

	<p><u>Cleaning</u> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, waiting areas using appropriate cleaning products and methods.</p>	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>1 hour cleaning checklist is completed daily and then uploaded to flow-by who? --TRAIL APP.</p> <p>Daily foh and boh cleaning checklists are completed</p> <p>Toilets are cleaned twice daily with cleaning surfaces every 2 hours- on what checklist? --HOURLY CHECKLIST -- KEYS TO BE ADDED TO</p> <p>2 stage sanitising- retraining on flow TRAIL.</p>	<p>H+S REP H+S REP H+S REP</p>	<p>DAILY DAILY DAILY</p>	<p>ONGOING ONGOING ONGOING</p>
<p>SKELETON STAFF MINIMAL BOHA CROSSOVER NO STAFF DRINKS/ AFTER HOURS COMMUNING.</p>	<p><u>Social Distancing</u> Social Distancing -Reducing the number of persons in any work area to comply with the government advice 1m+ gap.</p> <p>Taking steps to review work schedules including start & finish times/shift patterns where possible.</p> <ul style="list-style-type: none"> Redesigning processes to ensure social distancing in place. Conference calls to be used instead of face to face meetings. Ensuring sufficient rest breaks for staff. Social distancing also to be adhered to in staff areas and smoking areas 	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Posters? -- IN STAFF AREAS / FRONT DOOR</p> <p>Management checks to ensure this is adhered to.</p> <p>Shifts start and finish times are outside of rush hour times, minimal staff on shifts. Only staff on shift to be on site. Grouping of teams A and B to be allocated</p> <p>Floor markings are in place through restaurant and kitchen to remind of social distancing.</p> <p>Kitchen sections have been reviewed to have 1 person working on each section at safe distance-how have they been reviewed? Side by side notes/ details</p> <p>Staff changing room is 1 person at a time, staff breaks to be taken in restaurant - sign on door?</p> <p>Where there are multiple toilets cubicles to be locked to reduce amount of people using them- markings on floor by toilets.</p>	<p>SHIFT MANAGER GM GM</p>	<p>DAILY 3/7/20 3/7/20</p>	<p>ONGOING</p>
<p>1M+ DISTANCING FLOOR MARKERS AND HAZARD ZONES MARKED</p>	<ul style="list-style-type: none"> MAXIMUM GROUP SIZE IS SIX 	<p>COMPLIANT TO NEW REGULATIONS MAXIMUM TABLE SIZE IS 6 PERSONS</p>	<p>MOD</p>	<p>14/9/20</p>	<p>AM</p>

° MASKS.
 CUSTOMERS TO WEAR FACE MASKS EXCEPT WHEN SEATED.

25/9/20 ✓ AM