

## **GWESTY TY NEWYDD COVID-19 KITCHEN POLICY**

### **TEAM MEMBERS**

- All team members have been re-trained in line with Covid-19 guidelines. New cleaning process for hygiene and cleanliness in all areas of the hotel.
- Hotel team members will be provided with the adequate amount of PPE to ensure they can continue to work in a safe way whilst offering true customer service.
- All team members will be required to receive temperature checks on arrival for work.
- Any team member with symptoms or someone in their household who has symptoms will self-isolate in line with PHW guidelines.
- Team members are discouraged from sharing equipment, however when equipment must be shared e.g. telephones, keyboard, mouse and stationery. Equipment will be sanitised after every use.
- Hand sanitisers and hand washing facilities are available for each team member.

### **COVID-19 KITCHEN POLICY – ADDITION TO CURRENT HASAP POLICIES.**

This policy covers the risk of COVID-19 spread in a kitchen environment. It recognises that kitchens are environments where team members would normally have to work in close proximity to one another. This policy was created on 4<sup>th</sup> July 2020. The COVID-19 situation is dynamic, and hazards and controls must be updated as government advice changes. In order for this policy to be suitable and sufficient, the contents must be reviewed, controls amended to reflect the operation and then adopted.

### **CONTROL MEASURES**

- **FITNESS TO WORK** - Team are to observe the latest government guidance regarding self-isolation. Managers to be aware of the symptoms of COVID-19 (new continuous cough and / or high temperature) and exclude workers if they exhibit these symptoms.
- **RESTRICTION OF ACCESS TO THE KITCHEN** - Access to the kitchen limited to essential persons only. Other team members are not to enter the kitchen. For example, if they are collecting food it must be done only from the pass or another agreed area of the kitchen.
- **DELIVERIES TO THE KITCHEN** - Deliveries to the kitchen must be left in the designated area and a distance of at least 2 metres maintained between the delivery person and team members.
- **DISTANCE BETWEEN TEAM MEMBERS** - A distance of at least 2 metres is to be maintained between team members where possible. Kitchen layout as well as kitchen operation has been adjusted to create the best possible design to maintain social distancing.
- **HANDWASHING** - A supply of hot and cold, or appropriately mixed, running water to be maintained to the kitchen. Supply of liquid soap and disposable towels to be maintained at all wash hand basins. Hand sanitiser (minimum 60% alcohol) can be provided to compliment hand washing but is not a substitute. As per normal food hygiene practices, the wearing of gloves is not a substitute for washing hands and can increase the spread of organisms.

- PPE - It is not considered necessary for kitchen team to wear face masks to control the spread of COVID-19. However, Visors and gloves are available. The wearing of masks could encourage team to touch their face and increase the risk of the virus being transmitted. Visors will be advised for pot washers in guidance with our Risk assessment.
- MANUAL HANDLING - Some manual handling tasks may require a two person lift or carry. This means team members potentially coming into close contact of one another. The task should be reviewed to consider if it is necessary or if an alternative approach could be used e.g. rather than moving kitchen equipment for cleaning, using a wet and dry vac to clean behind. If the lift or carry is necessary, then minimise the time team are in close proximity with one another. This can be achieved by ensuring the path is clear of obstructions and one person prepares the area ahead of the lift or carry. Note - the lift or carry should not be rushed, as this could increase the likelihood of injury, It is about minimising the time that team members are in close proximity to one another by preparing for the lift or carry.
- DISINFECTION OF SURFACES - Food preparation and hand contact surfaces are to be disinfected at the beginning and end of the shift and regularly throughout. The chemical used must be effective against COVID-19 and the dilution rate and contact time implemented correctly. Relevant touch points are to be disinfected immediately after there has been a visitor to the kitchen, for example a delivery person.
- RECOGNISE EXTRA TIME NEEDED FOR CONTROLS TO BE IMPLEMENTED - The extra controls in the kitchen may slow normal service time. The number of orders can be reduced, wait times increased or menu amended. Kitchen team must have sufficient time to properly implement the COVID-19 controls whilst the kitchen is operational.