One Bourbon
SARS-CoV-2 Preparedness & Response Plan for Low & Medium Risk Employees

General

The following SARS-CoV-2 Preparedness & Response Plan has been established for CF Group LLC DBA One Bourbon (hereby referred to as One Bourbon) in accordance with the requirements in the most recent Executive Order (EO) concerning employee safety and health, and all requirements therein signed by Governor Gretchen Whitmer, and also in accordance with Guidance on Preparing Workplaces for COVID-19 as referenced by EO. Specific requirements for employers in various industry sectors are contained in the associated EO.

This program is available at the restaurant and also published on the website. The purpose of this program is to minimize or eliminate employee exposure to SARS-CoV-2. A copy of this program shall be provided to employees and available to the public via the website.

www.onebourbongr.com

Exposure Determination

One Bourbon will evaluate routine and reasonably anticipated tasks and procedures for all employees to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2. Meagan Freriks, partner, will be responsible for seeing that exposure determination is performed.

An employer shall categorize all its employees' jobs into the following risk categories:

**Lower exposure risk jobs.** These jobs are those that do not require contact with people known to be or suspected of being, infected with SARS-CoV-2 nor frequent close contact (for example, within six feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

**Medium exposure risk jobs.** These jobs include those that require frequent and/or close contact (for example, within six feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from locations with widespread SARS-CoV-2 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public and coworkers (for example, schools, high-population-density work environments, high-volume retail settings).
<table>
<thead>
<tr>
<th>Positions/job/task</th>
<th>Determination</th>
<th>Qualifying Factors (i.e. no public contact, public contact, job task description)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOH/Chef/Prepare food</td>
<td>Medium risk</td>
<td>No public contact, high-density work environment</td>
</tr>
<tr>
<td>Dishwasher/Wash Dishes</td>
<td>Low risk</td>
<td>Minimal occupational contact with public &amp; coworkers</td>
</tr>
<tr>
<td>Service Staff/Serve customers</td>
<td>Medium Risk</td>
<td>Frequent and/or close contact with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19</td>
</tr>
<tr>
<td>Bartender/prepare cocktails</td>
<td>Low risk</td>
<td>Minimal occupational contact with public &amp; coworkers with engineering controls in place</td>
</tr>
<tr>
<td>Host/Takeout/greet guests and serve take out window</td>
<td>Medium Risk</td>
<td>Frequent and/or close contact with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19</td>
</tr>
</tbody>
</table>

**Engineering controls**

One Bourbon has implemented feasible engineering controls to prevent employee exposure to SARS-CoV-2. Engineering controls involve isolating employees from work-related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior and can be the most cost-effective solution to implement.

Engineering controls for SARS-CoV-2 include:
• Installing physical barriers, such as clear plastic sneeze guards.
• Rearrangement of dining space(s) to include 6 ft distancing between groups.
• Single-serve utensils and service accompaniments.
• Hand Sanitizer available at each table.
• Paper, disposable, menus.
• No cash handling.

NOTE: Additional engineering controls are not recommended for low exposure risk employees. Dishwashing staff will be responsible for seeing that the correct engineering controls are chosen, installed, and maintained and serviced for effectiveness as often as required.

The following engineering controls have been implemented.

<table>
<thead>
<tr>
<th>Affected employees</th>
<th>Physical Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bartender/Prepare cocktails</td>
<td>30 inch tall, 2 ft deep, and 4 ft wide barrier placed on the bar in the service well. 90% of job duties are behind the control.</td>
</tr>
<tr>
<td>Host/Takeout</td>
<td>70 inch tall, 4 ft wide barrier placed in front of host/takeout area. Guests will be required to stop at host area to proceed into the establishment.</td>
</tr>
<tr>
<td>Service Staff</td>
<td>Rearrangements of dining area(s) to include 6 ft distancing between groups at no more than 50% occupancy.</td>
</tr>
<tr>
<td>Service Staff &amp; Dishwashing</td>
<td>No reusable dining accompaniments. Single-use salt &amp; pepper packets and alcohol hand wipes available with every meal. All condiments in disposable containers. All silverware are disposable. Paper, single-serve, disposable napkins.</td>
</tr>
<tr>
<td>All employees</td>
<td>Hand sanitizer available at each table for guests and staff alike.</td>
</tr>
<tr>
<td>All employees.</td>
<td>Paper, disposable, menus.</td>
</tr>
<tr>
<td>----------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>All employees.</td>
<td>No cash handling.</td>
</tr>
</tbody>
</table>

**Administrative Controls**

Administrative controls are workplace policies, procedures, and practices that minimize or eliminate employee exposure to the hazard. Meagan Freriks, partner, will be responsible for seeing that the correct administrative controls are chosen, implemented, and maintained effectiveness in order to minimize or eliminate employee exposure to SARS-CoV-2.

