



COVID-19 PREVENTION PLAN

The following COVID-19 Prevention and Protection plan is specific to Topa Mountain Winery located at 821 W. Ojai Avenue in Ojai, CA.

EMPLOYEE TRAINING

- Each employee on site will be trained on the following (please see Employee Training manual for further information):
 - Proper Sanitization per the guidance of the CDC
 - Personal Hygiene per the guidance of the CDC
 - How COVID-19 spreads and transmits from person to person
 - COVID-19 symptoms
 - How to prevent the spread of COVID-19
 - What do to if an employee becomes sick and the importance of staying home if they are sick or displaying any symptoms
 - At home wellness checks to prevent employees to returning to work if they are ill or have been exposed to COVID-19

IMPLEMENT INDIVIDUAL CONTROL MEASURES AND SCREENINGS

Employees:

- Before returning to work and at the start of each shift, each employee will have a daily health screening that will include a temperature and symptom check (please see employee wellness screening). The manager on duty or supervisor is responsible for screening all employees entering the facility daily.
- If an employee is showing any symptoms, has a temperature above 100 degrees or has any other reason to believe they are ill, her or she will be sent home until:
 - He or she has had no fever for at least three days without taking medication to reduce fever during that time; AND
 - Any respiratory symptoms (cough and shortness of breath) have improved; AND
 - At least ten days have passed since symptoms began.
- Employees will always wear face coverings while at work. Face coverings may only be removed when eating or drinking and away from customers and employees.
- Employees will wear gloves provided by employer:
 - When serving guests
 - When setting up server stations
 - When cleaning and disinfecting tables, chairs and other surfaces
 - When cleaning and maintaining restrooms
 - When washing and drying wine glasses

- When handling food
- When picking up or throwing away trash
- At any other time, necessary to stop the potential spread of germs
- Employees must replace gloves:
 - After cleaning or disinfecting tables and chairs
 - After washing and drying wine glasses
 - After picking up or throwing away trash
 - At any other time, necessary to stop the potential spread of germs
- Employees will be prohibited from handshakes and similar greetings that break physical distance.

Guests:

- Upon making reservations for visiting our grounds, each Guest will be informed that they are not permitted to enter the business if they have a known case of COVID-19, have been exposed to COVID-19 or showing any symptoms of illness.
- A list of COVID-19 symptoms will be present at the front gate of entry and host will remind guests that if they are showing any symptoms related to COVID-19, they are not permitted to enter the property.
- If any guest actively shows symptoms of COVID-19 while on property, they will be asked to leave the property.
- Guests will always wear face coverings (masks) on property except for when sitting at assigned table.
- Guests will be refused entry and service if they do not wear face coverings (masks) when entering the facility.
- Face covering (masks) will be made available, free of charge, for any guests who do not come with their own.

IMPLEMENT DISINFECTING PROTOCOLS

Employees:

- Employees will always wash their hands with soap and water for at least 20 seconds when:
 - Arriving to work
 - After removing gloves
 - After touching their face
 - After coughing, sneezing or blowing their nose
 - After using the bathroom
 - After contact with animals or pets
 - Before and after handling food
 - Before and after handling trash or belongings of another person
 - After cleaning and sanitizing
 - Before and after washing or drying wine glasses
 - Before leaving for work

Grounds:

- Employees will adhere to the following daily disinfecting procedures:
 - **Tabletops and Chairs**
 - All tabletops and chairs will be disinfected with the use of EPA-registered disinfectant (provided by the employer) at the following intervals:
 - Start of shift
 - Before any guests sit at tables and chairs
 - Immediately after guests vacate tables and chairs and between reservations
 - End of shift
 - At any other time when necessary for proper sanitization
 - **Restrooms**
 - All restroom facilities which includes but is not limited to sinks, toilets, urinals, floors and door handles will be thoroughly cleaned and disinfected with the use of EPA-registered disinfectant (supplied by employer):
 - Before the start of shift
 - After the end of shift
 - Employees will regularly disinfect all frequently touched surfaces in restroom every 30 minutes or after each use of restroom by either guest or employee
 - **Frequently Touched Surfaces**
 - All frequently touched surfaces which includes but is not limited to bar tops, door handles, faucets, phones, light switches, touch screens, iPads, payment terminals, desks, keyboards and sinks will be thoroughly cleaned and disinfected with the use of EPA-registered disinfectant (supplied by employer):
 - Before the start of shift
 - After the end of shift
 - Employees will regularly disinfect all frequently touched surfaces every 30 minutes or after each use of any item by guest or employee.
 - **Elimination of Frequently Touched Surfaces**
 - During business hours, employees will remove or eliminate any unnecessary frequently touched surface and provide single use options which includes:
 - Propping open doors for entry and departure of building
 - Removal of any takeaway goods such as pamphlets and brochures
 - Single use menus that are thrown away after each use
 - Removal of any communal food or water sources
 - Single use water bottles for individual consumption
 - **Wine Glasses**
 - Wine Glasses will be washed in a commercial grade dishwasher with EPA-registered cleaning solution and a minimum water temperature of 150 degrees:
 - Before every use
 - After every use
 - Wine Glasses will always be stored in a sterile environment

- Wine Glasses will only come into contact with the server responsible for pouring wine and by the individual guest drinking from the wine glass
- Sharing of wine glasses among guests will be prohibited
- **Wine Bottles**
 - No contact will be made with the opening of the wine bottle except for the cork and corkscrew
 - Employees will never touch the opening of the wine bottle with their hands
 - All opened wine bottles will be thrown away at the end of the shift

Guests:

- Guests will be advised to wash hands and/or use hand sanitizer by:
 - Providing touchless hand sanitizer stations at entrance of building and throughout the property
 - Wash sinks in bathrooms with touchless soap dispensers and hand dryers
- Additional hand sanitizer will be offered complimentary to guests while on property

Food Vendors:

- All food vendors will adhere to strict cleaning and disinfecting protocols following the guidelines of existing health department codes.

IMPLEMENT PHYSICAL DISTANCING GUIDELINES

Employees:

- All shared employee spaces will be frequented by only one (1) employee at any given time to maintain 6-foot distancing. This includes but is not limited to:
 - Only one (1) server at any given time in dishwashing room
 - Only one (1) server at any given time behind tasting room bars
 - Only one (1) server at any given time in cold storage room
 - Only one (1) server at any given time in employee area (lockers/utility space)
 - Only one (1) server at any given time at a server station
- Serving Sections and Stations
 - Each server will be assigned to an individual server section and station.
 - Servers will be solely responsible for setting up their individual server station at the beginning of this shift and for closing their server station at the end of shift.
 - Each serving station will be stocked with all necessary items for service, so servers do not have to access shared employee space (i.e. tasting room bars and cold room).
 - Each server will be solely responsible for serving guests sat in their section to limit the amount of contact guests have with employees.

Grounds:

- **Entrance and Exit**

- Guests and employees will enter and exit grounds through only one (1) location (main gate).
- A host will always monitor entrance during business hours to monitor capacity and six (6) foot distance between parties.
- While guests will be asked to wait in their car for seating, six (6) foot distance markers will be implemented at front entrance to insure physical distance at all times.

- **Indoor Tasting Room**

- The indoor Tasting Room will remain vacant and will be accessed by guests only to utilize the restroom.
- Indoor Tasting Room seating will only be allowed if guest has a handicap and 10 ft table distancing will be implemented.

- **Restroom**

- Indoor restrooms will be available for guest use with the following guidelines:
 - Only one (1) guest or employee can access restroom at any given time
 - Entrance to restrooms will be propped open at all times
 - Six (6) foot distance markers will be utilized for social distancing when guests or employees need to wait to access restroom
 - Bathrooms will be monitored frequently by employees to maintain physical distancing, cleanliness and sanitization as well as guidelines as listed above.

- **Seating**

- All tables will be placed to insure at least 10-foot distance from any other tables or seating in vicinity
- Moving tables will be prohibited during service and business hours to maintain 10-foot distance
- Any tables or chairs not being used during service will be removed from vicinity to discourage movement of guests
- All tables and seating for service will be in outdoor areas to provide proper ventilation

Guests:

- **Reservations**

- Guests will only be permitted on grounds with a reservation
- Guests will only be permitted on grounds during set reservation time
- Reservations are only available for groups of six (6) people or less
- Guests may only sit with their reservation group

- **Waiting for reservation**

- Guests must wait in car before they can be seated for reservation
- Host will text or call guest when reserved table is ready

- **Service**

- Only one (1) server will have contact with individual tables and groups
- Only one (1) tab will be open per table or group and will be closed out at the end of service to avoid multiple payment transactions

- Tabs must be closed with credit card used on file to make reservation to provide contactless payment
 - All receipts will be emailed
- **Capacity**
 - Capacity will be limited to insure 10-foot distance of tables and seating
 - Capacity will be limited to reservations made in advance

Food Vendors:

- Food vendors will adhere to all physical distancing guidelines.

This prevention plan was created by Jackie Franklin, General Manager, on May 26th, 2020. Any updates to the prevention plan will be made as necessary.