

Quick guide to Covid-19 Control's in Takeaway Premises (November 2021)

Introduction

To help limit the spread of the new Omicron Covid-19 variant the government has reintroduced the requirement for both customers and employees to wear face covering in close contact service businesses.

Every workplace has a legal duty to undertake a health and safety risk assessment and implement suitable control measures to prevent the spread of Covid-19 between employees and members of the public. When undertaking your risk assessment you must have regard to the available guidance. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action, so long as the same level of protection is achieved. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to guidance. Failure to implement suitable control measure may lead to formal action being taken against the duty holder(s) including Fixed Penalty Notices, Prosecution and/or Closure.

This guidance leaflet should be read alongside and supplements, the government Guidance: <https://www.gov.uk/guidance/working-safely-during-covid-19/restaurants-pubs-bars-nightclubs-and-takeaway-services>

Other Guidance including an example risk assessment can be found on our website: www.preston.gov.uk/cv19workplaces and www.preston.gov.uk/cv19takeaway

At the Entrance

- It is again law that members the public must wear a face mask in a takeaway, unless they have an exemption. (*This does not apply to takeaways that provide a number of seats and are therefore like a café*).
- You should display signs at the entrance reminding customers to wear masks. implement a 'No mask, No Food' policy.
- If customers become violent or abusive call the Police.



Maximum of

4

customers in at
one time



- Limit the number of customers in your takeaway at any one.







- Encourage social distancing inside and outside your shop with floor markings and arrows

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   <ul style="list-style-type: none"> • Encourage customers to use hand sanitizer when entering your premises • Provide hand sanitizer for customers to use 	 <ul style="list-style-type: none"> • Display information posters to keep customers and employees safe
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At the Counter

			
OR			
<ul style="list-style-type: none"> • You need to protect your employees from Covid droplets emitted by people when they are talking, sneezing or coughing etc. • You must either install Screens on the counter by the till or provide employees with protection. 			

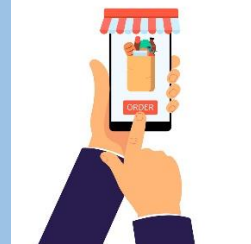
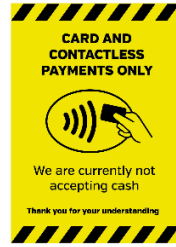
Face Coverings for Staff

Face coverings are defined as a covering for the mouth and nose. A visor is not a suitable alternative to a face covering. Face coverings protect other people around the wearer as they stop droplets being projected from the nose or mouth. However they do not protect the wearer. Visors protect the wearer from droplets being sent to them, but do not protect others around them as droplets can still go down, from the wearer.

- All employees that work in takeaways must wear a face covering when they are likely to be in contact with members of the public. (e.g. Servers, door supervisors, cleaners, etc)
- If you have staff that are only going to be in 'staff only' areas such as a kitchen or office, they do not need to wear a face covering.
- If employees are shielded from the public behind suitable screens or barriers, they also do not need to wear a face covering. Screens need to be large enough to cover the counter.
- If employees are exempt from wearing a face covering they should be given duties that do not include mixing with the public, or be shielded behind screens etc. They should be given a face visor to protect them from others, because they are likely to be vulnerable if they cannot wear a face covering.
- Enforcement action can be taken if barriers and screens are in place which do not adequately mitigate risks (they have to be tall and wide enough e.g. staff should not be within 2 meters of persons unless separated by a screen or face covering.)



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- Limit the handling of cash as it can transfer the virus.
- There are many affordable card payment systems on the market such as iZettle, SumUp and Square Reader.

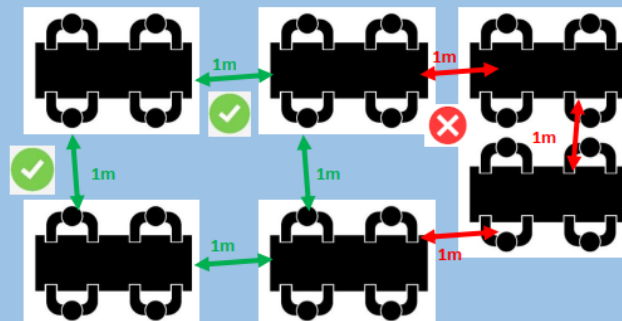
- Encourage your customers to order on-line or by phone.
- Encourage them to use delivery services or click and collect.



Maintaining Records for Test and Trace. Takeaway's that offer some seating are encouraged to display an official NHS QR code poster. Although you are no longer legally required to do so, this will support NHS Test and Trace to contact those who may have been exposed to COVID-19 so that they can book a test. (*No-one is asked to isolate just because they have checked into a venue where a COVID positive person has visited*). You can generate an NHS QR code poster online, to enable individuals to check in using the NHS COVID-19 app. You should also have a system in place to record contact details for those who do not have the app (Template register sheets can be downloaded from our website).

Seating – for those places with a sit-in option.

You are no longer legally required to ensure that all tables are kept one meter apart, however you must try to prevent the spread of COVID-19 between your customers. Therefore keeping an adequate space between tables is strongly advised. You can still use screens and other barriers.



Customers can remove the face covering when seated to eat or drink, but must put their face covering on when they stand up. Face coverings are not required outdoors.

Toilets

If you provide customers toilets, you must ensure that they are managed properly.

