

## Checklist for restaurants and cafés

### Introduction

For this checklist to work, your venue will need to compare the current Covid-19 Government of Jersey Guidance which can be found [here](#), to the various areas defined below. You should have **Standard Operating Procedures (SOPs)** written up for every action and eventuality undertaken by your venue and staff. These need to incorporate the latest **Covid-19 recommendations** found on gov.je. This will not only cover the business in terms of due diligence, but also allow the staff to fully understand the scope of the work they are undertaking, and what you have deemed is the safest way for you to do so.

SOPs should detail the way in which tasks should be undertaken, and the minimum standards expected by your staff. By carefully going through each area, you can provide your staff with step by step instruction for safe execution of their duties.

Below is **a checklist of the areas you need to be aware of** and focusing on to adhere to the Visit Safe Charter.

- ✓ Use the checklist to ensure you are aware of the areas you need to focus on within your business.
- ✓ Use the checklist in conjunction with the current Covid-19 Government of Jersey Guidance which can be found [here](#).
- ✓ Sign up to the Visit Safe Charter on [www.gov.je/VisitSafe](http://www.gov.je/VisitSafe).
- ✓ Use the Visit Safe assets in your marketing activity. You will be provided access to a toolkit, logo and assets once you have signed up to the scheme.

Please be aware that **spot checks** are happening throughout the Visit Safe participating businesses to mitigate any risk from Covid-19 and ensure the scheme is robust. Failure to have implemented items that have been agreed to, will result in further action being undertaken.

This checklist is not only to protect you and your staff, but also your customers and the island's visitor economy. Visit Safe is an optional scheme but it is important that the steps are / checklist is adhered to, failure to do so could result in reputational damage to your business and the island.

Before you begin, we recommend **appointing a member of staff** to oversee hygiene under Covid-19 conditions. That person should be responsible for completing this document.

This checklist has been produced in association with:



### Before you reopen

- |   |  |                          |
|---|--|--------------------------|
| 1 | Ensure cleaning and sanitisation stocks are present and the premises is clean.   | <input type="checkbox"/> |
| 2 | Legionella risks must have been addressed.   | <input type="checkbox"/> |
| 3 | The HVAC system is within maintenance, uses the most efficient filtration available for that system and is at a level that reduces the risk of blowing droplets of water between guests / staff. | <input type="checkbox"/> |

### General

- |    |  |                          |
|----|--|--------------------------|
| 1  | Provide your staff with sufficient training to deal with the new protocols.  | <input type="checkbox"/> |
| 2  | Risk assess your employees and undertake specific risk assessments for any staff considered vulnerable or very vulnerable to Covid-19. | <input type="checkbox"/> |
| 3  | Create a communication strategy to keep your staff informed of the latest policies and plans available on Gov.je.                      | <input type="checkbox"/> |
| 4  | Assign new SOPs per department.  | <input type="checkbox"/> |
| 5  | Create daily and weekly check forms for the new SOPs.  | <input type="checkbox"/> |
| 6  | Spot check the SOPs to ensure they are up to standard.   | <input type="checkbox"/> |
| 7  | Prepare a physical distance plan per department.   | <input type="checkbox"/> |
| 8  | Along with the physical distance plan, create adequate signage or layouts to allow physical distancing to be easily implemented.       | <input type="checkbox"/> |
| 9  | Provide training to your staff to help them operate under the new guidance.  | <input type="checkbox"/> |
| 10 | Create SOPs for managing staff meetings and managerial handovers.  | <input type="checkbox"/> |
| 11 | Explore e-learning opportunities for staff.  | <input type="checkbox"/> |
| 12 | Ensure staff are trained on the new PPE and cleaning measures.   | <input type="checkbox"/> |
| 13 | Where appropriate, display informative posters in staff areas to allow them to read up on the latest literature.                       | <input type="checkbox"/> |
| 14 | Ensure all public areas have been deep cleaned.  | <input type="checkbox"/> |



### General

- |    |  |                          |
|----|--|--------------------------|
| 15 | Guests should have access to your venue's Covid-19 policies.   | <input type="checkbox"/> |
| 16 | Your staff should have up to date qualifications in food safety and hygiene practices.   | <input type="checkbox"/> |
| 17 | <p>Contact tracing is key to the Government of Jersey managing risk from Covid-19. It is expected that businesses with drinks / food service, keep a record of people who are using their services. This information should only be collected with the consent of the person. If consent is not given this should not be used as a reason to prevent them from access to your service, but note of the refusal should be made.</p> <p>Click here for further detail on <a href="#">contact tracing</a>.</p> <p>I have implemented a system for collection of details in line with Government guidelines.</p> | <input type="checkbox"/> |

