



Cosmo Restaurants Covid 19 Policy

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It is important that we all respond responsibly and transparently to these health precautions. We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity. All practices and procedures have been introduced in line with the guidance for the government. We have consulted with other employees on matters relating to this policy.

The company Covid Risk Assessment identifies all risks and the measure that have been put in place to protect you as an employee, our guests and any other visitors to the restaurant.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by all our communication channels which include, email, Cosmo academy and internally in the restaurant.

Signature: *Stwink*

Date: 24th September 2020

Name: Suzanne Wink

Position: Group Operations & Brand Standards Manager

Cosmo Restaurants COVID Risk Assessment

The list below covers the hazards, risks and tasks that Cosmo restaurants have identified which are associated with COVID-19.

The General Manager will be responsible for conducting their restaurants assessment and ensuring that all measures are introduced and maintained. All employees must be trained and have a full understanding of all hazards, they will sign and confirm that they have received the relevant training. If they do not complete then they will not be able to start work.

COV1M1 - Travelling to and from work

COV2L1 - Team Member Health

COV3L2 – Returning from & Travelling Aboard

COV4M2 - Social Distancing – 2 metres Kitchen & Prep areas

COV5M3 – Social Distancing – Restaurant & Public Areas

COV6M4 - Workplace cleanliness

COV7M5 - Personal Hygiene

COV8L3 - Mental Health & Well being

COV9L4 - Restaurant Meetings

COV10L5 - Safety during incidents

Cosmo Restaurants

General Manager's & Head Chefs Agreement to Implement the Company COVID Risk Assessment

I, _____ General Manager/Head chef of _____
have been briefed in relation to the Covid Risk Assessments.

I declare that I am aware of the requirement to carry out reviews of the Risk Assessments when circumstances change and no less often than annually, and will ensure that all Covid Risk Assessments which need to be made site-specific are amended accordingly.

I agreed to follow and monitor the Covid Risk Assessments and to ensure that all elements of them are implemented within the premises I manage.

Signed (General Manager): Date:

Signed (Head Chef): Date:

Signed (Operations HQ): *STwink* Date: 24th September 2020

Task/Activity

Travelling to and from work

Who is at risk & who needs to know about the activity?

Employees travelling to and from work using public transport

What are the hazards?

Employee comes into contact with an infected person or comes into contact with a high risk touch point.

What are the potential outcomes (risk)?

Employee becomes infected and is asymptomatic for the first few days and increases the risk of transmission within the restaurant.

How do we currently control these risks?

- Employees should avoid using public transport, if this is not possible face masks must be worn as per government regulation.
- When travelling to work all employees must adhere to social distancing measures.
- Hand sanitiser has been placed at entry and exit points to the restaurant, all employee must use on entry and exit.
- Chefs must change into their uniform at the restaurant. Under no circumstances should they travel to work in it.
- Uniforms where possible should be washed on site.
- Employee temperatures taken and record on arrival in the operating system.

Date of review/amendment	Carried out by

Please identify any site-specific hazards associate with this activity and list any additional control measures taken or necessary.

When does the risk assessment need to be reviewed?

Every 12 months, when government advice changes or whenever any of the restaurant’s circumstances change. Or when a COVID case is reported in the restaurant.

<p>Task/Activity</p> <p>Team Member Health – attending & fit to work</p>	<p>Who is at risk & who needs to know about the activity?</p> <p>All employees</p>
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<p>What are the hazards?</p> <p>All employee is not fit to work and risks the transmission of COVID-19 due to continuing to work</p>	<p>What are the potential outcomes (risk)?</p> <p>Employee becomes infected and is asymptomatic for the first few days and increases the risk of transmission within the restaurant.</p>
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<p>How do we currently control these risks?</p> <ul style="list-style-type: none"> • On commencement of employment or return to work after 7 days a fit to work form is completed. • Employee temperature is monitored and record daily, if temp is more than 37.5oC employee is sent home. • Employee must inform the duty manager via phone if anyone in their household is suffering or has symptoms relating to COVID-19. They must not start work. • If an employee is showing symptoms of COVID-19 they must self-isolate for 14 days and take a COVID test. • Employees have been divided into working teams to reduce the risk of transmission between the whole team. Employees do not all arrive at once. • Any employee who is clinically vulnerable must report this to HR. HR will determine the next step. • Employees have been trained to recognise the symptoms of COVID 19, transmission and their obligation to self-isolating

