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| | | <p>to the back of building entrance in toilets. All staff and contractors entering building must wash hands here before proceeding.</p> <ul style="list-style-type: none"> • Stringent hand washing taking place. • See hand washing guidance. • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ • Drying of hands with disposable paper towels which are provided in the first toilet and hand wash sink in the kitchen. • https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/ • Staff encouraged to protect the skin by applying emollient cream regularly • https://www.nhs.uk/conditions/emollients/ • Gel sanitisers in any area where washing facilities not readily available. • Customers entering and exiting the building will be able to sanitise their hands using the facilities provided. | <p>Front of House staff to make sure this is being followed through. Anyone refusing to fill in a Track and Trace will be refused service.</p> <p>Initially only one or two people working in the kitchen at any one time. This is to be regularly reviewed and increased as the risk of transmission falls.</p> | <p>Town Clerk/Dep Town Clerk</p> <p>Café Manager</p> | <p>06/07/20 ongoing task.</p> <p>06/07/20 ongoing review needed.</p> | <p>Yes</p> <p>Yes</p> |
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| | | <p>Track And Trace</p> <ul style="list-style-type: none"> The Track and Trace QR code is displayed at the entrance to the cafe. At least 1 person per group must fill in a Track and Trace Slip. We will store all slips securely in a locked office for 21days. After this time they will be shredded. <p>Cleaning</p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, fridge/freezer handles, light switches, using appropriate cleaning products and methods. Each person to be responsible for wiping down their own equipment (e.g kitchen to cleaned down by Café Manager and Supervisor/ pot wash). Front of house counter and coffee machine etc to be cleaned down by member of staff on serving. Tables to be cleaned by serving staff. The ice cream stand to be cleaned down by member of staff working on the stand.</p> <p>Those needing to clean after others will have access to disposable gloves for the cleaning period, they should then dispose of the gloves and wash their own hands.</p> | <p>Front of House staff to monitor this.</p> <p>Sign on entrance door and toilet instructing hand washing on entrance.</p> | <p>All Staff</p> <p>Café Manager</p> <p>All staff completing relevant task to complete</p> | <p>14/09/20</p> <p>06/07/20 – ongoing review needed.</p> | <p>Yes</p> <p>Yes</p> |
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| | | <p>Social Distancing Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency. Café Dansant has 4 distinct areas that will be used</p> <p>Groups</p> <ul style="list-style-type: none"> Strictly no more than 6 people will be permitted by law to enter Café Dansant together. <p>Kitchen The kitchen can have 2 people working in as long as one is a pot wash/ kitchen porter and remains at the potwash sink.</p> <p>Service Area/ Front Of House This area is limited and would be manned by one member of staff at all times.</p> <p>Ice Cream Stand This area is limited and would be manned by one member of staff at all times.</p> <p>Café Seating Area From 8th July 2020 internal seating area the tables will be set up to allow the 1m plus metre gap and there will be one person serving food/ clearing tables.</p> | <p>Sign on hand sanitizer table on entrance, exit and ice cream stand offering hand sanitising on entrance and exit.</p> <p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Tables will be positioned back to back.</p> <p>Front doors will remain open to increase ventilation and avoid a touch point.</p> <p>More outdoor seating will be provided than indoor.</p> <p>No condiments on tables. Any condiment container requested will be cleaned after each use.</p> <p>Increased level of toilet checks and cleaning of touch points when in use.</p> | <p>Café Manager and all café staff.</p> <p>Café Manager to order and keep stocked</p> | <p>08/07/20</p> <p>06/07/20-ongoing review needed.</p> | <p>Yes</p> |
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| | | <p>Reduced tables will be positioned at least 1m plus apart metres apart to maintain social distance.</p> <p>When waiting on tables activity time will be as short as possible.</p> <p>Increased levels of ventilation will be provided in indoor areas via opening the bifold doors, windows and skylights.</p> <p>Tables and chairs will be cleaned after each use.</p> <p>Ice creams are sold in the corner of the Café, away from tables.</p> <p>Table size is 4 persons from 2 households.</p> <p>Contact details from each bill payer will be taken for track and trace purposes and kept for 21 days only.</p> <p>Toilets The toilet adjacent to the rear door is reserved for the hand washing of those entering and leaving the building. There are 4 other available toilets in the building. The senior staff member should designate on the day how the toilets are allocated. Those using the toilets should ensure the toilets and other touched surfaces are cleaned after use.</p> | <p>Initially limited as to which members of staff work together until guidance changes.</p> <p>All staff members showing symptoms of Coronavirus will be advised to get a test. If this proves positive all staff members that have been in contact with that person will be advised to get tested. https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</p> | | | |
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| | | <p>https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to throughout the café.</p> <p><u>Payment Handling</u></p> <p>Wherever possible customers will be requested to pay by a contactless payment method. Where this is not possible chip and pin machines and cash will be accepted but with additional controls.</p> <p>Chip and Pin:</p> <p>Machines will be regularly wiped down with D-10. Direct hand to hand contact will be avoided.</p> <p>Cash</p> | <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p> | | | |
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| | | <p>Where cash is handled, staff will either wash hands or use hand sanitiser between servings.</p> <p><u>Symptoms of Covid-19</u> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/</p> <p><u>Mental Health</u> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference -</p> | | | | |
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