

COVID-19 – SAFETY POLICY

Main Dining Area Set Up

- There will be a maximum of 3 staff members in the dining area at any one time.
- Idle positions when not busy (By Front Door, Behind Bar and by Food Pass area).
- Team members will wear masks at all times. Team members will wash and sanitize hands frequently.
- Antibacterial hand wash soap will be provided at every hand wash point along with NHS guidelines printed.
- Hand sanitizer is being provided for staff and customers to use as frequently as needed.
- Windows, front door and ventilators will be kept open as frequently as the weather permits so that the premises is kept aired and ventilated.
- Tables are being set up with a minimum distance of 1.6metres and each customer will always be back to back at any given time.
- A one way system is being set up and clearly marked for customers and staff to follow at all times.
- Tables will not be pre-set. Cutlery will be provided after ordering. All condiments will be disposable single use.
- Menus. Customers will be given a choice to look at menus online or be provided with a disinfected menu.
- Staff order pads will be used by the same staff member only. Cleaned and disinfected after use.
- Capacity is being reduced by 50% and only tables of maximum 6 persons will be allowed. These must be from the same household or bubble according to government guidelines.
- Bookings will be spaced 15minutes apart to avoid queuing. People will be encouraged to book and walkins may not be accepted if the premises are busy.
- Customers will be asked to wait to be seated so that the team can manage the number of people in any area.
- The gents toilet which is situated in a narrow corridor along the ladies toilet will be blocked and assigned for staff usage. Gents can use the disabled toilet near the front door. This will minimise traffic in the narrow corridor
- No payments or purchases will be allowed at the bar. We will operate a complete table service.
- Music will be kept as low as possible to avoid people having to speak up.
- Customers will be reminded to follow social distancing rules.
- Tables and chairs will be thoroughly cleaned after every use.
- All frequently touched areas will be disinfected at every opportunity.
- Staff will be reminded to wash and clean all their equipment, Facemasks etc as frequently as possible.
- Customers details to be added in diary – Name, Surname and telephone number.

Kitchen Area and Take Away Set Up

- **Section 1 – Restaurant/Fryer Cooking Section**
 - Designated fire exit door by extractor control panel (Shared with section 2)
 - Designated hand wash sink – by kitchen entrance (Shared with section 2)

- Section 2 – Take Away Cooking section**
 - Designated fire exit door by extractor control panel (Shared with section 1)
 - Designated hand wash sink – by kitchen entrance (Shared with section 1)

- **Section 3 – Pizza Preparation Section**
 - Designated Fire Exit Door by the ice cream area (shared with section 4)
 - Designated hand wash sink – Main kitchen sink.

- **Section 4 – Ice-Cream & POS section**
 - Designated Fire Exit Door by the ice-cream freezer (shared with section 3)
 - Designated toilet – Staff toilet in restaurant.

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Designated hand wash sink by the ice-cream freezer

➤ **Section 5 - Restaurant Area**

Designated Fire Exit Door by the bar

Designated toilet – Staff toilet in restaurant

Designated hand wash sink in restaurant pantry area

**in case of emergency and access is blocked any fire exit available is to be used while trying to maintain a safe distance.*

- Each staff member will clean and disinfect designated toilet and designated area as frequently as possible and at the end of each shift.
- Each staff member will clean and sanitize working areas in each section regularly.
- Telephone, each one will be cleaned and disinfected by the one person that is to use them before and after each shift. No other person will be allowed to use the phone.
- Contactless payments or payments over the phone will be encouraged.
- Staff members will be wearing masks at all times.
- Anti-bacterial hand soaps and sanitizers will be provided at each designated area for team members to wash their hands regularly according to NHS guidance. (Printed at every hand wash station).
- Takeaway collection point will be on a table set up outside of the premises where the customer will collect from after the team member has placed the item and returned to the kitchen.
- Collection table will be sanitized after every use.
- Deliveries of supplies will be kept as infrequent as possible to minimize contact with delivery drivers. Any deliveries will be done through the table outside in the same way we do take away collection, in a reversal order.
- Delivery drivers will wear gloves and masks and will drop off delivery at the doorstep, stepping back to a safe distance and waiting for the customer to confirm order is right.
- Maximum 4 staff members in kitchen at any one time.
- No other personnel or any other persons to enter kitchen at any time.
- Kitchen is split into 4 sections (clearly marked).
- Team members will stick to their sections. Where this is not possible, any work will be done back to back or side by side according to government guidelines.
- Kitchen team will use staff toilet near office. Toilet will need to be cleaned after every use. Touch areas such as sink and door handle will be disinfected after each use.

Name	Read & Understood	Signature	Manager's Signature