Date of review/amendment	Carried out by

<p>Please identify any site-specific hazards associate with this activity and list any additional control measures taken or necessary.</p>

<p>When does the risk assessment need to be reviewed?</p> <p>Every 12 months, when government advice changes or whenever any of the restaurant’s circumstances change such as a reported case of Covid 19.</p>

Task/Activity
 Returning from & Travelling aboard

Who is at risk & who needs to know about the activity?
 All employees
 Employee households

What are the hazards?
 All employee is not fit to work and risks the transmission of COVID-19.

What are the potential outcomes (risk)?
 Employee becomes infected and is asymptomatic for the first few days and increases the risk of transmission within the restaurant.

How do we currently control these risks?

- All employees must inform their General Manager if they are going to travel and complete the relevant paperwork.
- All employees must inform their GM if anyone in their household has travelled aboard.
- HR will confirm if the employee needs to self-isolate on return.
- All employees are encouraged not to travel aboard at this time.
- All Government guidance for travelling aboard will be met, employees must self-isolate and take a COVID test only if they are showing symptoms.
- All employees have been trained in this practice and understand their obligation.

Please identify any site-specific hazards associate with this activity and list any additional control measures taken or necessary.

When does the risk assessment need to be reviewed?
 Every 12 months, when government advice changes or whenever any of the restaurant's circumstances change such as a reported case of Covid 19

Date of review/amendment	Carried out by

Task/Activity

Social Distancing with the BOH areas

Who is at risk & who needs to know about the activity?

All BOH employees
Delivery personal

What are the hazards?

All employee is not fit to work and risks the transmission of COVID-19 due to not being able to adhere to social distancing measures.

What are the potential outcomes (risk)?

Employee becomes infected and is asymptomatic for the first few days and increases the risk of transmission within the restaurant.

How do we currently control these risks?

- All BOH employees to work in different kitchen areas of 2 metres needs to be maintained.
- All BOH kitchen employees must wear a face covering at all times with the exception during their break and eating.
- In some areas a protective screen has been added.
- A limited menu is offered to minimise the risk, only a minimum number of chefs are then required.
- All employees are to increase the frequency of hand washing and surface cleaning. (in between jobs and or every 20 mins)
- Hand washing logs are to be recorded and monitored.
- Review the traffic flow to all hand washing sinks, to minimise employee interaction. Set up a one-way direction where possible
- Social distancing signs are located within the BOH areas
- Have designated fridges for each chef per shift to minimise access and touch points.
- Prep stations have been placed either side by side or back to back.
- Only BOH employees are allowed in the kitchen. Limited number of BOH employees on per shift.
- BOH employees are working in teams.
- Current cleaning schedules are maintained to a high standard, with additional emphasis on high touch point areas.
- Cleaning schedules completed and recorded shiftly.
- All outer packaging is removed from all food items before entering the prep kitchen. See delivery section
- Chefs are not to share equipment, all must be cleaned and sanitised before use.
- Mobile phones should not be used within any area of the kitchen, unless used to complete compliance tasks.
- Mobile phones & Tablets must be sanitised before and after use.
- All deliveries are accepted within the designated area.
- Prep shifts where necessary are scheduled outside the restaurant operating times.

- All suppliers have been informed that all drivers must not enter the premises.
- Deliveries will be received by the designated persons
- BOH Ventilation/air flow has been increased where possible, windows to remain open
- Start & finish times for shifts are staggered to limit the interaction of employees.
- Protected screens have been added between the chefs serving food and guest receiving it.

Please identify any site-specific hazards associate with this activity and list any additional control measures taken or necessary.

When does the risk assessment need to be reviewed?

Every 12 months, when government advice changes or whenever any of the restaurant's circumstances change. Or when a COVID case is reported in the restaurant.

Date of review/amendment	Carried out by

Task/Activity

Social Distancing within the FOH/Public Areas

Who is at risk & who needs to know about the activity?

All employees Guests
Contractors

What are the hazards?

Employee is not fit to work and risks the transmission of COVID-19.

Guest transmission due to poor social distancing

What are the potential outcomes (risk)?

