

# MCNELLIE'S GROUP

---

**COVID-19 PROTOCOLS**

**7/1/2020**

---

# COVID-19 UPDATE & PROTOCOLS

A lot has changed since the COVID-19 crisis began in mid-March. When it started, due to the fact that the virus was so new, there was a lot of confusion about how it spread. At first, we focused a lot of our attention on surface-to-surface transmission, e.g. touching an infected table and then touching your mouth. While this is still a threat, and definitely not a reason to change our enhanced sanitation/hand washing practices, scientists now believe the majority of transmissions are happening when a healthy person breathes in tiny respiratory droplets from someone who is infected with COVID-19.

However, it is critical to note that experts believe a healthy person would have to be within 6-feet of a contagious person for around 15 consecutive minutes to breath in enough droplets to become infected. Based on this updated information, we think our employees will be safe as long as they continue to:

- Undergo pre-shift health and temperature screenings using the Harri app
- Wear masks throughout their entire shifts
- Practice social-distancing as much as possible at work and away from work

Despite our vigilance, a lot of factors are beyond our control, so we have to anticipate that some employees will become infected or come in contact with someone who has become infected. Therefore, we created the following protocols as a guide to help everyone know what to do if an employee:

- 1.** Had direct, prolonged contact with someone who tested positive
- 2.** Notifies a manager while working a shift, or has worked a shift after finding out, that they were exposed
- 3.** Had indirect contact with someone has tested positive
- 4.** Receives a positive test
- 5.** Feels uncomfortable coming to work

# MCNELLIE'S GROUP COVID-19 PROTOCOLS

## SCENARIO #1

### AN EMPLOYEE HAD DIRECT, PROLONGED CONTACT WITH SOMEONE WHO TESTED POSITIVE

- 1.** The employee should call or text the manager on duty – do not come to the restaurant – to let them know about their direct contact with someone who tested positive for COVID-19.
- 2.** The manager should immediately notify the General Manager and the General Manager will contact HR.
- 3.** The General Manager will immediately remove the employee from all scheduled shifts for the next 7-days.
- 4.** The manager will inform the employee to wait 5-7 days from the date they were exposed to take a **NASAL SWAB** test (no blood tests or other forms are accepted at this time). Please see the attached list of preferred testing locations for quickest results.
- 5.** The employee will contact the General Manager, who will inform HR of their results and will need to provide a screen shot/photo/email with the results.
- 6.** If test results are negative and the employee provides proper documentation, the employee can be put back on the schedule immediately. The employee should continue to self-monitor for any COVID-19 symptoms.

# MCNELLIE'S GROUP COVID-19 PROTOCOLS

## SCENARIO #2

### AN EMPLOYEE, WHILE WORKING OR JUST AFTER A SHIFT, FINDS OUT THEY WERE EXPOSED

1. The manager on duty will immediately send the employee home and remove them from shifts for the next 7-days.
2. The manager will immediately notify the General Manager and HR.
3. The manager will make a list of every staff person who has come into direct contact with the employee during the shift(s) they worked during the past 72-hours.
4. The manager will inform the employee to wait 5-7 days from the date they were possibly exposed to take a **NASAL SWAB** test (no blood tests, including antibody tests, or other forms of testing will be accepted).

*\*Please Note: Manager must refrain from using employees name who tested positive due to HIPAA.*

# **MCNELLIE'S GROUP COVID-19 PROTOCOLS**

## **SCENARIO #3**

**AN EMPLOYEE HAD INDIRECT CONTACT WITH SOMEONE WHO LATER TESTED POSITIVE FOR COVID-19, (E.G, THE EMPLOYEE WAS AT AN OUTDOOR PARTY AND INTERACTED WITH THE PERSON FOR A COUPLE OF MINUTES)**

- 1.** Employee should self-monitor for COVID-19 symptoms, but continue to return to work.
- 2.** If employee starts having symptoms, they must notify management ASAP via text/phone call.

# MCNELLIE'S GROUP COVID-19 PROTOCOLS

## SCENARIO #4

### AN EMPLOYEE TESTS POSITIVE FOR COVID-19

1. General Manager will review schedules and identify day(s) of potential exposure to other staff.
2. General Manager will contact staff who have been in direct contact with positive employee to discuss schedule, testing, etc. **\*Please Note:** Manager must refrain from using employees name who tested positive due to HIPAA.
3. Positive employee will be required to provide clearance to return to work from a medical doctor and/or health department and must provide a negative test result.

# **MCNELLIE'S GROUP COVID-19 PROTOCOLS**

## **SCENARIO #5**

### **AN EMPLOYEE DOES NOT FEEL COMFORTABLE WORKING**

1. General Manager should sit down with employee to discuss their concerns and try to find a way o help the employee feel comfortable working.

# MCNELLIE'S GROUP COVID-19 PROTOCOLS

## WILL THE COMPANY PAY AN EMPLOYEE FOR TIME-OFF TO GET TESTED?

- 1.** If an employee has been exposed to someone who tested positive for COVID-19 outside of work we will not pay for their time out while getting tested. If this employee tests positive we will then be required to pay them for up to two weeks according to the FFCRA (Families First Coronavirus Relief Act).
- 2.** If the employee was exposed to an employee at work who tested positive for COVID-19, we will pay that employee for time away to get tested.

