



# COVID-19 OPERATING PROTOCOLS and DECLARATION: EMPLOYEES – VISITORS – HIRERS

September 2020

## Introduction

We are re-opening the community kitchen for workshops, activities and public hire on September 1<sup>st</sup> 2020. We have introduced a range of new operating procedures and protocols based on a full risk assessment.

## Management Protocols

**Personal Health** - We ask that no persons who may be COVID 19 symptomatic enter the property, this includes occupiers, employees, hirers, visitors and contractors. We ask that all hirers comply with this and manage their own visitors accordingly. Symptoms include fever, shortness of breath, sudden loss of smell or taste, and a continuous cough. If you live within a household that has anyone displaying symptoms then you must self-isolate.

**Signage** – A simplified list of protocols and other signs will be displayed by the front door and on the noticeboards in entrance and the office so that visitors can familiarise themselves with the kitchen protocols.

**Entrance / Exit** - All visitors will continue to enter and exit the property via the front entrance route. Door will be unlocked and open during occupancy hours to avoid the requirement to touch the handle. Hand sanitiser will be provided to the left of the front entrance for use on entry.

**Registration** - Please sign in to the registration book on the left of the front door. We require your name, the date and a contact number. This complies with data protection rules and your details will never be shared except in the event of contamination, in which case we will follow government track and trace guidelines.

**Capacity** - The number of people allowed in the building is now limited to no more than 5 people in the kitchen and 7 people in the office/training room.

**Social Distancing** - Please observe social distancing measures and try to keep 2m apart – in the kitchen, stations will be demarcated by a member of staff. The office/training room will be spaciouly laid out. Please seat yourself at a suitable distance from others.



**One Way System** - Please follow a clockwise flow in the kitchen and office. Please communicate with your fellow occupants should you need to leave the room and pass close beside of behind.

**Contact Points** - We will keep all doors between kitchen and office open as this will remove the need to touch the door handles. Coats and bags to be hung on coat stand at right of front door.

**Higher Risk Individuals** - You should not attend activities at the community kitchen if you have an underlying health issue or are living in a household where someone is being shielded.

**Hand Sanitiser Stations** - Sanitiser will be provided on the left hand side of the front door. And in the office. Please sanitize your hands on entry and exit of the building.

**Handwashing** - There are handwashing facilities in the kitchen and the office/training room toilet. Please wash your hands on entry of the kitchen and frequently wash your hands during the course of your activity.

**Personal Hygiene** - All staff, hirers and visitors must ensure a high level of personal hygiene at all times.

**Clothing** - Please wear your own apron and chef's clothing or ask a member of staff for a clean apron. Hats or hair nests must be worn in the kitchen.

**Laundry** – For staff and regular hirers, please place the used aprons, tea towels and dish cloths in the laundry bag under the kitchen sink.

**Personal Protective Equipment** - Please wear your own face mask/visor or ask a member for staff for a disposable mask. Disposable gloves are available on request. Please dispose of all used PPE in a responsible way. Bins are emptied daily.

**Ventilation and Extraction** – We ask that staff and hirers us the existing extraction system and open windows and doors to ensure a flow of air and adequate ventilation.

**Preparation of food for consumption on or off site** – Employees and hirers must keep a record of all food produced on site. If food is being consumed on site or stabilized and packaged for consumption off site, it must be done in accordance with HACCP standards.

**Cleaning** - Deep cleaning will be completed prior to opening each day, using chemicals that adequately eliminate the virus. We ask that all users and hirers of the kitchen adequately clean down workstations and tables after use. Cutlery and crockery should be washed in the dishwasher. We also request that door handles to be cleaned at the end of the day by the last user. Please see the cleaning guide on the notice board on the left of the entrance.

**Rubbish and Recycling** – Please can all staff and hirers ensure that the bins are changed at the end of your use of the kitchen and taken away with you unless by previous arrangement. We encourage all hirers to practice and deal with their own re-cycling.

**Hot Drinks** - The kettle and drink making facilities in the office/training room will remain accessible for making teas/coffees etc., visitors must be restricted to using disposable cups, or assigned their own cup.

#### **Employee/Hirer Declaration**

We thank you for your co-operation and would ask that all employees and hirers read these protocols and sign the 'COVID-19 EMPLOYEE/HIRER DECLARATION' and return this to Robin Van Creveld [robin@communitychef.org.uk](mailto:robin@communitychef.org.uk).

***I declare that I have read and agree to follow the protocols and procedures listed here for working at or hire of the Lewes Community Kitchen during the COVID 19 situation.***

***I declare that I am in good health and have no Covid 19 symptoms***

**Name:**

**Signature:**

**Date:**