Employee or guest becomes infected and is asymptomatic for the first few days and increases the risk of transmission within the restaurant or local area.

How do we currently control these risks?

- Hand sanitiser placed on all entry and exits points
- Hand sanitiser placed on entry/exit to the rest rooms
- Hand sanitiser is available throughout the restaurant.
- Social distancing signs are in place
- All guests are asked to book and they are emailed prior to arrival on expectations.
- Guests can only book for parties of 6 or less, the system will not take larger number.
- FOH team members have been trained to ask guests if they are from more than 2 different households and reject the booking.
- A maximum number of bookings has been set at every 15 mins intervals to control the flow of the restaurant to ensure physical distancing can be maintained.
- All tables have been placed at least 1 metre apart with Perspex screens placed in between where necessary. Each restaurant has calculated their max seating numbers.
- Restaurant capacity will be kept to a maximum of 80%
- Table service (drinks & payment) has been introduced where possible
- Mobile ordering is encouraged where possible
- Contactless payment is encouraged where possible
- Reception, Cashier & Bar have Perspex screens in place
- Guests are asked to only turn up no more than 5 mins prior to their designated booking time.
- Guests are asked to wear face coverings until they have sat at their tables.
- The restaurant is divided into zones with a designated FOH employee per zone.
- A one way system with a min of 2 entry points and floor markings has been implemented around the buffet area. Entry & exit points are clearly marked.
- On visiting the buffet guests are required to sanitise their hands, wear a face covering and use single disposable gloves.
- Posters of the guest buffet procedure are displayed on entry and on the table mats.

- All contractors must notify the management of prior to their arrival. Appointments must be made.
- Social distancing & hand washing signs have been displayed in the rest rooms.
- FOH team members will wear a face shield, mask or both.
- One way system has been introduced around the restaurant where possible
- One metre zone signage has been displayed within the restaurant informing guests that they are within a 1 metre social distancing zone. It reminds them to observe the requirement to remain at least 1 metre from the next person unless they are from the same household or carer.
- Protective screens have been placed over all food items.
- Salad, desserts, fruits and ice cream are all individual portions served on individual plates.
- Chocolate fountain, popcorn and serving ice cream machines have been removed.
- Full track & trace is maintained through book a table – if a guest refuses to leave their details then they will be asked to return at a later date.
- Condiments are single served in sachets
- A restaurant safety advisor position has been created and they have been trained to ensure that all covid measures are fully implemented and followed
- Guests who are exempted from wearing face coverings are asked to remain seated, either a member of their own party or an employee will assist them in collecting their food.
- Children under the age of 11 are asked to remain seated at all times. Parents/Guardians are to collect their food for them.
- Restaurant Safety Advisor will monitor and supervise the entrance to the buffet to ensure that social distancing is maintained.
- A maximum number of guests who can visit the buffet at anyone time the restaurant safety advisor will supervise this process.
- Cash payments will be processed by the same employee on the shift.
- Full staff training has been given to all employees, this is in the form of Covid training modules on the online training platform. All employees must complete this training before being allowed to work.
- Back ground music has been removed.
- Teppanyaki food items will be served at the table to prevent guests having to wait.
- Only Non alcoholic drinks will be served in the restaurant.
- NHS Trace & Trace QR code poster is displayed
- All FOH team members must wear a face covering.

Please identify any site-specific hazards associate with this activity and list any additional control measures taken or necessary.

When does the risk assessment need to be reviewed?

Every 12 months, when government advice changes or whenever any of the restaurant's circumstances change. Or when a COVID case is reported in the restaurant.

Date of review/amendment	Carried out by

Task/Activity

Cleanliness levels within the restaurant

Who is at risk & who needs to know about the activity?

All employees
Guests

What are the hazards?

Transmission of COVID via high touch point areas, and poor cleanliness regimes.

What are the potential outcomes (risk)?

Contract infection which could be mild or as severe resulting in a fatality

How do we currently control these risks?

