

Covid-19 Elysium Group Staff Handbook

WE CAN
Lead the way
TO A SAFER WORKPLACE

We are very pleased to be getting ready to start welcoming you back in your restaurant

individually together.

WELCOME BACK

We have missed you

individually together.



Your work environment

- Is where you can flourish and thrive in a supportive family, in your career of choice through our education and training, which enables you to enhance our guest experience.
- Is the kind of place where people roll up their sleeves and get stuck in, because we're all responsible.
- Is where you make the difference. **Individually together.**

individually together.



Our vision: **INDIVIDUALLY TOGETHER**

A team of individually unique characteristics, that work together.

You have your own skills and personalities that shine.

Our people are the **golden thread that tie everything together.**

individually together.



Our mission: **ALL IN**

We live, breathe and love what we do,
and we do it with pride.

We are in it together.

individually together.



OUR VALUES

Integrity	Inclusive	Dedicated
<p data-bbox="273 603 779 762">We have the courage to be our best selves and do the right thing.</p> <p data-bbox="259 833 792 938">We don't judge. We roll our sleeves up and get stuck in.</p> <p data-bbox="465 1123 591 1165"><i>'All in'</i></p>	<p data-bbox="855 603 1357 762">We celebrate our diversity and share our individual strengths.</p> <p data-bbox="864 833 1348 992">We're in this together, we're one team, with one common goal.</p> <p data-bbox="1043 1123 1169 1165"><i>'All in'</i></p>	<p data-bbox="1438 603 1939 699">We do things the way they should be done.</p> <p data-bbox="1438 778 1939 992">We're passionate, we give 100% and don't compromise. We care.</p> <p data-bbox="1626 1123 1751 1165"><i>'All in'</i></p>

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OUR BEHAVIOURS

Be a team player

Be there for colleagues when they need support or guidance.

Welcome newcomers and embrace working alongside people you may not know.

'Individually together'

Be confident

We have confidence in you - that's why we hired you. So have confidence in yourself.

If you do find yourself unsure, then have the confidence to ask, and learn from others.

You can empower others to build their confidence and feel good.

'Individually together'

Be your best self

We trust that you can bring it.

You're with us because you are you.

Trust us that we'll help nurture your skills

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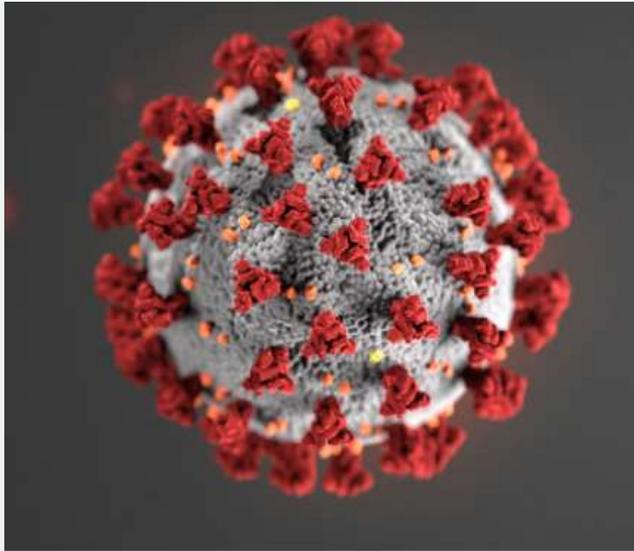


Now let's look at some Covid-19 training to make sure we are all confident and feel safe at work

