

**KORO DONS KITCHEN (as at 9 Sep 2021)**

**COVID-19 Safety Plan – Alert Level 2**

Koro Don’s Kitchen Safety Plan shows how we will keep safe at work during the COVID-19 pandemic. This information is to assist both our staff and community to know exactly what to do and what to expect. This means we will comply with the guidelines as communicated by MOH and the Hospitality industry.

The COVID-19 pandemic is an evolving situation – This Plan will be reviewed regularly, and we will make changes as required.

Business name: <b>KORO DON’S KITCHEN</b>	Manager Approval:	Worker representative consultation:
Date completed: <b>9 SEPTEMBER 2021</b>		
Date distributed: <b>9 SEPTEMBER 2021</b>	Name of Owner :	Name of Worker representative:
Revision date: Every change in alert level	<b>BRENDON QUIAD</b>	<b>ANGE HAWKE</b>

	<b>WHAT WE WILL DO</b>	<b>WHO IS RESPONSIBLE</b>
<b>What will be done to manage risks from restarting business after lock-down?</b>	<ul style="list-style-type: none"> <li>• Work areas, shared areas, frequently touched areas and infrequently touched areas will be cleaned and disinfected in accordance with our Cleaning Plan (part of the Food Control Plan).</li> <li>• All disposable PPE/cloths/paper towels to be removed off site and securely disposed daily.</li> <li>• Staff rostered to reduce risk from shared areas, and reducing numbers on site.</li> <li>• Staff to wear face masks</li> <li>• People who work in customer-facing roles in hospitality venues legally must wear a face covering.</li> <li>• Customers can take off their masks so they can eat or drink.</li> <li>• There can be up to 50 people in an indoor space, and up to 100 people in an outdoor space.</li> <li>• Because there is a cap on the number of people who can be present, customers and workers only need to keep 1 metre apart.</li> <li>• Lounge/Bar - ensure safe distancing amongst staff and visitors. No more than 50 people in this Zone.</li> <li>• Three "S" Seated, Separated, Single Serve</li> <li>• Separated - 1 metre physical distancing is required (except for friends and whanau) and at least 1m between tables</li> <li>• Single server - serves at any table, a server can have more than one table, each server to have one table – where practicable.</li> <li>• Seated – at a table except when using the toilet or bathroom, paying or departing.</li> <li>• Govt OR code is displayed in a prominent place.</li> <li>• Hand washing/sanitizing stations and products placed at entrances and exits and strategically across Facility, with posters directing sanitizing requirements.</li> <li>• Kitchen/Bar - maintenance to be done when there are no visitors on site, and appropriate PPE to be worn by maintenance staff/providers.</li> <li>• Kitchen area to be thoroughly cleaned regularly as per the Food Control Plan.</li> <li>• Contact Tracing procedures and tools will be used for all visitors (including staff):                         <ul style="list-style-type: none"> <li>- Member database as a backup system</li> <li>- Government Covid App and Contact Tracing Slips for manual use</li> <li>- Must scan the Covid App for the Lounge Area</li> </ul> </li> <li>• The minimum information we will collect from visitors are:</li> <li>• full name (not nickname)</li> <li>• contact telephone number and email and address</li> </ul>	Brendon Quaid Ange Hawke
<b>How will we operate our business in a way that keeps staff and visitors safe from exposure to COVID-19?</b>	<ul style="list-style-type: none"> <li>• Keeping people with Covid_19 symptoms off the premises</li> <li>• Maintaining physical distancing</li> <li>• Enabling good hygiene practices</li> <li>• Keeping track of people who enter our Zone</li> <li>• Clear table policy</li> <li>• People who work in customer-facing roles in hospitality venues legally must wear a face covering.</li> <li>• Customers must wear a face mask on entry – may take them off once seated to eat or drink</li> <li>• There can be up to 50 people in an indoor space, and up to 100 people in an outdoor space.</li> <li>• Because there is a cap on the number of people who can be present, customers and workers only need to keep 1 metre apart.</li> </ul> <p><b>Kitchen Service</b></p> <ul style="list-style-type: none"> <li>• A barrier will be between the counter and the customer. We will place your order on a separate table for the customer to pick-up, rather than handing the items directly to the customer.</li> <li>• Payment is made at the counter at time of ordering, sanitiser is available on the counter for customers. Staff to regularly wipe down shared surfaces, sanitise hands and EFTPOS machines.</li> <li>• Have appropriate customer-facing signage on social distancing. Customers must wait at 1m</li> </ul>	Brendon Quaid Ange Hawke Kitchen Staff

