Given the complexity and multi-faceted nature of reopening a physical workplace following a lockdown, I wish to create a “reopening the workplace” committee (the “**RTW** **Committee**”) to assist with planning, managing and overseeing the reopening of café workplace at LaSelle college. The RTW Committee would be made up of employees from various groups, departments and positions within the business, to ensure that all areas of the business are properly represented and considered. The RTW Committee should hold regular, virtual meetings to stay up to date on COVID-19 related issues, regulations and guidelines.

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| **re-opening of café at lasalle college**  Final Project | Abstract  This is essay is a comprehensive plan to re-open the Café at Lasalle College. Considering the COVID-19 pandemic, all the directives from CDC, health authorities and WorkSafe BC policies would be included in this plan.  DANIEL COLE 2012630  RCM273 LEADERSHIP & ORGANIZATIONAL DEVELOPMENT |

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The RTW Committee would assist with such tasks as creating surveys, gathering feedback, communicating with employees, conducting research, drafting policies, completing trials and test runs, monitoring compliance and addressing challenges that arise after reopening a physical workplace.

The RTW Committee would conduct such research undertakings as:

* Evaluate the building and its mechanical and life safety systems to determine if the building is ready for occupancy. Check for hazards associated with prolonged facility shutdown such as mold growth external icon, rodents or pest’s pdf icon external icon, or issues with stagnant water systems, and take appropriate remedial actions.
* Ensure that ventilation systems in your facility operate properly. For building heating, ventilation, and air conditioning (HVAC) systems that have been shut down or on setback, review new construction start-up guidance provided in [ASHRAE Standard 180-2018, Standard Practice for the Inspection and Maintenance of Commercial Building HVAC Systems pdf icon external icon](https://www.ashrae.org/File%20Library/Technical%20Resources/Bookstore/previews_2016639_pre.pdf).
* Increase circulation of outdoor air as much as possible by opening windows and doors if possible and using fans. Do not open windows and doors if doing so poses a safety or health risk for occupants, including children (e.g., a risk of falling or of breathing outdoor environmental contaminants such as carbon monoxide, molds, or pollens).
* staying apprised of the British Columbia government’s evolving guidelines and regulations;
* preparing a survey for employees to complete that, amongst other things, allows employees to identify any unique circumstances that may require accommodation before returning to the workplace;
* following up with employees through supplemental surveys and questionnaires to address new issues that arise;
* reaching out to industry associations and similar businesses to learn about best practices and what other employers in a similar line of business are doing to ensure a safe workplace; and
* consulting legal counsel to ensure that the business is meeting its legal duties as an employer and that the business’s reopening plan is legally compliant.

**SECTIONS OF CAFÉ TO FOCUS ON**

Garbage are

Storage unit

Loading dock are

Common area

Washroom

Entry and exit

Kitchen

Communal area

**Rearranging Physical Space (Policy and Procedure)**

* The layout of the café would have a six feet distance policy
* The areas in the café where transaction is made would have a separation barrier – acrylic resin as a protective barrier
* The washroom and communal area would comply to the six feet social distancing policy
* There would be only one point of entry and exit
* Maximum of 10 people in the café excluding employees
* Maximum of 3-4 employees in the communal area during breaks and lunch
* All communal areas must be sanitized after use and before and after opening of café during the day
* Entry and exit doors are to be left open during hours of operation

**Sanitization and Personal Protective Equipment (“PPE”)**

* The Café would make PPE mandatory for all employees at all times, also employees are required to wear protective gear/equipment at all times on premises
* The Café would require and have available face masks, face shields, gloves and eyewear on the premises.
* All employees who fail to follow sanitization and COVID protection regulations properly would be asked to follow the rules immediately or asked to go home. Employees who decline to wear PPE would be asked to return and would likely face a warning notice.
* There would be weekly supply of 15 litres of hand sanitizers and hand soap to the Café. Additional hand sanitizer dispenser would be mounted beside the entry and exit door of the café, washrooms, entry and exit door to staff only permitted areas. The café would have COVID-19 regulatory sign posted in the washrooms and near sink areas urging employees and customers to wash their hands for at least 60 seconds thoroughly.