- All cleaning schedules have been revised and monitored through Opsbase. The highest levels of cleaning will be maintained as this forms part of our food safety policy.
- COVID high touch point BOH and FOH cleaning schedules are completed and recorded hourly within Opsbase
- Doors are kept open where possible (not fire doors)
- Door foot operated opening systems have been implemented where possible
- All tables and chairs are cleaned and sanitised after every guest. Contact time for sanitiser is 30 secs.
- Wash hand sinks, hand soap dispensers and hand towel dispensers are included on the Covid hourly cleaning schedules
- Hand sanitiser stations are placed throughout the restaurant
- Restaurant Safety Specialist/Advisor has been implemented they are responsible for monitoring all cleanliness levels daily and buffet management
- Restrooms are cleaned every 30mins are recorded in Opsbase
- Maximum number of guests allowed in the rest rooms at anyone time has been posted.
- Employees are not to share equipment, unless it has been clean and sanitised prior to its use.
- All wastage bins are emptied using masks, plastic apron and gloves.
- Cutlery is wrapped separately before being taken to the table.
- Cutlery is placed on the table when the guest is greeted.
- Table mats are disposed of after every guest
- All Perspex screens are cleaned and sanitised after every guest
- Guest sinks & urinals have been blocked off with social distancing markers displayed

When does the risk assessment need to be reviewed?

Every 12 months, when government advice changes or whenever any of the restaurant's circumstances change. Or when a COVID case is reported in the restaurant.

Please identify any site-specific hazards associate with this activity and list any additional control measures taken or necessary.

Date of review/amendment	Carried out by

<p>Task/Activity</p> <p>High levels of Personal Hygiene</p>	<p>Who is at risk & who needs to know about the activity?</p> <p>All employees Contractors Guests</p>
<p>What are the hazards?</p> <p>Transmission of COVID-19 due to poor personal hygiene.</p>	<p>What are the potential outcomes (risk)?</p> <p>Contract infection which could be mild or as severe resulting in a fatality</p>

<p>How do we currently control these risks?</p> <ul style="list-style-type: none"> • All employees are to wash their hands at least every 20mins • All employees are to wash their hand for a minimum of 20 seconds with soap and hot water. • All employees to wash their hands after sneezing and coughing • Training videos on hand washing to be reviewed daily • Posters displayed on the importance of hand washing throughout the restaurant. • How to wash your hand signs have been posted in all rest rooms areas. • Disposable single use Hand towels available at all wash hand sinks • Employees to change into uniform once at work • Changing rooms to be cleaned shiftly, only a limited number of employees allowed in at any one time. • Employee clothes must be stored in a locker or garment bag. • Masks/Face covering to be worn where the social distancing policies cannot be followed • All employees trained on how to wear masks, gloves and plastic aprons. • All employees and visitors to sanitise their hands on entry and exit • Employee breaks are to be taken separately and social distancing guidelines adhered to • Mobile phones must be sanitised before and after use • Gloves will be provided and mandatory whilst receiving deliveries and handling products. • All employees must change gloves and wash their hands between tasks. When gloves are being removed, they must be removed in a manner to reduce direct hand contact with the outer surfaces of the gloves. Gloves should be disposed of and hands washed immediately. • Adhered to all other personal hygiene practices which form part as the food safety policy. • Guest temperatures are monitored on entry to the restaurant. • Hand sanitiser has been placed throughout the restaurant.
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Please identify any site-specific hazards associate with this activity and list any additional control measures taken or necessary.

When does the risk assessment need to be reviewed?

Every 12 months, when government advice changes or whenever any of the restaurant's circumstances change such as a reported case of Covid 19

Date of review/amendment	Carried out by

Task/Activity
Mental Health & Well Being

Who is at risk & who needs to know about the activity?
All employees

What are the hazards?
Employees increase in anxiety/stress due to uncertainty of future with lockdowns/quarantine.

What are the potential outcomes (risk)?
Unable to come to work due to stress

How do we currently control these risks?

- All team members trained on the COVID related risks
- Training modules available to all employees on mental health & well being
- Any employees who is vulnerable/extremely vulnerable/living with someone who is has been identified

Please identify any site-specific hazards associate with this activity and list any additional control measures taken or necessary.

When does the risk assessment need to be reviewed?
Every 12 months, when government advice changes or whenever any of the restaurant's circumstances change. Or when a COVID case is reported in the restaurant.

Date of review/amendment	Carried out by

Task/Activity
Restaurant meetings

Who is at risk & who needs to know about the activity?
All employees

What are the hazards?
Transmission due to number of people within a confined area.