Additional engineering controls are not recommended for workers in the lower exposure risk group. Low exposure risk group employers should monitor public health communications about COVID-19 recommendations and ensure that workers have access to that information. Frequently check the CDC COVID-19 website: www.cdc.gov/coronavirus/2019-ncov.

Administrative controls for SARS-CoV-2 in medium-risk groups include:

- Limit capacity to 50% of standard indoor seating and abide by 6-foot social distancing. Outdoor + patio seating must abide by 6’ social distancing.
- Encourage employees to use personal protective equipment and hand sanitizers on public transportation and in their daily lives.
- Communication materials on each table for customers to inform them of the changes to the restaurant or bar practices and to explain the precautions that are being taken to prevent infection. (Attached.)
- Close waiting area and ask customers to wait in cars for a call when their table is ready. Host will inform customers if not aware and direct them back outdoors or to their car.
- Post signs at store entrance informing customers not to enter if they are, or have recently been, sick. The host will also ask each guest/party the questionnaire and keep a record of admittance.
- Post sign(s) instructing customers to wear face coverings until they get to their table. *Strictly enforced.* Guests will be offered a disposable mask or face shield if not able to provide their own.
- Require hosts and servers to wear face coverings in the dining area when guests are present.
- Documented cleaning and disinfecting protocols. (Attached.)
- Notify employees if the employer learns that an individual (including an employee, customer, or supplier) with a confirmed case of COVID-19 has visited the store.
• Close restaurant immediately if an employee shows multiple symptoms of COVID-19 (fever, atypical shortness of breath, atypical cough) and perform a deep clean, consistent with guidance from the FDA and the CDC. Such cleaning may occur overnight.
• Cases must be reported to the local public health department and to co-workers, contractors, or suppliers who have been exposed.
• Require a doctor’s written release to return to work if an employee has a confirmed case of COVID-19.

Health Surveillance

One Bourbon has implemented a screening protocol to identify known or suspected cases of COVID-19 among employees and isolate them from the remainder of the workforce. Meagan Freriks, partner, will be responsible for ensuring that all required health surveillance provisions are performed as required.

At the beginning of each day at the start of each work shift, each employee will screen themselves for signs and symptoms COVID-19, as outlined in the questionnaire. (Attached.) Employees will then sign off on the entry form clipboard located near the backdoor of the kitchen. Employees have been directed to promptly report any signs and symptoms of COVID-19 to Meagan Freriks, partner, before and during the work shift if necessary.
Additionally, each employee has been screened and completed the Kent County Health Department/Michigan State University health screening before returning to work.
One Bourbon will physically isolate any employees with known or suspected COVID-19 from the remainder of the workforce, using measures such as, but are not limited to:
• Not allowing known or suspected cases to report to or remain at their work location.
• Sending known or suspected cases to a location (for example, home) where they are self-isolating during their illness.
• Assigning known or suspected cases to work alone at the location where they are self-isolating during their illness.

Training

Meagan Freriks, partner, shall coordinate SARS-CoV2 training and ensure compliance with all training requirements.

All workers required to take and pass the ServSafe Food Handler course and exam. Records of certification will be kept on-premise.

Recordkeeping

Meagan Freriks, partner, shall coordinate SARS-CoV-2 required recordkeeping and ensure compliance with all such requirements, including those specified in the most recent EO.
The following records are required to be maintained:

- Certification of completion of ServSafe Food Handler Course and Exam.
- A record of daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19.
- When an employee is identified with a confirmed case of COVID-19.
- The U.S. Food & Drug Administration best practices for reopening retail food establishments during the COVD19 pandemic - food safety checklist.
- One Bourbon Manager Daily Checklist as provided by the Michigan Restaurant Association.