*Administrative controls: Change the way people work*

* Encourage employees who have [symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) of COVID-19 or who have a sick family member at home with COVID-19 to notify their supervisor and stay home.
  + Employees who appear to have [symptoms](https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html) when they arrive at work or who become sick during the day should immediately be separated from others, provided a face mask if they are not using one, and sent home with instructions and guidance on how to follow-up with their healthcare provider.
  + Sick employees should follow [CDC-recommended steps](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html). Employees should not return to work until they meet the criteria to [discontinue home isolation](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/when-its-safe.html), in consultation with their healthcare provider.
  + Perform enhanced [cleaning and disinfection](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html) after anyone suspected or confirmed to have COVID-19 has been in the workplace.
* There would be daily in-person or virtual health checks (e.g., symptoms and/or temperature screening) of employees before they enter the work site.
  + Develop and implement a policy to prevent employees from gathering in groups while waiting for screening and maintain a 6-foot separation between employees.
  + Encourage having employees perform self-checks at home before heading to the office.
* Stagger shifts, start times, and break times as feasible to reduce the number of employees in common areas such as screening areas, break rooms, and locker rooms.
* Provide directions for customers to enter the building at staggered times.
* Post signs in parking areas and entrances that ask customers to wear cloth face coverings if possible, to not enter the building if they are sick, and to stay 6 feet away from employees, if possible.
* Clean and disinfect high-touch surfaces
  + Our policy would follow the [Guidance for Cleaning and Disinfecting](https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html) to develop, follow, and maintain a plan to perform regular cleanings to reduce the risk of people’s exposure to the virus that causes COVID-19 on surfaces.
  + At least daily, clean and disinfect all surfaces that are frequently touched by multiple people, such as door handles, desks, light switches, faucets, workstations, keyboards, telephones, handrails, printer/copiers, and drinking fountains. More frequent cleaning and disinfection may be required based on level of use.
    - If hard surfaces are dirty, clean them using a detergent or soap and water before you disinfect them.
    - For disinfection, most common, EPA-registered, household disinfectants should be effective, as well as diluted household bleach solutions or alcohol solutions with at least 70% alcohol. This would be accordance to the list of [products that are EPA-approved for use against the virus that causes COVID-19external icon](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2).
  + Give employees enough time to wash their hands and access to soap, clean water, and paper towels.
    - Remind employees to [wash their hands](https://www.cdc.gov/handwashing/when-how-handwashing.html) often with soap and water for at least 20 seconds. If soap and water are not available, they should use hand sanitizer with at least 60% alcohol.
  + Establish policies and practices for social distancing:
    - Remind employees that people may be able to spread COVID-19 even if they do not show symptoms. Consider all close interactions (within 6 feet) with employees, clients, and others as a potential source of exposure.
    - Discourage handshaking, hugs, and fist bumps.
    - Encourage the use of outdoor seating areas and social distancing for any small-group activities such as lunches, breaks, and meetings.
  + For employees who commute to work using public transportation or ride sharing, consider offering the following support:
    - If feasible, offer employees incentives to use forms of transportation that minimize close contact with others (e.g., biking, walking, driving or riding by car either alone or with household members).
    - Ask employees to follow the CDC guidance on how to [protect yourself when using transportation](https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/using-transportation.html).
    - Allow employees to shift their hours so they can commute during less busy times.
    - Ask employees to [wash their hands](https://www.cdc.gov/handwashing/when-how-handwashing.html) as soon as possible after their trip.
  + Post instructions and reminders at entrances and in strategic places on [hand hygiene](https://www.cdc.gov/handwashing/materials.html), COVID-19 symptoms, wearing [cloth face coverings](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html), and [cough and sneeze etiquette](https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html). This should include signs for non-English speakers, as needed.
  + Use no-touch trash cans when possible.
  + Remind employees to avoid touching their eyes, nose, and mouth.

**The Need for Financial Analysis**

Both internal management and external users (such as analysts, creditors, and investors) of the financial statements need to evaluate a company's profitability, liquidity, and solvency. The most common methods used for financial statement analysis are trend analysis, common‐size statements, and ratio analysis. These methods include calculations and comparisons of the results to historical company data, competitors, or industry averages to determine the relative strength and performance of the company being analyzed.

**LASSELLE CAFÉ MENU**

**Royal omelette with bowl of oatmeal ……………. $ 7.95**

**Bacon, mushroom, onion, spinach and cheddar cheese.**

**Fiesta Breakfast Waffle Plate……………$8.95**

**Ham, Tomatoes, Lettuce, Onion, Cheese, Jalapeno peppers, Poached eggs and Hollandaise Sauce.**

**Hungry Man Skillet Au Gratin Style…………………$10.95**

**Scrambled eggs & Corned beef hash, topped with hash browns & Cheddar Cheese then Baked, Served with regular coffee or tea.**

