



GOLD RESTAURANT

INTERNAL STAFF TRAINING

COVID-19

(SARS-CoV-2)

ARRIVING AT WORK



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MODULE 3

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INTRODUCTION

In MODULE 1 and 2 of our training series we helped you prepare for returning to work. Now that you know the basic hygiene rules and understand the risks we will discuss how to travel to and from work and what to do when you arrive at GOLD.

TRAVELLING TO AND FROM WORK

DO YOU REMEMBER?

In our previous training we discussed what you will need to protect yourself from getting sick or making others sick. Can you remember the golden rules?

Important safety information

When out in public or traveling to work it is important to always wear a face mask (this must be at least 3 layers of cloth). Do not take your mask off while in public.

Make sure you properly wash your hands before putting on your mask and leaving the house and always have a small bottle of sanitiser with you.

If you are returning to work for the first time your uniforms must be clean and in a plastic bag.

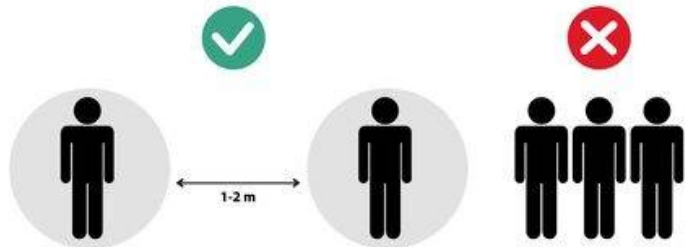
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If you travel by taxi, bus or train remember to keep at least 2 meters away from other people while you wait for transport.

DON'T

- Take off your mask
- Sit close to anyone on the taxi or train
- Greet people with a handshake
- Take off your mask while you are waiting or when you are in the taxi
- Do not get into taxis that are above the passenger limit or in trains that are overloaded.

SOCIAL DISTANCING








Key moment to sanitise


Always use sanitiser before and after getting into the taxi and at the below key moments

COVID-19 PREVENTION ON PUBLIC TRANSPORT


Wash your hands with soap and water for **20 seconds** or use a 60% or more alcohol-based hand rub often **throughout the day**

WASH YOUR HANDS AT THESE 5 KEY MOMENTS FOR PUBLIC TRANSPORT:

- 1**

Before going on public transport
- 2**

After touching doors, handrails and money
- 3**

After making contact with other people
- 4**

Before touching your eyes, nose and mouth
- 5**

When you arrive at your destination



TOLL-FREE NUMBER 0800 029 999



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ARRIVING AT WORK

Where to report

When arriving at work staff will be required to wait your turn outside and stay two metres away. There will be lines on the pavement outside the front door. Stay on your line until you are told to come in.

