

TRINITY KITCHEN & BAR REQUIRED AND ADVISORY STEPS FOR PREVENTION OF SPREAD OF COVID-19

KITCHEN & BAR TEAM · THESE GUIDELINES ADHERE TO CURRENT GOVERNMENT ADVICE · JULY 2020

HOME SELF ASSESMENT	TRAVELLING TO WORK (IF WELL)	ARRIVAL AT WORK	DURING WORK
<ul style="list-style-type: none"> · ARE YOU — OR ANYONE IN YOUR HOUSEHOLD — FEELING UNWELL? · · Do you have a temperature? 	<ul style="list-style-type: none"> · IF YOU CAN, PLEASE TRAVEL OUTSIDE OF RUSH HOUR · · Unless you are specifically required otherwise your working hours will be confirmed by email a week in advance 	<ul style="list-style-type: none"> · DISPOSE OF YOUR TRAVEL MASK · · There will be a bin at the front door. · Call NIKKI before entering the building 	<ul style="list-style-type: none"> · MAINTAIN 2M DISTANCING WHEREVER POSSIBLE · · ONLY work in your designated area · WEAR YOUR FACE COVERING · · This is optional as we will maintain a 2m distance where possible
<ul style="list-style-type: none"> · ANY OTHER SYMPTOMS? · · If you — or anyone in your bubble - have any symptoms · <u>DO NOT COME TO WORK</u> 	<ul style="list-style-type: none"> · IF TRAVELLING BY PUBLIC TRANSPORT WEAR A FACE COVERING— IT IS COMPULSORY · · We suggest having two, one for your return journey. 	<ul style="list-style-type: none"> · LET TRINITY TAKE YOUR TEMPERATURE · · As soon as you arrive at work (or shortly afterwards if cycling) 	<ul style="list-style-type: none"> · WASH YOUR HANDS AND SANITISE · · Sanitise hands regularly · Sanitise hand contact points hourly · Sanitise iPads after every order
<ul style="list-style-type: none"> · REPORT YOUR CONDITION · · Call or message NIKKI to advise on your ability to work, at the earliest possibly opportunity. 	<ul style="list-style-type: none"> · BRING YOUR UNIFORM WITH YOU IN THE CANVAS BAG PROVIDED · · And change out of your travelling clothes when you arrive at work into your "uniform". 	<ul style="list-style-type: none"> · REPORT ANY SYMPTOMS · · Do not enter the building if you suspect you have symptoms. Call NIKKI IMMEDIATELY · 	<ul style="list-style-type: none"> · DO NOT SET TABLES · · ADVISE GUESTS ON THE ONE USE PAPER MENUS · All tables will remain clear and will only be set once the order has been taken by the TEAM LEADER.
<ul style="list-style-type: none"> · GET TESTED · · Call the NHS 111 [triple one] · SIGN ON TO COVID SYMPTOM TRACKER APP · Supply Trinity with written confirmation of the results 	<ul style="list-style-type: none"> · WASH YOUR HANDS AND SANITISE ON ARRIVAL · · Sanitiser is available in the foyer and in the staff changing room 	<ul style="list-style-type: none"> · WEAR YOUR WASHABLE MASK OR SHIELD · · We will provide you with or a face shield. Government guidelines do not require a face covering outside and are optional. · Shields must be left on the designated table at the end of your shift for cleaning. 	<ul style="list-style-type: none"> · CLEAN & SANITISE ALL SURFACES · · Do this continually and after every sitting. · INDICATE to GUESTS the location of SANITISER POINTS FOR THEIR USE
<ul style="list-style-type: none"> · STAY AT HOME · · Self isolate until you are clear of symptoms 		<ul style="list-style-type: none"> · CHANGE INTO YOUR UNIFORM · · We have two secure designated changing rooms for single occupancy use. 	<ul style="list-style-type: none"> · ASK GUESTS TO PAY AT THE WELCOME STATION · · SANITISE THE CREDIT CARD MACHINE BEFORE AND AFTER USE
		<ul style="list-style-type: none"> · YOU MUST OUT OF YOUR UNIFORM · · We have two secure designated changing rooms for single occupancy use. 	<ul style="list-style-type: none"> · BREAKS · · Breaks must be taken in the staff room, if you wish to leave the building during your break you MUST REMOVE YOUR APRON AND FULLY COVER YOUR UNIFORM

· CLEAN & SANITISE - USE SPRAY BOTTLES PROVIDED ALL DAY LONG ·
 · DO NOT TRAVEL IF YOU HAVE SYMPTOMS ·