- Consider only allowing one person to enter at a time
- Display handwashing notices
- Ensure they are cleaned regularly (every 30 minutes or so at busy times)

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Ventilation

Good ventilation brings fresh or cleaned air into indoor spaces. The more fresh air that is brought inside, the more diluted any airborne virus will become. In poorly ventilated spaces, residual virus can remain in the air after an infected person has left and increase the risk of COVID-19 spreading.

You should maximise the supply of fresh air in your premises. You can do this through:

- fully or partially opening windows, air vents and doors to improve natural ventilation
- if you use mechanical ventilation, ensuring that your systems are set to maximise fresh air and minimise air recirculation. Maximising the amount of fresh air your system draws in or ensuring additional fresh air will help avoid COVID-19 spreading
- You can also encourage the use of outside space where practical, in particular for higher risk activity such as exercise or when people are singing or raising their voices.



For further information on ventilation can be found on the HSE website:

www.hse.gov.uk/coronavirus

Enhanced Cleaning

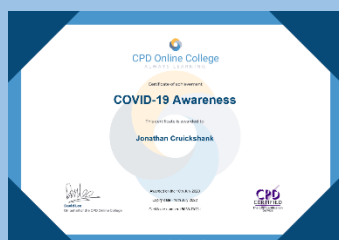
- Frequently cleaning objects and surfaces that people touch regularly. This includes counters and tills.
- Cleaning surfaces and objects between each customer use. For example, clean tables, card machines, chairs, trays and laminated menus in view of customers before customer use.
- Prop open doors so they don't need to be touched (unless they are Fire Doors).
- Ensure that you are cleaning your surfaces correctly between customers. It has come to our attention that some businesses have been using a sanitiser that needs to be used in conjunction with detergent as part of a two stage clean, or are simply not using the sanitizer correctly, for example not leaving it for the required time! Check the instructions for your sanitisers. You should consider using a detergent/sanitiser spray, which are readily available on-line and in shops.

Training

All staff must be trained in the new procedures. It is a good idea to show the written risk assessment for your premises and talk through the risks and control measures.

Free CoVid Awareness Training is offered by CPD
On-line College:

<https://cpdonline.co.uk/course/covid-19-awareness/>



Free CoVid Training is also offered by CPL
Learning on planning delivery & takeaway

<https://www.cpllearning.com/online-courses/planning-delivery-takeaway/>



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Curfew

There are no curfews. Your opening hours will be governed by your premises licence or planning conditions (as before Covid).

Community Testing



HELP PROTECT THIS BUSINESS, GET TESTED REGULARLY.

Please collect your free lateral flow self-test kit from your local pharmacy*.

Pharmacies which stock test kits include:

- Sharnford Health Centre (01773) 460000 - Home
- Superdrug - 1 George's Shopping Centre
- Booths - 100/102 Blackpool Road & Deodar Road Park
- Radcliffe Pharmacy - 100/102 Blackpool Road
- CS&P Pharmacy - 100/102 Blackpool Road
- Lloyds Pharmacy - 100/102 Blackpool Road
- Central Pharmacy - 100/102 Blackpool Road
- Avonham Pharmacy - 100/102 Blackpool Road
- Merrifield Pharmacy - 100/102 Blackpool Road
- ASDA - 100/102 Blackpool Road

Or visit <https://nhs.uk/rapid-test-and-trace> to find a pharmacy near you!

*Some premises may have to be available to collect after hours.

If you are feeling unwell (High Temperature, a new continuous cough or loss of smell or taste) or if you have been in contact with a confirmed case, you should get tested immediately by calling NHS 119 or booking online government website [www.nhs.uk/rapid-test-and-trace](https://nhs.uk/rapid-test-and-trace) and collect the test kit from the pharmacy nearest to you.

According to Government as many as 1 in 3 individuals with coronavirus may not display any symptoms. With many businesses now open this can create workplace outbreaks and put people at risk. Identifying persons who are positive for Covid 19 protects communities and businesses from further restrictions.

Home test kits can be ordered on-line www.gov.uk/order-coronavirus-rapid-lateral-flow-tests

Or free test kits can be collected from most pharmacies.

Please display our posters in your premises to encourage members of the public to get tested too!

Vaccination



Every Covid 19 vaccine helps protect you and your family

You're much less likely to develop severe symptoms or be hospitalised with Covid 19 if you've had both doses of the vaccine.

If your GP contacts you about the vaccine make an appointment as soon as possible, or if you don't want to wait go online and make an appointment (if you're eligible) or call 119.

It is important you attend both of your vaccination appointments as two doses are needed for maximum protection.

Book your appointment today.



Encourage all staff to take up the offer of a vaccine when they are contacted, or ask them to visit the web link to book on-line. By having the vaccine staff are protecting themselves, their work colleagues, their jobs, their community and their loved ones.

www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/book-coronavirus-vaccination/

Please display our vaccination poster to encourage staff and customers to take up the offer of a vaccine.

Communication

Ensure that your customers know and understand the rules and procedures for attending your Takeaway;

- Update your on-line profile; company website/facebook/Instagram pages etc.
- If they make an on-line order send them a copy of your expectations via e-mail.
- Ensure you speak to customers as they enter and let them know your expectations, point out the key notices and marking for them to follow.
- Use posters, notices and tape etc to inform and guide customers;

Example posters can be downloaded and used free of charge from our website:

www.preston.gov.uk/cv19takeaway