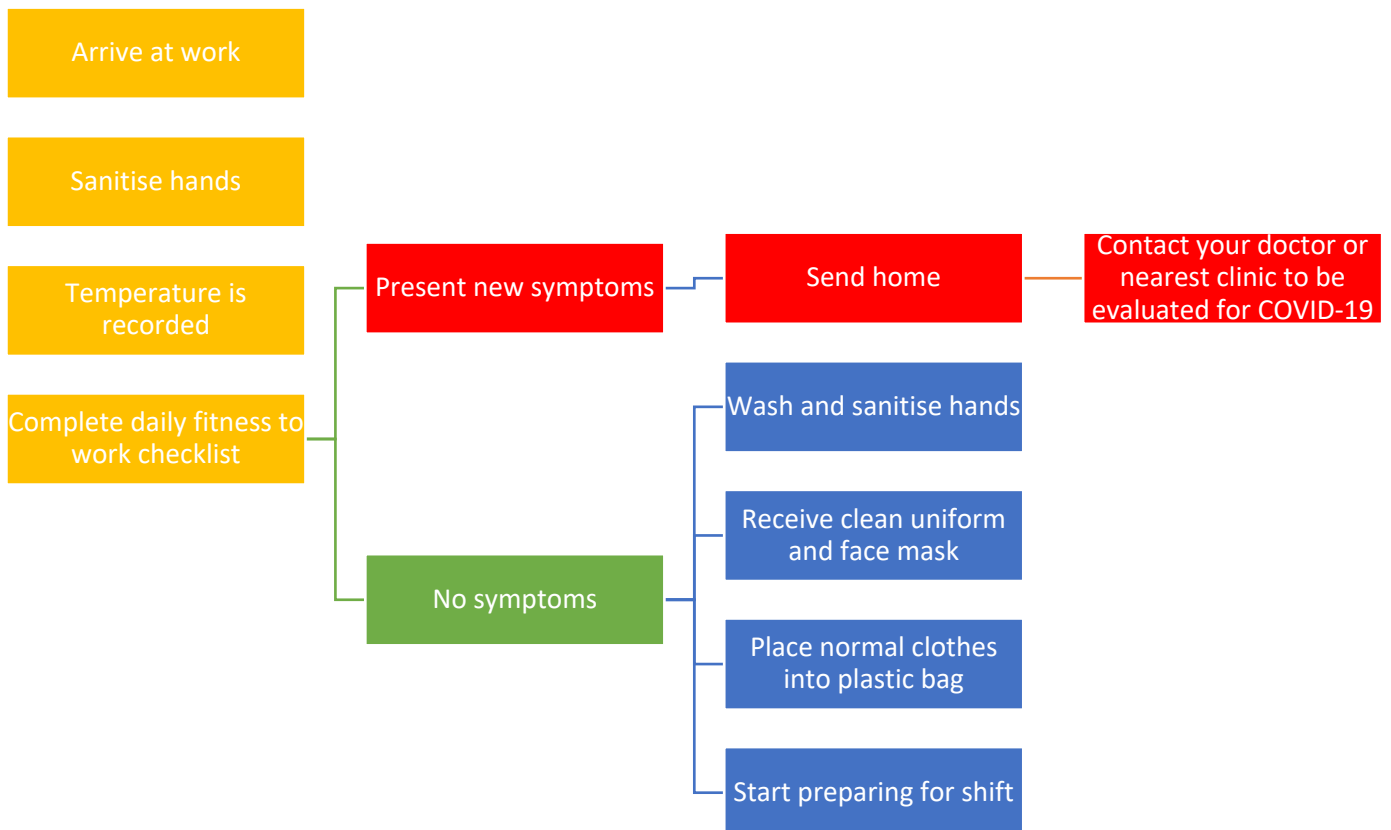
NB: DO NOT COME TO WORK IF YOU ARE SICK OR HAVE BEEN IN CLOSE CONTACT WITH SOMEONE WHO TESTED POSITIVE FOR COVID-19.

Coming to work if you are feeling ill puts the entire restaurant at risk of having to close, isolate, test and clean the entire restaurant.

It not only harms the rest of our staff and clients but can have a negative impact on what the public thinks of GOLD Restaurant, meaning less customers would want to visit GOLD.

Rather speak to your doctor or clinic. If you provide us with a letter this will be covered by sick leave.

Flowchart for Arriving at work



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Checking your symptoms

Before you enter the restaurant you will sanitise your hands and someone will take your temperature with a contactless thermometer. You will be asked questions regarding your health and your answers will be filled in on a daily checklist (see the headings below).

CODE	NAME	TEMP	FEVER	COUGH	SORE THROAT	SHORTNESS OF BREATH	BODY ACHES	RED EYES	LOSS OF SMELL OR LOSS OF TASTE	NAUSEA VOMITTING DIARRHEA	FATIGUE OR WEAKNESS	TIME IN	TIME OUT

Based on your answers you will be allowed into the restaurant if you are declared fit for work.

Declared un-fit to work

If you show any symptoms of being sick you will not be allowed to report to work and will be asked to contact your doctor or nearest clinic to be evaluated for COVID-19.

