

Covid Protocols at Flying Fish Winery

At Flying Fish Winery, the health of our employees and customers are important to us. We have created a pandemic operational plan to clarify the actions that Flying Fish Winery will take in order to ensure the wellbeing of everyone in our place of business and community. This document can be found on premises in a binder in our filing cabinet and will regularly be updated by Melanie Winnicki. Should you have any questions, recommendations or concerns, please contact Melanie Winnicki at 250-652-8818 or info@flyingfishwinery.com.

Covid -19 Signage in Public Areas

We have affixed signage on proper hand hygiene, respiratory hygiene, and physical distancing. Signage is placed at any common entrance and location where people tend to congregate.

Physical Distancing Measures

Flying Fish Winery will ensure the physical distancing of 2 meters (6 feet) at all times for both our clients and employees inside our business as well as any lines entering our place of business.

The following physical distancing measures are in place at this location:

- Clients and employees are not be permitted to congregate in groups;
 - Clients and employees will avoid common greetings, such as handshakes;
 - Floor signage to maintain social distancing is in place;
 - Designated employee will monitor adherence to physical distancing requirements on premises;
 - Customers may partake in their activity while maintaining physical distancing requirements;
 - The workplace has been be altered to ensure physical distancing requirements
 - Signage to serve as a reminder for customers to keep their distance;
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Cleaning and Disinfecting Procedures

Flying Fish Winery has developed cleaning protocols to ensure that all common areas are cleaned and disinfected twice daily, or more often as required (i.e. if soiled).

The following cleaning and disinfection procedures are in place at this location:

- Flying Fish Winery will ensure that all the necessary supplies such as hot/cold potable running water, liquid soap, paper towel, and garbage bins, for handwashing; or minimum [60% alcohol based hand sanitizer](#); toilet paper, [cleaning and disinfecting supplies](#) and personal protection equipment (non-medical masks and disposable gloves) are available as appropriate.
- Flying Fish Winery will ensure that employees are trained on how to clean and disinfect surfaces and use personal protection equipment if needed.
- Employees cleaning the workspaces should read and follow manufacturer's instruction for safe use of cleaning and disinfection. [Cleaning and disinfecting supplies](#) that clean and disinfect all at once may require the use of disposable gloves, these should be [disposed of appropriately](#) after cleaning. More information on cleaning and disinfection can be found on the [Government of Canada website](#).
- Employees and clients should not be present in the area during the cleaning of the workplace to allow enough contact time for disinfectants to kill germs based on the product being used.
- Items such as countertops, chairs (including below the front of the seat), rental/shared tools and equipment, phones, whiteboard markers, cashier equipment, light switches, public washrooms,

doorknobs, handrails, cabinet handles, faucet handles, tables, and furniture need to be disinfected more frequently throughout the day.

The following [cleaning and disinfection supplies](#) are available at this location:

- Diversol Spray Bottles, in production area, bottling stations and front desk area;
- Star-San Spray Bottles at bottling stations and prep stations;
- Alcohol Gel Based Hand Sanitizer at front desk;
- Hand soap and paper towels at bottling stations and in bathroom;
- Bleach, production area;
- Iodophor, bottling stations;

Employee Wellness & Hygiene

Flying Fish Winery will ensure that all employees are informed of the best practices to encourage proper hygiene etiquette. Additionally, the necessary products and equipment will be available to you in the workplace to follow these best practices. Health and Safety is a responsibility that belongs to everyone in the workplace and we encourage you to review WorkSafe BC resources like [COVID-19 Industry Information](#). We have also reviewed our sick leave policy & Health and safety policy to ensure employees are not coming to work unless they are healthy.

The following employee wellness and hygiene procedures are in place at this location:

While at work to help stop the spread of germs:

- Avoid touching your eyes, nose or mouth
- Cover your mouth and nose with a tissue when you cough or sneeze and throw the used tissue in the trash;
- If you do not have a tissue, cough or sneeze into your elbow, not in your hands and then wash your hands immediately afterwards;
- When coming into work and leaving work, please wash/sanitize your hands for 20 seconds
- You are encouraged to clean your cell phone upon arriving at work with a sanitizer wipe (if available);
- Respect the 2-meter physical distancing measures with all your colleagues and clients;
- Handshakes, hugs and direct contact are not permitted;
- Avoid contact with people who are sick
- Indicate your arrival and departure times with the reception desk logbook/timesheet.
- We encourage you to remind your colleagues and clients of the wellness and hygiene measures put into place.

The following employee hygiene procedures guide/posters are in place at this location:

- Proper hand washing procedures in production area;
- Proper mask hygiene procedures in production area;

The following employee hygiene equipment and products are available at this location:

- Hand Soap;
- Alcohol Hand Sanitizer;
- Diversol;
- Iodophor;

- Hand towels;
- Paper towels;
- Tissue;
- Toilet Paper;