

**Working safely during & after Corona Virus;**  
**COVID 19 Prevention, Control & Safety Policy**

**1. Introduction & Objective**

This Policy has been put in place by the company [Barworks Ltd] to help employees understand how to work safely during and after the coronavirus pandemic. Barworks Ltd is committed to the safety of both, our employees as well as the public. Due to the severity of this pandemic the company has had to put specific measures, checks / check lists and policies in place to ensure everyone's safety as well as our venues' compatibility and adherence to government legislation.

The overall objective of this policy is to reduce risk to the lowest reasonably practicable level by taking preventative measures and to sustain a healthy and safe workplace in this unique environment.

As we explain below, under 'Status and application of this policy', it is not contractual. Since the understanding and risks of Coronavirus and related government guidance are evolving, we may need to change this policy and may do so at any time without advance notice. If we do, we will explain this via internal communication.

**2. Your Responsibility**

In our line of work personal hygiene, thorough cleaning, the following of procedures and measures put in place, strictly adhering to regulations in regard to social distancing and cleanliness has never been more important. We, as individuals as well as a company, hold a heightened social responsibility towards ourselves, our colleagues and the general public that Barworks Ltd takes very seriously. It is important that we all react responsibly and transparently to these health precautions.

Managers have additional responsibilities to ensure that this policy is implemented and, if a violation of this policy occurs, that it is dealt with effectively.

**3. What to do if a violation of this policy occurs?**

- 3.1. We all have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures. In the context of COVID-19 this means working through, with & adhering to the steps and measures outlined in this policy carefully.
- 3.2. A violation of this policy is normally considered gross misconduct and likely to result in dismissal; in serious cases, it may be a criminal offence.

**4. COVID 19 explained**

- 4.1. A coronavirus is a virus that can be transmitted from person to person. Typical symptoms include fever, a cough that may progress to a severe pneumonia causing shortness of breath and breathing difficulties.

Generally, a coronavirus can cause more severe symptoms in people with weakened immune systems, older people, and those with long term conditions like diabetes, cancer and chronic lung disease.

COVID-19 is a new strain of coronavirus. Similar viruses spread by droplets, coughs or sneezes.

4.2. You can reduce your risk of getting and spreading respiratory infections by:

- avoiding direct hand contact with your eyes, nose and mouth
- maintaining good hand hygiene - washing hands with soap and water for 20 seconds minimum:
  - o after coughing or sneezing (do not cough or sneeze into your hands)
  - o after going to the toilet
  - o before and after eating and drinking
- avoiding direct contact with people that have a respiratory illness and
- avoiding using their personal items such as their mobile phone
- covering your nose and mouth when coughing or sneezing with disposable tissues and disposing of them in the nearest waste bin after use

## **5. What if an employee / co-worker / contractor reports symptoms?**

5.1. You should not go to the workplace if you:

- are unwell with coronavirus symptoms
- are told to self-isolate by a government test and trace service, because they've been in close contact with someone who has tested positive
- need to self-isolate because someone in their household has symptoms or has tested positive
- If you experience symptoms, you should report this in the usual way as per company policy. You must follow government guidance / NHS guidance that can be found at <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>

5.2. If you are already at work, you should:

- tell your line manager immediately and go home
- follow government guidance in relation to staying alert and safe
- report the incident to the NHS Test & Trace programme

5.3. Multiple outbreaks in the workplace

If there is more than one case of COVID-19 associated with a workplace, the company will contact their local health protection team to report the suspected outbreak.

The health protection team will:

- undertake a risk assessment
- provide public health advice
- where necessary, establish a multi-agency incident management team to manage the outbreak

## **6. Pay when not at work**

### 6.1. Pay during sickness absence

- (a) If you are unable to work because you are unwell, your absence will be dealt with under our usual sickness policies and procedures and you will be entitled to sick pay in accordance with those usual policies.

### 6.2. Pay during self-isolation

- (b) If you are not unwell but you are self-isolating in accordance with government advice, you may be asked to work from home where this is reasonably possible, and you will be paid as usual. If it is not reasonably possible for you to work from home, you will be entitled to statutory sick pay in line with the new arrangements put in place by the government.

### 6.3. Time off for dependants

If you have a dependant who is affected by Coronavirus and you need time off to care for them, our usual procedures for these circumstances will apply. Please note that in this situation you may also be advised to self-isolate, as a close contact of someone with Coronavirus.

If schools or nurseries are closed, and you have a dependant who is affected by this, you must inform your manager as soon as possible. You are entitled to take a reasonable amount of time off which is necessary to deal with the situation in accordance with our policy.

Depending upon the length of any school closure, the amount of advance warning you receive and your own circumstances, it may be reasonable for you to put in place alternative arrangements rather than continue to take time off for dependants. It may also be reasonable for you to do some work from home. We will consider this on a case-by-case basis.

