

It is Company policy to maintain the highest standards of health & safety and food safety in compliance with current legislation so as to protect the health, safety and welfare of its employees, customers and other persons who may be affected by its activities and to provide food which is safe to eat and meets the quality expectations of its clients and customers. A copy of the Covid-19 Health & Safety Policy and Infection Control document has been forwarded to all operational sites, Company operations teams and clients.

It is the legal duty of every employee to exercise personal responsibility whilst at work and do everything possible to protect the health and safety of themselves and others. There is also an expectation that Company staff will demonstrate responsible human behaviour during the current pandemic crisis and follow Government guidance and Company policies whilst at work and in their personal life so as to reduce the risk of spreading the virus to their families, friends, work colleagues and all customers where they work.

The Company has followed and implemented Government Guidance since the start of the pandemic and the policy has been updated whenever changes to the guidance have been made which have an impact on the business. The Company has instigated procedures in key areas in line with Government Guidance to try and minimise the risk of spreading the infection to other Company staff, client staff and customers including the various serving scenarios which have been developed to enable a safe food service to be provided. The following procedures form part of the policy but are not the full detail of the policy.

## **Instructions for staff to adhere to following a positive test or displaying Covid-19 symptoms**

- Explanation of Covid-19 symptoms and definition of “Close Contacts”
- Self-isolation periods for those with a positive test, displaying symptoms or being a close contact

## **Body temperature check**

- Company staff will be temperature checked on arrival at work for signs of high body temperature

## **Hand Washing**

- Normal food hygiene and safety hand washing procedures will continue
- Additional hand washing procedures will be followed to reduce the risk of Covid-19 transmission

## **Social Distancing**

- The 2 metre social distancing rule is implemented in Company operated kitchens and office locations as far as possible
- When this cannot be achieved, the 1 metre+ mitigation rule is implemented and staff wear face covering and keep the time in the 1 metre area to a minimum
- No physical contact between staff at work and individual use of toilet areas and changing facilities
- Kitchen area to be its own “Bubble” with no access to non-catering staff

## **Wearing PPE**

- Face coverings have been issued to staff with instructions on when and how it is to be worn when at work

## **Food Deliveries**

- Deliveries are made to an agreed location with social distancing and non-absorbent packaging is sanitised

## **Food Production and Service**

- Menus have been adjusted to allow safe food production in the kitchen and safe food service to customers, children and students were normal dining procedures cannot be employed
- Covid-19 secure measures have been implemented when serving food in classroom “Bubbles” in education sites
- Where counter service takes place, Covid-19 secure measures and social distancing have been implemented

## **Cleaning**

- Normal food hygiene and safety cleaning procedures in the catering area will continue
- Enhanced cleaning procedures are in place for hand contact areas in the kitchen and dining area
- Cleaning procedure for a kitchen following closure due to Covid-19

**Geoffrey Harrison**

**Chairman**

October 2020