



COVID 19 : Guidance for staff for the provision of a take away bar service and F&B provision from Jumping Jelly Beans. Effective from 4 July 2020

The information below outlines the steps we are taking to keep our members, staff and visitors safe while following the latest [government guidance](#) on the provisions of food and beverages from the 4 July 2020.

Additionally, we have undertaken a full Covid-19 risk assessment that will run in line with our other policies.

The main points to consider are:

- Social distancing procedures
- Enhanced cleaning and hygiene practices
- Adequate toilet provision

Club access and general guidelines

- Please do not attend if you have any Covid-19 symptoms or if you are considered to be in a vulnerable capacity.
- Pregnant women need to consider the residual risk of exposure to Covid-19 and attendance is at their own risk.
- Please follow the Government guidelines on travel when making journeys to and from the club.

Social distancing measures

For Customers

- Customer numbers should be monitored at all times.
- 2 m distance should be kept at all times while outside.
- Customers are not allowed to access the clubhouse except for toilet use
- Staff should monitor access to toilet and operate a “One in One Out” Policy
- Tables and chair provision outdoors and spaced at least 2 m apart
- No more than 6 chairs at a seating area unless only two different households are meeting.
- Staff and customers should not move seating areas closer together.

For Staff

- Staff are encouraged to remind customers of social distancing and hand washing requirements.
- Maintain 2m distance as far as possible or adopt 1m plus guidance.
 - 1 m plus Mitigation
 - Increase hand washing frequency
 - Being outdoors is a mitigating factor
 - Minimise face to face contact or use barriers eg table, markings
 - Adopt back to back or side to side working
 - Reduce number of people and time spent in non-social distanced scenarios - eg kitchen.

Enhanced hygiene and cleaning

- Wash hands with soap and water (for min.20 sec) before and after a shift and at frequent intervals during a shift. Use disposable towels not air dryers.
- Use hand sanitiser if soap and water is not available.
- Ensure hand sanitiser is available for customer and staff use at multiple points.
- Wash or sanitise hands after handling customer items.
- Ensure stringent kitchen hygiene continues to be followed in food preparation areas; increasing the frequency of cleaning worktops and surfaces using normal cleaning products.
- Operate an ‘Open Door Policy’ where possible to discourage touching of door handles etc.
- Only use disposable cloths/ wipes or mops when cleaning floors and surfaces.
- Ensure areas of increased traffic are cleaned frequently eg, door handles, work tops, surfaces, card machine.
- All outdoor tables / chairs, laminated menus should be cleaned between users.
- Laminated menus should be stuck to tables or available in poster form at a central point to discourage handling by customers and staff.
- Provide disposable wipes / spray cleaner for customer use if requested.

- Minimise use of re-usable cutlery, plates, glasses where possible.
- Consider use of disposable, single use items such as paper plates, plastic cutlery, individual condiment sachets.
- Ensure condiments are not shared amongst customers.
- Provide extra rubbish bins.
- Professionally clean kitchen, toilets and other areas in use at least xxxx/week.

Provide adequate toilet facilities

- Access to the toilets from the porch - clear signage is provided to direct customers.
- One in one out policy
- Ensure toilets are thoroughly cleaned before and after a shift and cleaned frequently every hour during a shift.
- Cleaning schedule must be filled in on form provided.
- Provide disposable wipes and sanitising spray for users and encourage cleaning of surfaces after use.

Ordering and Serving Food and Beverages.

- Social distancing rules apply at all times.
- Customers may queue at the exit doors of the dining hall pavilion where orders and payments will be taken or at the porch door for bar provision.
- Only contactless payment is accepted.
- Consider delivering food and cutlery directly to the table to minimise a large number of people congregating at the service area.

Track and Trace Procedures

- A register of Hockey pitch users is available at all times through the SHC booking system.
- JJB users required to register online

PPE

- Full PPE is not required in this setting however, a supply of face coverings, disposable gloves and plastic aprons is available on request.
- If these are used please note the following:
 - Face coverings are only needed in settings where social distancing rules cannot be followed.
 - Avoid touching your face while wearing a face covering
 - If wearing gloves, hand washing should occur before putting them on and again when removing them and gloves should be changed as frequently as you would carry out hand washing procedures ie: between different tasks or handling different customer items.
 - All gloves, aprons and face coverings should be disposed of safely after use.
- Full PPE is required if you are cleaning an area following a known Covid-19 case.

Future steps

We are very pleased to be able to get some activity happening back at the club, but our priority is the safety of our members and coaches. Please work with us to ensure that the guidelines are being followed so that we can all be safe. We will be reviewing the club usage daily and will make necessary changes if we feel the guidance isn't being followed.

Additionally, we will continue to follow Government guidance and will be prepared to curtail or expand our activities at short notice should there be any changes to the Covid-19 situation.