### Entrance

- |   |   |                          |
|---|---|--------------------------|
| 1 | Consider whether the door can be kept open, or whether there is a way to open the door without touching it. | <input type="checkbox"/> |
| 2 | There should be a sanitising station near the entrance.   | <input type="checkbox"/> |
| 3 | Ensure there is relevant signage around your entrance.  | <input type="checkbox"/> |
| 4 | Consider creating a welcome point to take guests from.  | <input type="checkbox"/> |

### Restaurant

- |   |  |                          |
|---|--|--------------------------|
| 1 | Establish a booking protocol to ensure guests meet the Government requirements at that time e.g. from one household only if appropriate. | <input type="checkbox"/> |
| 2 | Make sure guests have areas to allow them to maintain physical distancing.   | <input type="checkbox"/> |
| 3 | Make sure guests are aware that it is table service only.  | <input type="checkbox"/> |
| 4 | Ideally guests move directly to their table, if not, a separate table is provided in a drinks area with table service only.              | <input type="checkbox"/> |

Continues overleaf →



### Restaurant

5	Create an ordering SOP.	<input type="checkbox"/>
6	Create a payment SOP to minimise contact.	<input type="checkbox"/>
7	Create an SOP for clearing and cleaning glasses, crockery and cutlery.	<input type="checkbox"/>
8	Bar snacks (nuts etc) offered if guests are having an aperitif should be individual and come prepacked to prevent cross contamination.	<input type="checkbox"/>
9	When a guest leaves, the area they have occupied should be cleaned down sufficiently.	<input type="checkbox"/>
10	Look to control the volume of drink a guest imbibes to make sure they are not intoxicated and will not potentially break physical distancing.	<input type="checkbox"/>
11	Make sure toilets are cleaned regularly, and that they are used within physical distancing regulations. As a standard, we would expect one in and one out unless you can demonstrate this is not necessary for your venue.	<input type="checkbox"/>
12	When taking items to the table, the server strongly recommended to wash their hands prior, put gloves on, take the items, drop them off quickly and step back, then dispose of gloves and wash hands again. A face mask is also recommended. You may consider a drop off table for your staff to leave items that guests can collect from and return unwanted items to.	<input type="checkbox"/>
13	It is strongly recommended that reservations should be made. It should be checked at point of reservation that all guests at the table will be from one household. This should be repeated on arrival.	<input type="checkbox"/>
14	Where possible, single use, or online menus should be in place, if this is not possible, menus need to be sanitised between uses.	<input type="checkbox"/>

### Opening and closing procedures

1	Set SOPs that maintain exceptional cleanliness for opening and closing.	<input type="checkbox"/>
2	Aim to use single serve condiments and salt & pepper or sanitise between uses.	<input type="checkbox"/>



### Measures for staff

- |   |   |                          |
|---|---|--------------------------|
| 1 | Ensure there is sufficient and relevant PPE for your staff.   | <input type="checkbox"/> |
| 2 | Any necessary documents should be made available for staff regarding the use of PPE.  | <input type="checkbox"/> |
| 3 | Physical distancing measures should be implemented in staff work and recreation areas.  | <input type="checkbox"/> |
| 4 | Make hand washing stations/alcohol gel available in staff areas.  | <input type="checkbox"/> |
| 5 | On a daily basis staff should be asked to confirm they present no symptoms from the following list (please note the last two are not Covid-19 related but should be asked as well): <ul style="list-style-type: none"><li>• A new continuous cough and/or fever which may be accompanied by one or more of the following:</li><li>• Headaches</li><li>• Tiredness</li><li>• Muscle ache</li><li>• Respiratory symptoms besides cough such as a sore throat, blocked or runny nose</li><li>• Gastro-intestinal symptoms can also be a feature of Covid-19 and these are more common in children than adults</li><li>• Loss of smell and taste (in some cases this may be the only symptom present)</li><li>• Vomiting</li><li>• Diarrhoea.</li></ul> | <input type="checkbox"/> |

NB. Review guidance on gov.je for the latest symptoms.

This checklist aims to support your business to operationally adjust to Covid-19 requirements. Government of Jersey Public Health update their guidelines which can be found [here](#), this checklist must be used in parallel with the Government of Jersey information.

Once you have completed the checklist, and implemented as appropriate, you can sign up to the Visit Safe Charter on [www.gov.je/VisitSafe](http://www.gov.je/VisitSafe). Once you have signed up you will have access to a toolkit, Visit Safe logo and assets for use in your own marketing activity.