**Croque Madame Sandwich**

**Good morning ^^ Welcome, start of your present day with delightful breakfast at Lasalle Cafe \*\*\*\*.**

**TIME: 7:00AM TO 11:30 AM**

**Side Dishes (light breakfast)**

**French fry’s poutine……$4.00**

**French toast………$3.00**

**Ham Sandwich………$ 4.15**

**Grill cheese Sandwich…$.4.15**

**Taco fish wrap…………$5.45**

**Ham & cheese croissants……$ 5.50**

**Salmon, cheese cream and avocado bagels……$ 6.25**

**Vegan wraps……$5.00**

**Waffle…………$3.00**

**Classic Smoked Salmon Egg Benedict & Avocado…. $12.99**

**Toasted English muffin, Norwegian smoked salmon, poached eggs, Dijon mustard** **hollandaise sauce, capers, fresh dill and walnut salad on the side.**

**COFFEE (Enjoy hot, cold and fresh coffee in our Cole’ Bar)**

**Classic Coffee……………...$5.00**

**Regular Coffee……………...$4.25**

**Dark Coffee……………………4.00**

**Cappuccino……………………$5.25**

**To Go (Regular/ Large) ……………...$5.4**

**BEVERAGES**

**Soft Drinks (Diet Coke, Sprite, Minute Maid, Root Beer, Pepsi) ………$2.00**

**Iced tea………$3.25**

**Iced tea-lemonade……3.45**

**Orange juice………$2.00**

**Iced Cold Milk…………$2.00**

**Chocolate Milk……………$2.45**

**Hot Chocolate……………$2.45**

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| SaladCAESAR SALAD $6.25 Iceberg lettuce and shaved Parmesan Cheese topped with chicken and croutons COLE’S SALAD $8.25 Iceberg lettuce, cabbage, grilled chicken, croutons, boiled egg, mayonnaise sauce.  ROASTED PUMPKIN, BEETROOT AND ORANGE SALAD $3.75  Kale leaves, semi dried tomato, dried cranberry, olives and lemon honey dressing  Mediterranean salad with avocado and artichoke. $5,25  Romaine lettuce, fresh tomato diced, cucumber, red onion, feta cheese, chickpeas, olives and avocado dressing.    SHRIMP SALAD $7.25  Iceberg lettuce shaved Parmesan topped with boiled shrimps and croutons  Korean style Acorn-jelly Salad $8.75  Acorn-jelly Salad: You can choose between Mix and Stew options. Sliced ​​acorn jelly, vegetables soy sauce, chopped green onion, sesame oil, sesame salt, red pepper paste, fried egg. |

**SANDWICHES/WRAP**

CLUB SANDWICH $21.25

Sliced Bread, grilled chicken, pickles, tomatoes, lettuce, cheese, turkey, boiled egg, mayonnaise, mustard and French fries by the side.

CHICKEN TAOUK SANDWICH $19.25

Marinated chicken Cubes, garlic sauce, pickles, French fries and lettuce wrapped in Lebanese bread.

BEEF SHAWARMA SANDWICH $15.50

Beef, tomatoes, pickles, parsley, onions with sumac and tarator sauce wrapped in Lebanese bread.

CRISPY/grill CHICKEN WRAP $15.25 Freshly baked bread topped with crispy chicken fillet, jalapenos, lettuce, cheddar cheese, special garlic mayo sauce.

TANDOORI CHICKEN WRAP $15.25 Freshly baked bread topped with Chicken and pickles, lettuce in a special spicy sauce.

**Soup**

Soupe a l oignon gratinee ……………………$10.45

French onion soup topped with baguette and gruyere cheese

Bisque de Homard……………………$11.00

**Salad**

Beurre Bosc Pear, prosciutto &amp; Goat cheese salad……………$ 12.25

Mixed arugula with frisee, placed pear wrapped with Parma ham and goat cheese topped with poached

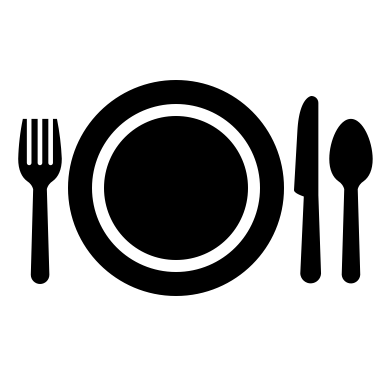
egg and toasted almond.

Canadian Artisan Fresh Garden Greens Salad……………….…$ 11.25

Mixed Greens with cucumber, feta cheese, cherry tomatoes, olives and red onion topped with toasted

almonds and sundried cranberries

Choice of dressing (balsamic dressing, French vinaigrette dressing, ranch dressing)



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