

. THE TAVERN FAYRE  
COVID-19 Policy

The Tavernfayre accepts its responsibilities for our Restaurant operating during the Coronavirus Covid-19 pandemic to ensure they are protecting their employees and minimising the risk of spread of infection. We aim to outline measures following all guidelines from the Government and Public Health England, and comply with advice on Coronavirus at all times.

A risk assessment has been undertaken prior to any business activities resuming, a copy has been shared with all the staff and can also be viewed on our website.

The Tavernfayre has had to look at how we are going to reopen, there will be many changes which we need to implement, and some of those changes will allow us to follow the Government guidelines, in order to keep our Employees, Guests and Visitors safe. Some are for operational reasons once again for to enable us to work safely and deliver a great service for our Guests. We will never compromise the health and safety of our business or our Guests.

Managers will remind our Employees at every opportunity of the new Operating Procedures which are aimed at protecting them, their colleagues, their families and the UK population. If our premises is not consistently implementing the measures set out below, it may be required to shut down.

This policy will be reviewed annually and revised as necessary in response to changes in legislation or guidance on methods of working. Employees, contractors, suppliers, and consultants are all required to cooperate with us in making this policy work.

*Jane Kelly*, General Manager.

13<sup>th</sup> June 2020.

Please see the following pages for further information on the procedures we have put in place to operate safely during the Coronavirus pandemic

## Self-isolation.

Anyone who meets one of the following criteria should not come to site:

Has a high temperature or a new persistent cough – follow the guidance on self-isolation

Who has a letter from the Doctors asking them to refrain from work.

## Procedure if someone falls ill.

If a worker or guest develops a high temperature or a persistent cough while on site, they should:

Return home immediately

Avoid touching anything

Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough or sneeze into the crook of their elbow

They must then follow the guidance on self-isolation and if an employee of The Tavernfayre, they should not return to work until their period of self-isolation has been completed

## Travel to Work and the Start of your Day

Wherever possible workers should travel to site alone using their own transport and we will consider:

Other means of transport to avoid public transport e.g. cycling

Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if water is not available

Introduce staggered start and finish times to reduce congestion and contact at all times

Monitor access points to enable social distancing – we may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring

Require all workers to wash hands or clean their hands before entering or leaving the site

Allow plenty of space between people waiting to enter site (as per Government guidance)

Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. screens, door handles, telephone handsets, tables, particularly during peak flow times

Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials

All deliveries made to and external drop off point between set hours

### Hand Washing.

Provide additional hand washing facilities to the usual welfare facilities

Ensure soap and fresh water is readily available and kept topped up at all times

Provide hand sanitiser where hand washing facilities are unavailable

Regularly clean the hand washing facilities and check soap and sanitiser levels

Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal

### Toilet Facilities.

Restrict the number of people using toilet facilities at any one time with signage and door locks.

Limit of one person at a time

Wash hands before and after using the facilities

Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush

Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal

### Eating arrangements for employees.

The Employees will be required to stay on site once they have entered it and not use local shops.

Dedicated eating areas will be provided to reduce food waste and contamination

Break times will be staggered to reduce congestion and contact at all times

Hand sanitiser will be available at the entrance of any room where people eat and will be used by workers when entering and leaving the area

Workers should maintain distance from each other following current Government guidelines whilst eating to avoid all physical contact

Drinking water will be provided with enhanced cleaning measures of the tap mechanism introduced

Tables will be cleaned between each use

All rubbish will be put straight in the bin and not left for someone else to clean up, Employees are required to clean and sanitize the break area for the next person to use.

### Changing Facilities.

Introduce staggered start and finish times to reduce congestion and contact at all times

Introduce enhanced cleaning of all facilities throughout the day and at the end of each day

Follow Government guidelines for social distancing within the changing rooms.

Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal

### General Principles.

Non-essential physical work that requires close contact between workers should not be carried out

Work requiring skin to skin contact should not be carried out

Plan all other work to minimise contact between workers

Re-usable PPE should be thoroughly cleaned after use and not shared between workers

Barriers & screens in place to protect those who cannot work the minimum distance apart

Workstations rearranged to be a suitable distance apart (following current Government guidelines) or positioned in a way in which persons are not facing each other

Single use PPE should be disposed of so that it cannot be reused

Increase ventilation in enclosed spaces

### Cleaning.

Enhanced cleaning procedures will be in place across the site, particularly in communal areas and at touch points including: Taps and washing facilities Toilet flush and seats, Door handles and push plates, Food preparation, Bar service and eating surfaces, IT equipment, telephone and credit card equipment, Rubbish collection and storage points will be increased and emptied regularly throughout and at the end of each day

### Increasing safety in the Restaurant for our Guests.

Reduced seating capacity (as per Government guidance) to allow better spacing between tables

Limited number of Bookings only

Floor markings

Organising the restaurant layout and staff rotas to reduce the number of guests and staff in any area

Enhanced cleaning after each use of table, cruets, chair backs, removal of relishes from public areas, no drinking straws, reduced menu, and changes in service.

All the changes to our Guests dining experience have been considered and all changes have been implemented to ensure that the Tavernfayre can continue to offer the very highest customer service whilst following the Government guidelines.