What are the potential outcomes (risk)?
Employees contracting infection from an asymptomatic employees which could be mild or severe resulting in a fatality

How do we currently control these risks?

- Meetings if possible will be held digitally
- Meetings will be held at different times with limited numbers of employees to ensure social distancing practices are followed
- All employees will be asked to wear a face covering/mask if the meeting is longer than 20mins
- Keep windows & doors open during the meeting to increase ventilation
- No sharing of pens or documents.

Please identify any site-specific hazards associate with this activity and list any additional control measures taken or necessary.

When does the risk assessment need to be reviewed?
Every 12 months, when government advice changes or whenever any of the restaurant's circumstances change. Or when a COVID case is reported in the restaurant.

Date of review/amendment	Carried out by

<p>Task/Activity</p> <p>Emergency or Safety Incidents during COVID</p>	<p>Who is at risk & who needs to know about the activity?</p> <p>All employees</p>
<p>What are the hazards?</p> <p>Transmission due to number of people within a confined area. Social distancing measures may not be possible.</p>	<p>What are the potential outcomes (risk)?</p> <p>Contract infection which could be mild or as severe resulting in a fatality</p>

How do we currently control these risks?

- In the event of a fire, accidents or other emergency people do not have to stay 2 metres apart if it is deemed as unsafe to do so.
- If an incident does occur where an employee cannot maintain the social distancing guidelines they must wear gloves & masks and wash their hand immediately.
- After the emergency is over, all must wash their hands immediately.

Please identify any site-specific hazards associate with this activity and list any additional control measures taken or necessary.

When does the risk assessment need to be reviewed?

Every 12 months, when government advice changes or whenever any of the restaurant's circumstances change. Or when a COVID case is reported in the restaurant.

Date of review/amendment	Carried out by

Procedure if an employee tests positive for COVID 19.

1. The employee must report that they have tested positive immediately to the General Manager of the restaurant.
2. The General Manager reports the case to both Operations and HR.
3. The General Manager then checks for when the employee last worked. If they have worked in the restaurant within the last 2 days then the restaurant must close for cleaning.
4. The General Manager must then identify every employee that the infected person has come into close contact with in the last 48 hours.

A 'contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they are infectious to others). For example, a contact can be:

- *people who spend significant time in the same household as a person who has tested positive for COVID-19*
- *sexual partners*
- *a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:*
 - *being coughed on*
 - *having a face-to-face conversation within one metre*
 - *having skin-to-skin physical contact, or*
 - *contact within one metre for one minute or longer without face-to-face contact*
- *a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes*
- *a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19*

5. Those employees must self-isolate for 14 days. They should take a test, if they are showing symptoms.

6. After closing the restaurant will be disinfected and sanitised before re-opening.
7. If it is reported that any of the cases where a result of working in contact with another employee, this must be reported via Riddor. If the infected person caught COVID from a relative outside of work and does not infect anyone within the work environment it does not have to be reported.
8. Complete the appropriate form in Audit Comply and Hygenisys will submit the RIDDOR within the specified time.
9. The infected person must submit a negative test result before returning to work.

Procedure if an employee shows symptoms of COVID 19.

Where an individual has Covid-19 symptoms, they will need to go home immediately and self-isolate. They should arrange for a COVID test to be taken.

Only staff that are showing symptoms will need to go home and self-isolate. Staff with no symptoms can continue to work.

The main symptoms of coronavirus (COVID-19) are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

NB. In Scotland employees living alone need only self-isolate for 10 days.

Form Return to Work Form

Employee Statement

Forms Located in Opsbase

COVID 19 Employee Screening & Incident Report

Covid 19 Hourly Cleaning BOH & FOH

BOH & Restaurant Cleaning Schedules

Restaurant Opening & Closing Checklists

Employee Health Declaration On Returning To Work



Name:	
Position:	Date of Absence:
Restaurant:	Date of Return:

Section 1

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Have you suffered from the following in the last 7 days?	Yes	No	Date Symptoms Ceased
1. New, continuous cough OR a high temperature			
2. Diarrhoea?			
3. Vomiting?			
4. Stomach Pain, nausea or fever?			
5. Recurring Bowel disorder?			
6. Recurring infections of the skin, ear or throat			
7. Skin infections of the hands, arms or face. E.G boils, styes, septic			
8. Jaundice?			