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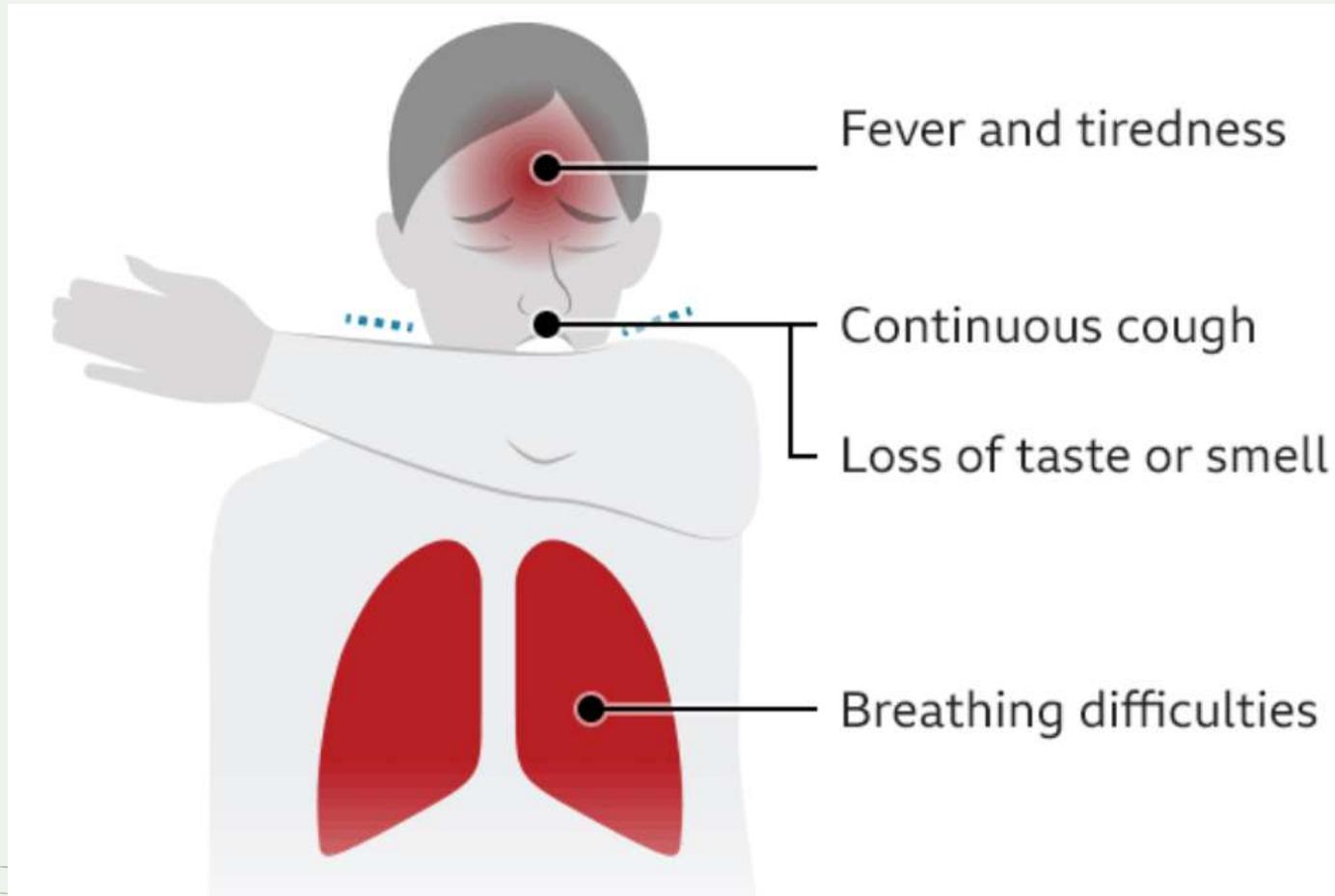
What is Covid-19?



SARS-CoV-2 is the virus that causes coronavirus disease 2019 (COVID-19)

- Severe acute respiratory distress syndrome
- Spreads easily person-to-person
- Little if any immunity in humans

Covid-19 symptoms



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How does it spread?

COVID-19 is spread from person to person mainly through coughing, sneezing, and possibly talking and breathing.



- **Droplet** - respiratory secretions from coughing or sneezing landing on mucosal surfaces (nose, mouth, and eyes)
- **Aerosol** - a solid particle or liquid droplet suspended in air
- **Contact** - Touching something with COVID-19 virus on it and then touching mouth, nose or eyes

Incubation period

With COVID-19, symptoms may show 2-14 days after exposure.

- People are **most contagious** when they have the most symptoms.
- Several studies show people may be most contagious before developing symptoms.
- **Some people may not get symptoms!!**

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Reducing the spread

- Be informed and prepared.
- Wash your **hands frequently**
- Maintain social distancing.
- Use alcohol-based hand sanitizer. (60% plus)
- Avoid touching your eyes, nose, and mouth.
- Wash your **hands frequently**
- Stay home when you are sick.
- Cough or sneeze into a tissue or your elbow.
- Clean and disinfect frequently touched objects and surfaces such as mobile phones.
- Stop shaking hands.
- Wash your **hands frequently**

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Proper handwashing (5steps)



Wet your hands with clean, running water (warm or cold), turn off the tap, **apply soap**.



Lather your hands by rubbing them together with the soap. **Lather the backs of your hands, between your fingers, and under your nails.**



Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.



Rinse your hands well under clean, running water.



Dry your hands using a clean towel or air dry them.

Wash your hand regularly and in particular ...

- After coughing and sneezing
- Before and after eating
- Before and after preparing food
- Before and after being on public transport or in a crowd
- When arriving and leaving the workplace
- After toilet use
- After handling waste and bin bags
- Before and after smoking or vaping
- When hands are dirty
- If in contact with someone displaying any covid-19 symptoms individually together.