Declared fit-to-work

If you do not show any symptoms of being sick and have a normal temperature you will be allowed to enter the restaurant and report for duty.

ONCE AT WORK

Entering the building

Once you completed the daily checklist your hands will be sanitised again and if you have been declared fit to work you will be handed your clean uniform and be allowed to enter the restaurant - it is important that you immediately wash your hands in the Ashanti bathroom.

When changing for your shift

Kindly be patient and wait your turn to use the staff room. Wash and sanitise your hands before entering the change room. Please note that only a few staff at a time may be in the changing room.

Male employees

Only 1-2 males may be in the male dressing room at the same time. You will wait your turn in Ashanti and keep a distance of 2 metres.

Female employees

Only 3-4 females may be in the staff dressing room at the same time. You will wait your turn in the venue and keep a distance of 2 metres.

When changing into your uniform, neatly fold your personal clothes and place it with your travel face mask in a plastic bag with your name on it. Then wash and sanitise your hands again and immediately put on your GOLD mask. Leave the plastic bag in the locker allocated to you.

REMEMBER!

Always wash your hand before and after changing masks and never touch the front of your mask!

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NB: There will be no sharing of lockers and no personal items are allowed to be kept at the restaurant.

Do not stay in the staff room longer than necessary – remember others want to use it as well.

Socialising at Work

It is extremely important that all staff remember to keep social distancing not only at work but in public as well. *Remember the risk discussed in module 2?*

NB: Remember these important points:

- Do not share make-up, lip balm or personal hygiene products with anyone.
- Do not hug, shake hands or give high fives. Rather wave or elbow-bump.
- Do not share your food or drinking water. Bring your own to work and label it.
- Stay at least 1,5meters (preferably 2m) apart at all times.
- Always wear your face mask.
- Do not share your mask, face shield or any other personal items

Report for duty

Once you have changed you must report to your area of work immediately.



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THE IMPORTANT WHATS, WHYS AND HOWS

WHAT?	WHY?	HOW?
Do not come to work if you display any of the COVID-19 Symptoms	If you come to work when you are sick you can infect the restaurant which puts everyone at risk, including the reputation of GOLD Restaurant	Stay at home if you are ill and contact your doctor or local clinic. Should they tell you to stay at home for 14 days they will give you a letter.
You should always wash your hands with soap and water for at least 20 seconds and do it often.	Handwashing is one of the best ways to prevent harmful bacteria and viruses like COVID-19 from spreading.	Follow the handwashing procedure on Page 4 of Module 1 – preparing for work
Always wear a cloth mask when in public. The mask must be at least three layers thick	To stop droplets from an infected person to spread and to protect those that are unaffected of inhaling droplets.	Follow the guidelines on page 6 of Module 1 – preparing for work for how to properly put on a facemask.
All staff should wear a clean uniform at work.	Clothes can bring dirt, bacteria and viruses to the restaurant. Wearing clean clothes helps to prevent this.	Always hand your uniform in to be correctly washed.
You must avoid touching your face, eyes, mouth or nose, or coughing and sneezing and wash your hands if before and after you do.	The COVID-19 virus cannot enter your body through your skin. You can only get infected if the virus come through your eyes, nose or mouth.	By understanding that this is the best way to protect yourself from getting ill you will remember to wash your hands before touching your face.
You must be 'fit for work' at all times. This means that you must not be suffering from, or carrying and illness or disease that could infect others	People who are not 'fit for work' could spread harmful bacteria or viruses to food and others	Stay at home if you are ill and seek medical advice.

YOU ARE NOW READY TO START YOUR SHIFT (almost)

Now that you know how to safely travel to work and where to report for duty, we will cover what to do while you are at work.

Are you ready for your test?

IMPORTANT: You will need to answer all the questions correctly to be **READY TO START YOUR SHIFT.**



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