9. Bronchitis / Productive Cough?			
10. Have you taken any anti-diarrheal drugs?			
11. Fever OR cough OR shortness of breath			
12. Are you a carrier of Salmonella?			
13. Have you ever had typhoid or paratyphoid fever or are you known to be a carrier of Salmonella Typhi or Paratyphi?			
14. In the last 21 days have you had contact with anyone, at home or abroad, who may have been suffering from typhoid or paratyphoid?			
15. Any other ailment that may present a risk to food or has a doctor advised you not to handle food?			
16. Did you attend hospital or your GP as a result of your illness? Please give detail including any test results or diagnosis.			
17. Do you suspect you have coronavirus (COVID-19)			
18. Have you had any close contact with anyone with confirmed or suspected COVID-19?			
19. List the countries you have travelled to in the last 6 weeks			

I declare that I understand the above questions and that my responses are true to the best of my knowledge.

Employee's signature:		Date:
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Section 2



To be completed by the Duty Manager

- If the answer to ALL the above question is 'NO' then the team member can return to their normal duties
- If the answer to any of the questions in section 1 is 'YES' then the team member must not be allowed to return to work until they have been symptom free for at least 48 hours (unless they have a specific infection or suspected coronavirus - QUESTIONS 1, 12, 18 & 19).
- If the answer is yes for Question 1, 12, 18 & 19 they may have suspected coronavirus infection (COVID-19). However mild, they must stay at home and must not leave their house for 7 days from when the symptoms started. They cannot return to work during this time. If they live with others and they are the first in the household to have symptoms of coronavirus, then they must stay at home for 7 days, but all other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill.
- If a specific infection has been identified (QUESTION 13, 14, 15, 16 & 17) DO NOT ALLOW the team member back to work and seek advice from the safety department.

Part A



Manager Declaration

ALL the answers to the above questions are 'NO' and therefore I can confirm the TM can resume normal duties

Manager Name
Manager Signature

Part B



Yes has been indicated in some or all of the questions and therefore noting the guidance I have taken the following action:

Permitted the TM to return to duties because:
NOT Permitted the TM to return to duties because:
Manager Name
Manager Signature

Guidance



Who does this apply to?

This applies to everyone working in the venue including employed, agency staff or contractors.

WHAT TO DO IF SOMEONE HAS SYMPTOMS OF COVID 19....
symptoms of an infection are

- a high temperature – this means you are hot to touch on your chest or back
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- if they have symptoms of coronavirus, they need to stay at home for 7 days
- if they live with someone who has symptoms, they will need to stay at home for 14 days from the day the first person in the home started having symptom

WHAT TO DO IF SOMEONE HAS SYMPTOMS OF GASTROINTESTINAL INFECTION....

The most common symptoms of an infection are:

- Diarrhoea
- Vomiting

Other symptoms can include:

- Stomach cramps or pain.
- Nausea.
- Fever.

Although diarrhoea is a very common condition in the community, it is difficult to define to exclude all normal variations of bowel habit. It usually implies a change in bowel habit with loose or liquid stools which are being passed more frequently than normal. If symptoms last longer than 48 hours then the employee must visit their doctor and state that they are a food handler.

How long should they be excluded from work?

In most cases of infection, bacteria and viruses can still be found in someone's faeces after symptoms stop. It is therefore important that you continue to exclude food handlers for 48 hours. This is counted from the time that symptoms stop of their own accord or from the end of any treatment of the symptoms with medicine such as anti-diarrhoeal drugs (if they are used). For example, symptoms end from 5pm Monday, so the person can safely resume work from 5pm Wednesday. You can count from the time of the first normal stool if you aren't sure when symptoms ended.

It is reasonable to presume that a single bout (e.g. one loose stool) or incidence of vomiting is not infectious if 24 hours have elapsed without any further symptoms and this is not accompanied by fever. In this case, if there is no other evidence to suggest an infectious cause, the person could resume work before the 48-hour limit.

It is reasonable to presume that a single bout (e.g. one loose stool) or incidence of vomiting is not infectious if 24 hours have elapsed without any further symptoms and this is not accompanied by fever. In this case, if there is no other evidence to suggest an infectious cause, the person could resume work before the 48-hour limit.

