

COVID-19 Policy

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Updated 11/03/2020

The coronavirus poses an existential threat to our business, our suppliers and clients. With this in mind, I have drafted the following policy which will be updated and amended as new advice comes in. I would urge all staff to adhere as much as is practicable to the policy below.

General

Hand washing and alcohol hand-gel – all staff should wash hands before they start work and at regular intervals throughout the day. Hand washing should be carried out with hot water and soap, paying special attention to between fingers the thumbs and the back of the hands and should take around the time it takes to run through the happy birthday song twice (in your head -or out loud if you prefer). Paper towels should be used to dry your hands and to switch off the tap. Use elbows and knees to open doors where possible.

Staff should avoid touching their face, eyes or nose. If you have to, for any reason please follow the hand washing protocol above.

Staff should avoid hugging, kissing and handshakes. Elbow bumps are fine.

Staff will be issued with disposable black service gloves for all events

All staff are encouraged to buy a personal supply of alcohol gel and use as required during work. This is to reduce your risk of infection as much as our clients and partners.

Event staff should use alcohol hand gel which will be made available. There are alcohol hand gel dispensers outside the raw and ready to eat kitchens, please use these when you are passing.

All staff, including our front of house team and agency staff must advise us (or their agency), of travel to high risk destinations as they become known. Please check link for information on high risk areas.



All front of house staff will be required to sign a coronavirus risk self-assessment at the start of each shift.

Any staff displaying any symptoms associated coronavirus must report this to us as soon as they become aware and take time off until fully recovered. It is most likely that this will be a cold or flu, however, we want to reduce risks as much as possible.

Kitchen and unit:

Personal Hygiene

As always continue to wash hands regularly, when entering and exiting the kitchen from other areas of the building. Standard handwashing procedures apply here with us use of hand soap, hot water and blue roll to dry (see hand wash info chart if required)

Use hand alcohol hand rub as a supplementary way of killing and germs but not as a replacement.

In order to protect yourself as well as others avoid contact with your eyes, nose and mouth.

Cover your mouth with your arm (not you hand) if you must sneeze or cough.

Use disposable blue gloves where possible and at all time at events. Change gloves regularly

Either plate up individually or one chef to serve staff meal in order to reduce hand contact with utensils.

Avoid handshakes when greeting people

Kitchen sanitization

Sanitize any door contact areas such and handles and push plates at the end of every day

Spray all kitchen surfaces with sanitizer in the morning before any food prep begins and as always spray regularly during the day.

Only necessary visits to the kitchen. Use an alternative route if possible or if you require a kitchen team member then the kitchen member should leave the kitchen if possible

