



THE LOCKDOWN LODGE CV-19 STAFF POLICY

COVID-19 is a global problem and whilst there remains a need for a global solution, we will all be required to do our bit and act responsibly within the Government guidelines. We take the threat posed by the coronavirus outbreak extremely seriously and the nature of the work carried out by our employees is such that it is not possible for them to work from home and consequently it is our aim to promote, set and maintain the highest standards of health and safety for all our workers, as well as contractors and visitors to our site. This will be achieved by:

- Asking all employees and those visiting our restaurant to declare if they have any symptoms that may be associated with COVID-19. These may include (but are not limited to) the following:
 - A temperature greater than 37.8
 - Any respiratory illness, including a persistent cough
 - Any symptoms of viral illness
 - Vomiting or diarrhoea

Anyone experiencing these symptoms will be immediately required to isolate in line with government guidelines, and they must be clear of symptoms for 48hrs before they are allowed to return to the site

- Enhancing cleaning procedures, particularly at common touch points and ensuring that they are rigorously applied
- Ensuring that sanitation stations are placed in key areas around the site
- Clearly communicating our social distancing and hygiene measures through signage
- Reinforcing a regime of frequent and effective handwashing
- Maintaining social distancing where practicable and on the occasions where it is not possible ensuring the following:
 - Keeping the activity time as short as possible
 - Minimising the occasions when there is face-to-face contact
 - Avoiding skin on skin contact
 - Reducing the number of people each person has contact with
 - Assessing whether people in this situation are especially vulnerable to COVID-19
- Limiting the sharing of equipment, and where that is not possible ensuring that effective cleaning is carried out between uses.

At all times we will be complying with guidelines laid down by the government and Public Health England in order to keep everyone safe from COVID-19. This may include collecting health data from you, including temperature testing to support with early detection of the virus. This will be undertaken discreetly and with care. We will not be keeping records. If you do have a high temperature you may be asked to return home and arrange a COVID-19 test for yourself and your household.

Your personal data collected for this purpose will be processed in accordance with data protection laws, including the General Data Protection Regulation (GDPR) and the UK Data Protection Act 2018. Collection of this data is necessary for the Lockdown Lodge's legitimate interests in reducing the spread of COVID-19 and ensuring the health and wellbeing of its employees, visitors and all other persons who might work or provide services at the Lockdown Lodge.

This policy will be reviewed and revised in line with guidance from the Government, Public Health England, and will be issued to all staff and other people working on site.

A handwritten signature in black ink, appearing to read 'M. Hughes'.

Minna Hughes

Proprietor , The Lockdown Lodge

Date: 6th July 2020