We didn't wash our
hands properly

babylon

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Returning to work

- You have all already completed and returned the Covid19 return to work form
- Inform your manager if there are any other circumstances relating to Covid-19, not included in the form, which may need to be disclosed to allow your safe return to work.
 - Self-isolate at home, contact your GP and/or 119 promptly for advice if you have any covid-19 symptoms.
 - Stay out of work until all symptoms have cleared

Travel to work

- Where possible avoid taking public transport to limit risk of exposure and physical contact.
- If this is not possible, **follow the current Government guidance on travel on public transport and wear face coverings (as required).**
- Try to travel at the quietest of times using the least busy form of transport.
- Where possible, social distancing guidelines should be observed whilst travelling

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Health screening

You must phone if you have a cough or fever BEFORE work.

Daily health check at work with temperature taken

Any staff deemed to be at high risk of infection may be asked to leave work for the safety of themselves and others.

You must follow the government shielding/cocooning guidance.
All staff with symptoms must self-isolate according to the current government Guidance.

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Arriving at work

- Health and temperature check (below 37.6C) every time you arrive at work – staff entrance
- Sanitise your hands
- Clock in
- Remove outerwear and leave in lockers – change into uniform or different work clothing
 - Use provided bag if you don't have a locker
- Do not use phone or personal effects while on site. If needed ensure these have been sanitised before use
- When planning to leave, change back into travelling clothing and place uniform in dirty laundry bin or place into sealed bag

Safe working practices for you and our guests at work

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Arriving at work

- Staggered timings
- Keeping to physical distancing
- Temperature & health check at staff entrance
- Sanitise hands on entry
- Clock in

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Changing room

‘Confined space please adhere to physical distancing’

- Number of people restricted
- Change into uniform
- All clothes in lockers
 - Nothing on floor
- Wash hands on entering kitchen / restaurant and sanitise hands

End of Shift:

- Change out of uniform
- If uniform is not laundered by company, wash between shifts

Changing room deep cleaned at end of each shift and recorded on checklist

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Kitchen / Store-Rooms / Deliveries

Keep distance

- work back to back / side to side
- keep to your section

Walk in chiller / freezer, dry stores

- ‘Confined space please adhere to physical distancing’

Delivery drivers provided with hand sanitiser and one member off staff allocated to deal with delivery.

- Where possible delivery left outside premises (only where loading bay / space available)

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Hand washing / sanitizers / cleaning / grooming

- Wash your hands
- Cleaning sanitiser- adequate supply per section
- Hand contact surfaces cleaned regularly though-out shift
- Deep clean with disinfectant at end of shift – (5min contact time)
- Hair tied-back at all times - no nail varnish / fake nails
- NEVER leave building in uniform

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Physical distancing

- Not shaking hands or hugging colleagues
- Limit your time in the changing room
- Break times – stand apart don't congregate in a close group
- Mealtimes – follow physical distance
- Don't share your pen, glasses and cutlery with colleagues

- If the recommended distance cannot be followed, keep the time of contact short and work back to back or side to side where possible

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Cleaning & PPE

Clean as you go!

- Hand contact surfaces must be cleaned regularly and more often than before.
- Follow dilution contact time.

When in doubt clean again!

- Correctly using PPE can help prevent some exposures but does not replace other preventative measures. Gloves should be used as they were previously – raw foods, cleaning, counting dirty linen etc
- You must wash your hands before & after using.

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Cleaning / New Disinfectant / Checklists

- All areas deep cleaned with antiviral cleaner at end of shift
- Checklists in place for deep cleaning and constant touch points (restaurants, kitchen, staff rooms, changing rooms, ...) and uploaded onto Fact
- One person dedicated to cleaning touch points in restaurant

Kitchen Porters

- Adequate supply of gloves for dirty ware
- **Segregation** of dirty and clean paramount dishes

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General Food & Health Safety