### 6.4. Returning to work after sickness/quarantine

In some circumstances, we may not allow you to return to work until you have provided us with appropriate evidence which demonstrates that you are not suffering from, or are now clear from, Coronavirus [or until the end of any quarantine period]. We will keep this policy under review in the light of government guidance.

### 6.5. Vulnerable individuals

Certain individuals may be more at risk of becoming seriously ill if they catch Coronavirus. Please let us know if you are pregnant or if you believe that you have a pre-existing medical condition that might put you at greater risk, such as a weakened immune system, or a long-

term condition such as diabetes, cancer or lung disease. Please also let us know if you live with someone who is particularly vulnerable. We will consult with you about steps it would be reasonable to take to minimise the risk to you or your dependants.

## **7. Return to work Procedure**

The following steps must be taken before any employee can resume work on site:

### **7.1. Complete COVID 19 Employee Checklist**

This will include

- a. Completion of the Return-to-Work Questionnaire COVID 19 specific
- b. Completion of the Return-to-Work Questionnaire Generic
- c. Completion of the Visitor and employee questionnaire – COVID 19 specific
- d. Sign a personal hygiene declaration
- e. Transport declaration

7.2. If an employee was off work for longer than seven days a self-isolation note or, alternatively, a “fit note” will have to be presented. This note will have to be presented to the Operations Team by the General Manager of the employee in question.

7.3. All employees will be educated in and adhere to all COVID 19 specific measures and systems put in place

- a. Handwashing procedure
- b. Social Distancing practise
- c. Glove and Mask usage
- d. Cleaning / Sanitising checklists
- e. Job assignment / the Buddy system

This list is non exhaustive.

7.4. All allocated FLOW training must be completed, and the staff member must fulfil all eligibility requirements set out by the company. Staff must be informed that additional, COVID 19 specific, training has been added to their flow training path.

## **8. Measures to limit spread:**

### **8.1 Social Distancing**

Staff must maintain social distancing at work wherever possible. Staff must keep the activity time involved in social interaction as short as possible.

Further aids to adhere to the guidance may include the following:

- Reducing the number of people each person has contact with via the buddy system
- Floors markings for visual aides
- Reduced / controlled toilet usage
- Using back-to-back or side-to-side working whenever possible
- Staggering arrival & Departure Times

- Clear Signage
- Spacing out tables and other seating available
- Effective and controlled queuing system
- Ordering and collection points
- Effective delivery control such as delivery slots, batch ordering
- Allocated roles, shift patterns and responsibility limitations for staff

This list is not exhaustive.

## 8.2. Risk Assessments

- a. All site managers must carry out COVID 19 specific Risk Assessments and keep on top of additional controls. Templates of all Risk Assessments and controls will be provided by the Operations Team. The site managers must ensure compliance to those Risk Assessments and controls.
- b. The additional Risk assessments & controls covering COVID 19 related risks are
  - Cleaning Risk Assessment
  - Delivery Risk Assessment
  - FOH/Service/Customer Risk Assessment
  - Health and Safety Risk Assessment
  - Kitchen / Dishwashing Risk Assessment
  - Layout Risk Assessment
  - Management Controls (to be looked into by the managers and reviewed, put in place & ensure at all times)
  - Outside Risk Assessment
  - Personal Hygiene Controls (to be followed by all staff at all times)
  - Purchase Risk Assessment
  - Storage Risk Assessment
  - Take Away / Delivery Risk Assessment
  - Waste Risk Assessment
  - Protective Screen Risk Assessment
  - Slips, Trips & Falls Risk Assessment
  - Clearing Spillages Risk Assessment

These Risk Assessments are not optional and the responsibility of filling them out, keeping record and putting measures in place lies with the General Manager. Operations will be on hand for guidance and help. If you need assistance, please contact [tanja@barworks.com](mailto:tanja@barworks.com). Risk Assessments might be added according to necessity; this will be communicated internally by the Operations Team.

### 8.3. The Daily Sign in Checklist

- a. This questionnaire must be filled in by all staff, daily & in the presence of the duty manager, before entering the premises.
- b. If temperature or symptoms are discovered, you must follow government advice and steps outlined in § 5.
- c. If a manager decides to not allow staff on site, they must follow government advice and steps outlined in § 5.

### 8.4. Extended Cleaning measures

- a. COVID 19 Specific Toilet Check Sheet

This is not venue specific and should be carried out at least once an hour. It is the manager's responsibility to ensure this check sheet is reliably and responsibly adhered to. Records are to be kept.

- b. Sanitising Check List

This list is provided by the Operations team, but it is important that the list is specified to the venue it is being used in. Venues vary and contact points, bottle necking spots and often touched surfaces are specific to each venue. The General Manager must ensure the list is accurate & enforced. Records are to be kept.

