every draw and at the start and end of every shift
- At the end of every shift, wipe down and disinfect all surfaces and areas, this should be signed, dated, and logged for tracking purposes as per the daily cleaning checklist.
- Disinfect debit/credit terminal, in between every use and at the start and end of every shift
- Disinfect glass washing machine at the start and end of every shift.
- Spray down and disinfect all recycling and garbage bins after emptying



- Spray and disinfect keg system in beer fridge after every keg change
- Wipe down ice machine covers with disinfectant then sanitize with sanitizer. Do not spray directly onto surface so as not to cross contaminate ice.
- Upon leaving the building, disinfect all door handles including main exit doors and all bannisters to and from the lounge and in the lobby.
- Weekly Additions
 - Run all ice buckets and scoops through dishwashers to clean
 - Clean and disinfect pop bib racks and CO2 dispensing equipment
 - Run all bar trays through dishwashers to clean

The Bar Manager shall attest to the adherence to the operational changes and completion of these checklists on a daily or weekly basis, as the case may be, in a manner acceptable to and defined by the General Manager.

5102E.5 Procedure Dates:

Procedure Authority Approval Date: Sep 2020

Procedure Review Date: Annual