

COVID SAFE PLAN

Prepared & Approved by MARY GIBB (Proprietor) on Monday 11th May, 2020

Finalised on Monday 1st June 2020

In Consultation with Management Team

BEN PLATT (Restaurant Manager), MITCHELL EFEIMOFF (Chef)

STAFF: Tommy Lord, Darien West, Melitta Zambelli, Piper Sutherland

PREPARATION & CHECKS

- Outlined Covid Safe Plan
- Covid Safe Checklists Displayed prominently
- Adjusted Dining Room layout to provide Covid Safe Spacing
- Deep Clean of Entire Premises
- Adjusted Service Sequences to allow for additional measures
- Staff completed Covid Safe training course
- Revisit & update all Safe Food Handling & Hygiene Practices
- Installed additional hand wash area for service staff
- Hand Sanitiser supply for staff & guest use
- Roll out Contactless order, pick-up & local delivery of in-home dining option
- Staff & Guest Communication updated frequently
- Website & all other assets prepared & up to date

COMPLY WITH PHYSICAL DISTANCING

- Increased the already generous distance between tables to 1.5m
- Provide a separate Entrance (Front Verandah) and Exit (Garden Gates)
- Ensure Bookings comply with the maximum number of diners during all sitting times
- Guests pay at their table minimizing front desk congestion or queuing
- Provide a separate area for Takeaway pick-up away from dining areas
- Total floor space in excess of 500m², can comfortably apply the 4m² rule per person

ADDITIONAL MEASURES

- Comprehensive Booking Details for every table, including walk-ins containing the following;
 - Full Name, Email Address, Phone No, Suburb & Post code, Relationship
- Applying time restrictions to visit to a maximum of 1.5 hours
- Supplying single use menu & wine list
- Payment Terminal sanitised before & after every use
- Wiping & Sanitising Salt & Pepper shakers as guests are seated (a ritual to welcome them in lieu of placing napkins on their lap, which will be stopped until safe to resume)
- Service procedures adjusted as follows;
 - Pre-service set up with clear disposable gloves
 - Serving Food & Beveridge with clean, sanitised hands
 - Clearing of tables with coloured disposable gloves
 - Fresh Linen & Wiping down Chairs after each use
 - Reset tables with clear disposable gloves

SAFE WORKERS

- All Staff have completed the Covid Safe Training
- The Rostering and Timesheet app updated to include a health questionnaire prior to commencing shift
- Upgraded handwashing facilities & supply of hand sanitiser at various stations
- Frequent sanitising of devices used before, during & after service
- Separating teams for tasks to space out contact with each other

HYGIENE & CLEANING MEASURES

- Setting up a Comprehensive & Detailed Cleaning Schedule for general cleaning of premises
- Setting up a Comprehensive & Detailed Cleaning Schedule for during service
 - Staff complete as tasks are performed and include the following;
 - Wiping & Sanitising of all devices used
 - Wiping down of all touch surfaces at frequent intervals
 - Wiping down of Bathroom Doors at frequent intervals
 - Handwashing at frequent intervals
 - Re-setting tables & chairs for next sitting
- Adequate supply of Hand Soap and Hand Sanitiser for Staff & Guests
- Hand Sanitiser at Entrance & Exit points as well as Takeaway collection points

VISITORS/DELIVERIES

- A Log has been created to record all visitors to the premises from Wine Reps to Supplier Deliveries
- Function & Wedding Appointment/Enquiry Visitors are logged using the existing Appointment app
 - Both Logs capture Name & Contact details as well as the time & purpose of the visit
 - Both Logs record the Staff Member(s) involved