	<p><i>before being called forward by the staff.</i></p> <ul style="list-style-type: none"> <li><i>We will review guidance on the Ministry of Health, Hospitality NZ website and to be sure we are cleaning surfaces the right way with the right disinfectant.</i></li> <li><i>Review staff required at various times throughout week and roster staff to work safely and as needed on site. Limit the use of volunteers or unnecessary attendees to the Zone.</i></li> <li><i>Usual practices of proper hand hygiene, safe food practices, cough/cold hygiene practices, avoiding close contact.</i></li> <li><i>Follow NZ Government, Sport NZ and HNZ guidelines, Hospitality NZ for safe operations during Level 2.</i></li> <li><i>Display Safety Plan with acknowledging where hygiene stations are / entry and exit points / PPE Equipment / restricted areas.</i></li> <li><i>Have appropriate PPE and sanitizing equipment for staff to use as required.</i></li> <li><i>Adhere to cleaning practices set out in your Food Control Plan.</i></li> <li><i>Clean and sanitise tables – before service sanitise between customer groups.</i></li> </ul>	
	<p><b>Bar Service</b></p> <ul style="list-style-type: none"> <li><i>Customer arrives, is met, greeted, completes sign-in register and is seated.</i></li> <li><i>Bar staff will come over to take your drinks order from your table and will deliver your drinks to the table.</i></li> <li><i>Payment is made at the Bar in a designated area located in front of the bar counter. EFTPOS machines and hand sanitiser will be available for customers in these areas. Staff to regularly wipe down shared surfaces, sanitise hands and EFTPOS machines.</i></li> <li><i>Server will clear tables when everyone is finished and clear in one sweep, if possible.</i></li> </ul>	
<p><b>How will we manage an exposure or suspected exposure to COVID-19?</b></p>	<ul style="list-style-type: none"> <li><i>Isolation of person to a specified Isolation Room (Seminar Room)</i></li> <li><i>Arrange safe transport home immediately and provide all workers with advice on contacting GP and/or Healthline. Contact numbers and website links will be placed on information posters on the Notice Board and posters.</i></li> <li><i>Gather all contact tracing information for Ministry of Health</i></li> <li><i>Immediately following an exposure or suspected exposure, the Facility will be closed and cleaned and disinfected in line with instructions and guidelines from a public health unit.</i></li> <li><i>Staff or visitors with respiratory symptoms who have tested negative for COVID 19 are able to stay home until they've been symptom-free for 24 hours.</i></li> <li><i>If a staff member or visitor has tested positive, wait to be contacted by a public health unit, provide clear information regarding the person's contacts at the Facility, and follow the public health unit's advice and instructions.</i></li> <li><i>Keep in contact with unwell staff/visitors and track their progress.</i></li> <li><i>Keep all "contact tracing slips" for 60 days. All other collection of data will be obtained from the Government Covid application. All information is confidential and cannot be sign by any other parties with the exception of Hockey Northland staff.</i></li> </ul>	<p><i>Brendon Quaid</i> <i>Ange Hawke</i></p>
<p><b>How will we evaluate whether our work processes or risk controls are effective?</b></p>	<ul style="list-style-type: none"> <li><i>This Plan will be reviewed during weekly meetings/immediately after announcements or events for possible changes and improvements.</i></li> <li><i>Staff and visitors will be encouraged to share ideas and comments on what is working/not working, as well as suggestions for improvements.</i></li> <li><i>Continue at least formal monthly Health &amp; Safety meetings, but discuss Covid-19 practices and policies at least weekly during staff meetings.</i></li> <li><i>Encourage use of our Incident Reporting and Management practices, and Risk Management process.</i></li> <li><i>Communicate changes to processes and policies to members via website and Facebook, as well as by notices on the Notice Board.</i></li> </ul>	<p><i>Brendon Quaid</i> <i>Ange Hawke</i> <i>Kitchen staff</i></p>
<p><b>How do these changes impact on the risks of the work that we do?</b></p>	<ul style="list-style-type: none"> <li><i>Regular check-ins with workers about how they're coping with the change to processes and rostered shifts.</i></li> <li><i>Agree weekly rosters of shifts with staff, to accommodate workload and other commitments.</i></li> <li><i>Update the risk assessment policy and register before allowing visitors to the Facility, and review the risks and processes to mitigate against it every week at a staff meeting.</i></li> <li><i>Record all critical risks related to Covid-19.</i></li> <li><i>Provide access to EAP and support services to staff where needed.</i></li> </ul>	<p><i>Brendon Quaid</i> <i>Ange Hawke</i> <i>Kitchen Staff</i></p>