

COVID 19 - STAFF

- **Arrival at work** – Please leave anything unnecessary in your car. Come to the back doors and wait inside to be temperature-checked. Put all your belongings in your locker, coats must not be hung in the kitchen. If wet, they can be hung up in the warehouse.
- **Avoid touching your face at all times.**
- **Face coverings to be worn** when working in the shop, on the door or in any other close contact situation with colleagues.
- **Hand washing is to be undertaken** at hourly intervals and logged on the Daily Management Log. Hand sanitiser can be used between washes if you deem necessary. If you are concerned by a customer's coughing or appearance, wash your hands immediately after serving them.
- **Hand sanitiser should be used** before serving cakes.
- **Protective screens** are installed for safety. Pass goods around them and do not allow customers to hang around the edges to pay or talk.
- **Use the wet sponge** to provide grip for your fingers.
- **Serve ONLY** on the till you are allocated at the start of the shift. Two people may still be allocated to one till. If you switch the person weighing/keying, (or someone leaves or joins – like returning from lunch) wipe the scale, till & card terminal before continuing.

- **Basket handles to be sanitised** between uses when returned to the front door.
- **ONE person in the kitchen** at any time. A second person may enter to use the toilet but must go straight in and straight out. Use hand sanitiser as you pass into the kitchen.
- **ONE person in the container fridges** at any time.
- **Only enter the office if invited** – speak from outside. If you require a private conversation this can be arranged.
- **Wipe the phone handset** with an anti-bacterial wipe after each use.

A Personal Note:

The new coronavirus remains at large, on the rise, and is being managed at National, local, business & household level across the world.

We have been and remain committed to maintaining the highest possible (while realistic) standards in COVID-secure shopping from the outset and intend to continue to do so.

However, we can only control your exposure whilst here on our site. Nobody deliberately picks up the virus, but each individual is responsible for their own risk – where they go, who with, and what they do. All those factors come together to determine your own personal risk of exposure.

We are all being encouraged to try and be normal, but we must remain vigilant in our day-to-day lives to reduce risk of exposure which could have far reaching consequences for you, your family, colleagues and ultimately the business itself.

Finally, we have a duty of care to ensure your safety at work and take an interest in your well being generally; If anyone feels uncomfortable at work at any time or wishes to discuss issues relating to COVID or anything else, we are always here to listen.

GR.