

The Roycroft Inn Re-Opening Safety Plan

The Roycroft Inn

40 South Grove St

East Aurora, NY 14052

www.roycroftinn.com

Manager: Dan Garvey 716-652-5552

All Staff

- Staff will always wear approved face covering while working inside or outside. Inside when social distancing is not possible, outside at all times
- Gloves will be changed and discarded whenever they become soiled
- All team members will wash hands frequently
- All staff will be monitored for any changes in their health situation. Any staff member with a temperature, or feeling ill, will not be permitted to work. Anyone already working that has any symptoms of a temperature or feeling ill will be sent home immediately.

Procedures/Communication

- Staff will adhere to all hygiene and sanitation requirements from the Dept of Health and Centers for Disease Control and Prevention
- All team members will be questioned prior to each shift if they have any symptoms of COVID-19 or if they have been in contact with anyone that has tested positive or is suspected of having COVID-19
- Signage posted throughout the building reminding staff of rules for sanitizing objects and surfaces, and for maintaining proper personal hygiene
- A communication plan will be discussed with associates regarding anyone having contact with anyone that has tested positive for COVID-19
- All guests are required to be seated only through Open Table in order to maintain information for possible tracing.
- Schedule/payroll will be used as a contact tracing record should any staff member test positive for Covid-19.

Physical Location

- See through barrier will be installed at front desk for guests desiring secure assistance.
- The use of credit cards (touchless) will be recommended
- Any cash transaction must be conducted with pre and post process sanitation.
- All surfaces be thoroughly cleaned prior to, often during, and at the end of each shift
- Bathrooms will have an “occupied/available” sign in order to conduct single occupant use.
- There will be a sanitation attendant on during all open hours to maintain the highest level of hygiene in all areas of the facility
- Tables will be placed 6 feet from each other, they are not to be moved
- Any waiting area will be maintained with the six foot rule as well
- Several standing hand sanitizers will be placed at every entrance, dining area for guest and staff use. These will be maintained daily
- Guests must be limited to tables of 10 and remain at that table, no moving to another table with another group.