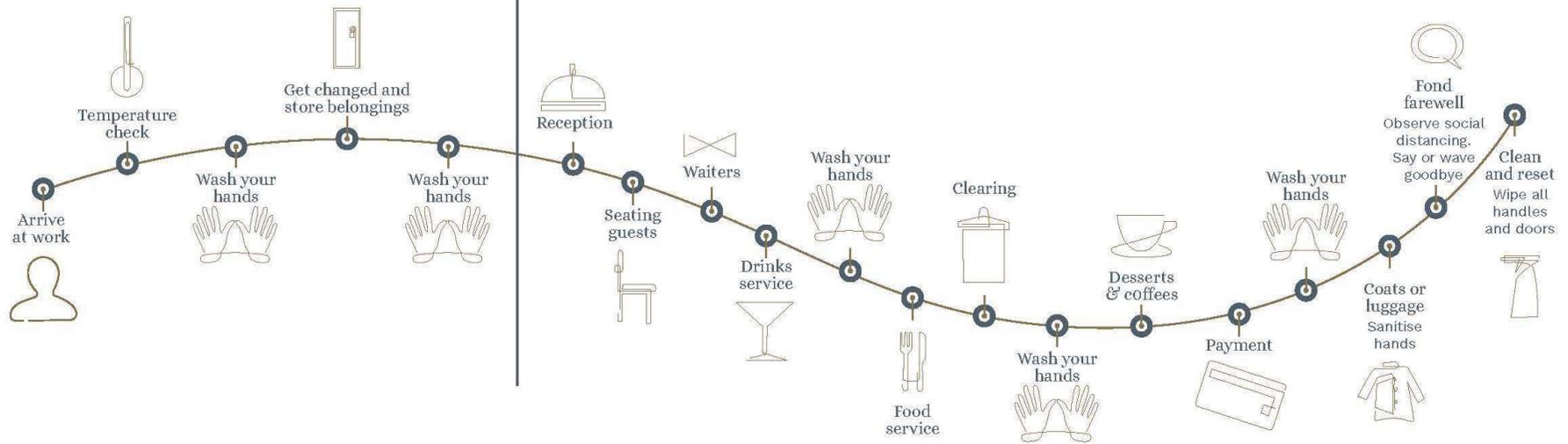
- All other Food Safety & Health and Safety rules / protocols remain the same!
- You must follow your Food Safety & Health and Safety Training

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Arrival at work

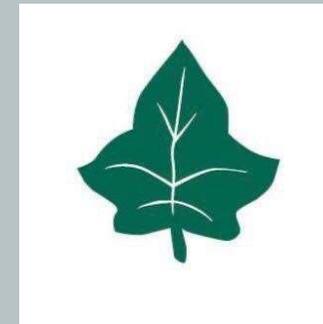
Service



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Mental Health & Wellbeing

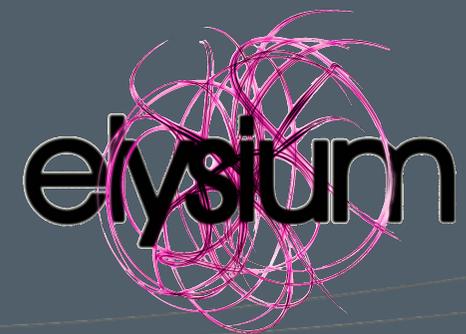


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Thank you

Any questions?



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Staff Return-to-Work Questionnaire

Name:	Proposed Date of return:
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Please answer the following questions:	Yes	No	Date
Do you still have any of the following symptoms?			
Continuous cough			
High temperature			

IF ANSWERING YES TO EITHER OF THE ABOVE, PLEASE DO NOT RETURN TO WORK, YOU MUST SELF- ISOLATE FOR 7 DAYS FROM THE START OF YOUR SYMPTOMS

If no, when did your symptoms end?	Date
Continuous cough	
High temperature	

Do you live alone?	Yes	No
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IF YES, YOU MUST HAVE REMAINED AT HOME FOR 7 DAYS AFTER THE ONSET OF YOUR SYMPTOMS

Please confirm that you have remained at home for 7 days?	Yes	No
Do you live with others?	Yes	No
If you have been ill yourself please confirm that you have isolated for 7 days Since the start of YOUR symptoms?	Yes	No
If you have NOT been ill yourself but live with someone who has had symptoms, please confirm that you have isolated for 14 days since the start of THEIR symptoms	Yes	No

Signature of staff member	Date:
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Signature of Manager	Date:
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Employee COVID-19 Policy Acknowledge Form

- I acknowledge that I have read and received **Elysium Group's** company updates, Risk Assessments and changes in regard to COVID-19 Policy and Operating Schedule. I understand that I need to comply with the procedures contained in this policy and agree that if there is any component in this policy that I do not understand, I will seek clarification from **Elysium Group's** HR department or management team.
- I will comply to wear Personal Protective Equipment provided by **Elysium Group** at all times while on company premises. I understand that the workplace is an area to maintain social distance and to not interact in groups with fellow employees of **Elysium Group**.
- I accept that violation of this policy could result in disciplinary action, up to and including termination of employment.
- I understand that **Elysium Group's** COVID-19 Policy will be in effect on the date of publication, and that these practices are continually evaluated and may be amended, modified or terminated at any time.
- I confirm I will inform my employer immediately by phone and **I will not arrive at work** in the event that I come into contact with anyone with suspected Coronavirus Covid-19, or in the event that I develop any such symptoms of Coronavirus Covid-19 myself and will follow all Public Health England and NHS guidelines with respect to self-isolation for the relevant period.

My Signature:

My Printed Name:

Date: