

Kalala Organic Estate Winery

COVID-19 Safety Plan - II

Kalala Organic Estate Winery 's COVID 19 safety Plan has been revised to following a guide line developed by WorkSafeBC. This plan will be updated as required from WorkSafeBC and input from the Winery Controller and Tasting Room Manager.

1. Assess the risks

- ✓ We have involved tasting room staff, office staff and vineyard works in producing the COVID 19 Safety Plan
- ✓ We have identified areas where people gather; Wine shop, picnic area, outside tasting area (outside), parking lot, cellar, office, vineyards.
- ✓ We have identified job tasks and processes where workers are close to one another or members of the public.
- ✓ We have identified the tools, machinery, and equipment that workers share while working.
- ✓ We have identified surfaces that workers and the public touch often.

2. Protocols to Reduce the Risks

- Reviewed industry-specific protocols on worksafebc.com to determine whether any are relevant to our industry.
- Checked Orders, guidance, and notices issued by the provincial health officer and relevant to our industry.

First Level Protection – Elimination

- ✓ Occupancy limits have been set and the information posted at the winery.
 - Wine shop: 9 (6 customers and 3 employees.)
 - Office: 3
 - Cellar: 6
 - Outside tasting area: 14 (12 customers and 2 employees)
- ✓ Due to the nature of the business, there is very limited opportunity to work from home. However, office staff stays in the office and communicate via phones and emails as much as possible. If office staff needs to be a part of other work such as wine making, tasks will be finished outside or with a 2 M distance.
- ✓ Always maintain a 2 M distance between yourself and colleagues and customers. While wine tasting, stay behind the tasting bar with barriers unless it is absolute necessary to leave. If

situations arise that the two metre distance is not maintained, then employees must wear a mask.

- ✓ Employees must take their breaks apart from their colleagues. Staff will be encouraged to eat outside if possible.
- ✓ Traffic control in the wine shop will be enhanced with a reservation system for the general public to book tastings. Initial sessions will be 10-20 mins, leaving 5 mins for cleanup and sanitization.
- ✓ Walk-ins are welcome; however we might ask to wait outside depending on the numbers of customers inside the wine shop.
- ✓ Marks on the ground will be used to indicate to patrons where to stand to maintain a 2 M separation between patrons
- ✓ Employees should avoid being in the picnic area unless absolutely necessary and to stay behind the temporary tasting bar.
- ✓ We have established an occupancy limit for the picnic area of 10-20 people given physical distancing requirements can be followed. Picnic area and outside tasting area is separated with barrels, and signage is placed.

Second Level Protection - Engineering

- ✓ We have installed barriers at the tasting bar and cash desk. .
- ✓ We clean tasting bars after every wine tasting.
- ✓ Barriers have not been installed at cellar; however, staffs are required to maintain a 2 metre distance between them at all times.
- ✓ In all other areas staff will be directed to maintain their 2 M distance from their colleagues. When interaction will be closer then a mask must be worn.

Third Level Protection - Rules and Guidelines

Wine shop

- ✓ Barrier and light switches will be cleaned our beginning of day and end of day.
- ✓ Wipe door handles every time customers leave.
- ✓ One staff member will be assigned to one tasting group. The employee greets the customers, serves them, takes payment, and cleans up the space and equipment immediately afterwards.
- ✓ Assigned staff will guide customers to a tasting bar, sanitize own hands, place glasses on a plate, pour wines into glasses, and move forward the plate to serve the customers without touching the wine glass.
- ✓ Customers will use one glass for their tastings and be asked to put the glasses into the dishwasher tray after wine tastings. They will be also asked to bring wines at the POS station and pack wine by themselves if needed.

- ✓ Cleaning equipment provided at the wine whop: towels, gloves, sanitizer spray bottle, hand sanitizer, and soap.
- ✓ Procedure for cleaning: Spray sanitizer directly on surface or directly onto towels, wipe all surfaces and plates. Sanitize or wash hands after cleaning.
- ✓ Glasses will go through commercial dishwasher. Employees will be wearing gloves at all times.
- ✓ Washroom cleaning should be done at our beginning of day, end of day and in between customer use as frequent as is appropriate.

Outside tasting area

- ✓ One staff member will be assigned to one tasting group. The staff greets the customers, serves them, takes payment, and cleans up the space and equipment immediately afterwards.
- ✓ Tasting staffs will be wearing masks to serve wine tastings.
- ✓ Customers will use one glass for their tastings and be asked to put the glasses into the dishwasher tray after wine tastings.

Office

- ✓ The office desks allow for distancing between office staff.
- ✓ If office staff must move from their desk to other areas or within 2 M of a colleague a mask must be worn.
- ✓ Any meeting of staff must maintain 2 metre distance and/or staff must be wearing masks or be held outside if possible.
- ✓ Common touch points within the office and in connecting walk ways between areas will be sanitized regularly.
- ✓ Cleaning equipment provided at the office: disposable face masks, hand sanitizer.

Cellar

- ✓ Vineyard workers are not required to wear a mask while working outdoors but shall wear a mask when they come into the building for instructions or to gather equipment. All areas and surfaces they touch will be sanitized immediately after they leave the area.
- ✓ When travel is required for employees and more than 2 people are in one vehicle, masks must be worn by all employees.
- ✓ Vehicles are cleaned thoroughly after employee use.

Fourth Level Protection - Rules and Guidelines

- ✓ All employees are required to wear masks when a 2 M distance is not able to maintain.
- ✓ Outside tastings require wearing masks.
- ✓ Masks provided to all employees, or they have to prepare their own masks if preferred. Disposable face masks are also available for any workers if they need.

- ✓ Proper use of masks will be reviewed with all staff members during the training period prior to opening.

3. Policies

- ✓ Anyone who has had symptoms of COVID-19 in the last 10 days must self-isolate at home.
- ✓ Anyone who has been identified by Public Health as a close contact of someone with COVID-19.
- ✓ Anyone who has arrived from outside of Canada must self-isolate for 14 days and monitor for symptoms.
- ✓ Visitors are prohibited or limited in the workplace.
- ✓ Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat and new muscle aches or headache. Employee is to notify their supervisor immediately upon development of symptoms and to not come to work if they are at home or immediate leave the premises if they are at work.
- ✓ If staff develops symptoms, notify their supervisor immediately.
- ✓ If staff develops symptoms at work place, please wash or sanitize hands, put on a mask, and go home to isolate for 14 days before they will be re-evaluated to come back to the worksite.
- ✓ If the worker is severely ill, call 911.
- ✓ Clean and disinfect any surfaces that the ill worker has come into contact with.
- ✓ Call 811 for further guidance related to testing and self-isolation, if needed.

4. Communication plans and training

- ✓ Signage at the wine shop and the outside wine tasting area specifies occupancy limits.
- ✓ We have trained employees to ask customers to wait outside depending on the numbers of customers inside the wine shop.
- ✓ We have posted signage at the work place, including who is restricted from entering the premises and effective hygiene practices.
- ✓ We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.
- ✓ The training guidance is available at the office and the wine shop and will be reviewed with all staff members during the training period.

5. Monitor workplace and update plans

- ✓ Employees with health and safety concerns will talk with their supervisors.
- ✓ Through manager's meetings, all policies and procedures will be reviewed. Any improvements suggested at the meeting will be considered and implemented if needed.
- ✓ Any updates to the plan will be documented with in this safety plan.
- ✓ When resolving safety issues, we will involve joint health and safety committees or worker health and safety representatives.

6. Assess and address risks from resuming operations

Our workplace has been operating during the COVID-19 pandemic. However, we provide approximately one week training for new employees, depending on their experiences and roles.