### 8.5. Glove and Mask usage

- a. All staff must all follow handwash guidance and safe mask usage guidance outlined by the company. PPE will be provided at strategical points to ensure safe working for all staff in all positions.
- b. Disposable / washable aprons might be considered for high risk work such as rubbish removal.

### 8.6. Handwashing procedure

- a. All staff must follow handwashing guidance following government guidance and as stipulated in the Sanitising check list.
- b. Hand sanitising station will be provided for guests and visitors entering the building at strategic positions.
- c. Clear signage but be provided at all relevant areas such as
  - Entrances, Exits, Doors / Doorways / Hallways / Toilets
  - Handwash sinks, Bins / Bin Rooms, Staff Rooms & PPE stations

- Customer guidance spaces (venue specific)

#### 8.7. Designated Equipment

Staff are to use designated equipment and not share bar utensils. The equipment must be washed regularly according to Sanitising Check List.

#### 8.8. Service Guidelines

- a. No glassware is to be held in the space we dedicate to the customers lips (2/3 top of the glass).
- b. The ‘perfect pour’ guidelines are to be followed for all drinks provided. This is to be covered in a staff training before staff return to service. Operations have provided a training outline; if managers require assistance with the training, contact [tanja@barworks.com](mailto:tanja@barworks.com)
- c. No tap water to be provided in jugs on the bars. All drinks will be made to order.
- d. Take away containers must be sealed.
- e. Table service must be enforced in all sites. No ‘over the counter’ ordering will be in place until the government lifts regulations in order to combat COVID 19.
  - No cutlery, glasses or salt / pepper on tables. Those Are to be taken out and collected every time someone orders. Sanitising must occur according to sanitising check list.

#### 8.9. Daily Premises Checklist

This checklist must be completed by the opening manger every day.

Waste collection must be observed and managed thoroughly. If no special precautions are required it is advisable to get waste removed as frequently and regularly as possible. If quarantining is required, you should double-bag waste and then store it securely for 72 hours (away from kitchen areas) before throwing away in the regular external rubbish bins. Alternatively arrange for a Category B infectious waste collection either by your local waste collection authority or by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.

#### 8.10. Visitors’ COVID 19 screening

This questionnaire must be filled in by all visitors to the venues as well as returning staff when coming out of furlough.

### **9. Guidance of Employee Conduct**

Please also be aware of the following general procedures that should be followed by all employees:

- Undertake regular personal hygiene procedures, using hot water and soap to wash hands
- Hand sanitiser readily available and should be used regularly
- Use of personal hand sanitiser should NOT replace good personal hygiene and operatives should continue to wash their hands where possible
- Employees should limit physical contact with anyone, including shaking of hands, hugs etc
- Employees must follow serving guidelines at all times
- Consumption of staff food and staff drink should only be undertaken in designated areas and once thorough hygiene measures have been undertaken
- All Employees must ensure good personal hygiene after using toilet facilities
- Regularly wipe down workstations, vehicles interiors and general surfaces using appropriate wipes / disinfectants
- All employees must ensure the stringent implementation of COVID cleaning checklists
- Undertake personal risk assessment of the surroundings and people you come into contact with. If any customers display symptoms or appear to have poor personal hygiene, operatives should cease work, and contact their line manager
- Employees should not accept any food or drink from customers
- Control / minimise / ban Inter-venue travel to protect the spread between sites
- Cancellation of non-business critical large meetings, gatherings and events
- Where attendance is required on site, all precautionary hygiene measures should be taken to control the spread of the virus

This list is non exhaustive.

## **10. COVID 19 and Mental Health at Work**

We are all finding ourselves in a very unique environment due to this pandemic and there is no right or wrong way to feel in this situation. However, some common feelings may include stress or anxiety.

If you already have a mental health problem or if you are experiencing previously not present /latent mental ill health at work, it's particularly important to talk to your manager or Operations Team about how you are feeling. Your line managers will be able to give you extra support and point out avenues that are available to you for help. They may also help you work through problems by managing your workload and adjusting working patterns.

If you are worried about a co-worker, please contact your line manager or the Operations Team.

Any concerns brought to us [the Company] will be handled with utmost confidentiality.

**11. Equal treatment**

This policy will be applied in accordance with our Dignity at Work Policy.

**12. Status and application of this policy**

This policy is not part of any contract of employment and does not create contractual rights or obligations. We may amend it at any time, and we may deviate from it where we consider it appropriate to do so.

This policy applies to agency, casual and freelance staff as well as employees. Aspects of the policy may need to be applied in different ways to cater for those who are not employees (for example, freelance staff might want to raise a complaint with the HR/Operations team as they will not have a manager and an agency worker would normally be disciplined by the agency rather than by us).

This company policy is susceptible to changes with the introduction of additional and/or changing governmental guidelines.

This procedure has been approved & authorised by:

Name: Tanja Schoenberger  
Position: Operations Manager  
Date: June 2020