# COVID-19 TEST LOCATIONS (TULSA AREA)

**\*CALL AHEAD FOR APPOINTMENTS**

**Expo Square (FREE)**

4145 E. 21st St.  
Tulsa, OK 74114  
918-582-9355  
(4-7 day results)

**OU Physicians Tulsa (FREE)**

4444 E. 41st St.  
Tulsa, OK 74135  
918-619-4980  
(3-5 day results)

**OSU Center for Health Sciences  
Campus Parking Lot (FREE)**

1111 W. 17th St.  
Tulsa, OK 74107  
918-599-5300  
(Tues and Thurs by appointment only)

**OSU Medicine Healthcare (FREE)**

2345 Southwest Blvd.  
Tulsa, OK 74107  
918-599-5300

**Creek County Health Department (FREE)**

1808 S. Hickory St.  
Sapulpa, OK 74066  
918-224-5531  
(2 day results)

**MCI Diagnostic Center (FREE)**

7018 S. Utica Ave.  
Tulsa, OK 74136  
918-744-1001  
(4-5 day results)

**CVS (FREE)**

4107 S. Harvard Ave.  
Tulsa, OK 74105  
918-747-6690  
(3-7 days)

**CVS (FREE)**

8010 E. 51st St. S.  
Tulsa, OK 74145  
918-270-1438  
(3-7 days)

**Access Family Medical**

(\$30 W/O Insurance)  
6030 S. 66th E. Ave  
Tulsa, OK 74145  
918-508-7440  
(Up to 3 days on results)

**Tulsa ER & Hospital**

(\$200 W/O Insurance)  
717 W. 71st St. S.  
Tulsa, OK 74132  
918-517-6300  
(2 day results)

# Ongoing Pre-Shift Safety Protocols



In order to protect our employees, and to instill confidence in our customers, we are going to implement a number of new pre-shift protocols.

## **Facemasks**

All employees will be required to put on a clean face mask – one that covers their mouth and nose – before they are allowed to enter the restaurant. The mask must be kept on for the entire shift.

## **Cleaning and Caring for Face Masks**

Johns Hopkins University came up with the following recommendations for cleaning and caring for various types of face masks

- Bandannas, face scarves and masks made of fabric, such as cotton, can be washed in your regular laundry using hot water.
  - If you are sensitive to perfume-type smells you might consider using a non-scented laundry detergent
  - After laundering, you can tumble dry your fabric masks in the dryer on a high setting.
- You can also hand wash your mask, using hot, soapy water.
  - Scrub the mask for at least 20-seconds, and dry them on high heat in the dryer.
- Store clean masks in a clean place when you are not using them.
- Disposable, blue surgical-style masks cannot be laundered or cleaned and should be thrown away at the end of a shift.

## **Health Questionnaire and Temperature Checks**

Before clocking-in, all front of house and back of house employees must report to the Manager on Duty (MOD) so they can answer health questions and have their temperatures checked. The MOD will collect and store this information in the Harri Live app.

## **Coughing and Sneezing Etiquette**

While recording the health questions and temperatures, the MOD should remind employees to cough or sneeze into their arms and not into their hands.

## **Handwashing**

After answering the health questions, the employee should go to the closest handwashing station or bathroom and proceed to wash his/her hands for a minimum of 20 seconds. This will be the first of many times that the employee will be instructed to wash hands during the shift.

## **Table Spacing**

The MOD should walk the restaurant to make sure tables are adequately spaced to promote social distancing for employees and guests.

## **Pens**

Set-up the used/clean pen station to ensure employees don't reuse dirty pens.

## **Rolling Silverware**

Employees must put on a new pair of gloves when rolling silverware.

# Ongoing Mid-Shift Safety Protocols



Here, in addition to our new pre-shift protocols, are some mid-shift protocols for the MOD.

## Every 30-Minutes

The MOD should set a recurring 30-minute timer to remind all employees to stop what they are doing and:

- Wash their hands
- Sanitize high-contact areas in their section, including tables, chairs, phones, door handles, reach-in handles, taps handles, television remotes, Aloha screens, etc.

Here are NCR's guidelines for cleaning terminal screens:

- Do use a microfiber cloth or towel
- Do spray the cleaner onto the cloth or towel and then wipe down the screen
- Do make sure the cloth or towel is damp, but not dripping wet
- Do **not** spray cleaners directly onto the terminal
- Do **not** use abrasive powders or cleaning materials like a scrub brush
- Do **not** soak the electronic equipment liquid

## Every 2-Hours

The MOD should set a recurring 2-hour timer so he/she can refill sanitizing bottles as needed and then check the bathrooms to make sure:

- There is sufficient soap and paper towels
- They trash cans aren't over-flowing

While in the bathrooms, the MOD should also take a moment to sanitize high-touch surfaces and then document the cleaning.