**COVID – 19 Rules and Procedures**

**Risk assessment and additional measures put in place for COVID -19 on 17th April 2020**

**These Additional Procedures are added to our regular Health and Safety policies are:**

**ENTRANCE**

* Staff must temperature check and record on provided sheet if temperature is above 38C
* THEY WILL BE TOLD TO GO HOME AND CHECK TEMPERATURE EVERY 12HOURS AND INFORM THEIR SUPERVISOR
* They must inform a supervisor if they have had any illness or rise in temperature while they were not at work.
* Anyone with a fever or COVID symptoms must remain at home until covid test results are known

**AT WORK**

* A workspace (social distancing) of two meters must be adhered to at work
* if this is not possible during certain tasks, staff must wear masks provided by Delicioso.

**GUESTS ENTERING DELICIOSO PREMISES**

* Guests must also temperature check at our entrance and if there temperature is above 38C THEY WILL BE DENIED ENTRY
* All delivery drivers and guests must wear a mask throughout their visit
* All delivery drivers and guests sanitise their hands with the sanitiser provided.

**DELICIOSO RECEIVING GOODS AND DELIVERIES IN OUR LOCALE**

* Fresh food – must be removed from its packaging and placed into sterilized containers.
* Sealed goods should be removed from outer packaging and placed in secure storage.

**DELICIOSO DELIVERIES**

* All Delicioso deliveries are carried out with our staff wearing masks
* Hand sanitizer is in our delivery vehicles
* All delivery crates are sanitized before every delivery
* If people are shielding or self isolating we will wear gloves and apron as well as the mask