If they have symptoms of Coronavirus (Covid-19) they

- need to stay at home for 7 days
- if they live with someone who has symptoms, they will need to stay at home for 14 days from the day the first person in the home started having symptoms
- If they live with someone who is 70 or over, has a long-term condition, is pregnant or has a weakened immune system, they need to find somewhere else for them to stay for 14 days.
- In all cases extra care should be taken over personal hygiene practices on return to work, especially hand washing.

Guidance



What to do when a specific infection has been diagnosed

If the individual is diagnosed with an infection listed below you must exclude them for a minimum of 48 hours and extra care should be taken over personal hygiene practices on return to work, especially hand washing

- Salmonella (except Salmonella Typhi and Salmonella Paratyphi A, B or C)
- Campylobacter
- Vibrio (except Vibrio cholerae O1 and O139)
- Bacillus
- Staphylococcus aureus
- Clostridium perfringens
- Protozoa, e.g. Cryptosporidium, Giardia lamblia (except Entamoeba histolytica)
- Shigella sonnei (but not Shigella dysenteriae, flexneri, and boydii)
- Worms (except Threadworm and Taenia solium)

If the individual has been diagnosed with any of the infection below in RED you MUST EXCLUDE THEM AND SEEK ADVICE FROM THE SAFETY DEPARTMENT before allowing them to return to work

- Salmonella Typhi and Salmonella Paratyphi A, B or C (Enteric fever)
- Verocytotoxin-producing Escherichia coli (E. coli)
- Norovirus
- Hepatitis A
- Entamoeba histolytica (Amoebic dysentery)
- Shigella dysenteriae, flexneri, and boydii
- Worms – Threadworm and Taenia solium
- Vibrio cholerae O1 and O139
- Coronavirus (covid 19)

Exclusion with Infected or injured skin

Damaged skin or sores caused by injury or disease, e.g. boils and septic cuts, can become infected with bacteria such as Staphylococcus aureus, which can cause food poisoning. Symptoms of infection include scaling, weeping or discharge from lesions. It is usually acceptable to continue working with food as long as the infected area is completely covered, e.g. by use of a blue waterproof dressing. If an infected lesion cannot be effectively covered then the person should be excluded from any work likely to lead to the contamination of food. Lesions that may not be possible to cover adequately would include weeping lesions of the eyes, ears, mouth and gums.

Other infections may require different action. If the infection is not covered above, then seek advice from the Compliance Director before allowing the team member to return to work.

When exclusion may not be required

Infections are not the only cause of diarrhoea and vomiting and exclusion is not required where there is good evidence of a non-infective cause. Examples of this are listed below.

- Morning sickness during pregnancy.
- Some medicines and medical treatments.
- Inflammation of the bowel including diverticulitis, ulcerative colitis, and Crohn's disease
- Irritable bowel syndrome.
- Cancer of the bowel.
- Malabsorption syndromes (e.g. coeliac disease and cystic fibrosis).
- Dietary indiscretion (e.g. consuming too much alcohol or spicy food.).

If in doubt, it is best to assume that the cause is an infection and to exclude the person until there is evidence to show it is safe for them to return to work.

Employee Re-opening Statement Sign off

I _____ have been trained to follow all new procedures for returning to work which Cosmo has implemented as part of their COVID 19 re-opening protocols. This includes extensive training, no travel and self-isolating 14 days prior to returning to work. (In some cases you may be asked take a COVID test)

As an employee I have a duty and responsibility to ensure that health and safety and wellbeing at work and to comply with those responsibilities at work. I understand that it is my duty and responsibility to inform your manager if you feel a company policy is broken or dangerous activity takes place. Failure to abide by the health & safety laws could lead to a formal disciplinary being commenced against you.

I agree that my temperature will be monitored daily and that if I or anyone in my household show any symptoms then I will self-isolate for 14 days. Under no circumstances shall I come to work until after 14 days or until I have received a clear test result.

Below is a full list of that I have completed, been trained in, fully understand and agree to:

Protocol	Date
14 day Self-Isolating before returning to work	
COVID Risk Assessment signed	
Food Safety 1 or 2 Passed and completed	
Online Covid Training completed	
Personal Hygiene training	
Social Distance Training	
Cleaning Checklist	
PPE usage	
Return to work form completed	

Name
Signature
Restaurant
Date