**Canteen Covid Safe Plan**

Updated on 29 Oct 2020

**Personal hygiene**

* **Upon arrival of the club**, wash your hands with soap and water. Use single towel after washing your hands.
* Wear either a cloth mask or a single use surgical mask, not face shield.
* During operation, make sure to wash hands with soap and water regularly. Use alcohol-based sanitiser (supplied) when you cannot use soap and water.

**Operation**

* Follow the council recommended cleaning procedure before and after the operation.

1. Wash your hands with soap and water before the procedure.
2. Put gloves on.
3. **Clean** the working place including sink with detergent then **sanitise** with sanitiser.
4. After finishing, wash your hands with soap and water.

* Reduce the menu.
* Prepare everything at the club.
* Roll making will be done at the canteen when possible.
* Do not use the upstairs fridge to keep the ingredients.
* Store **all** the roll making equipment in the locked cupboard after use or bring them at the canteen to store.
* Any utensils used for preparation should be washed with dishwasher.
* Any cutlery, mugs, cups or plates should only be used once for same person and then wash them with the dish washer.
* Remove sauces and serviettes including milk or sugars for tea/coffee from the counter. Supply single use sauces for each member. If they require milk for their tea/coffee, do it for them or supply single use sugar.
* Minimise the number of the volunteers to work at each section
* No one is allowed to come inside of workspace while work is progress. (use the chain to block the entrance at the canteen.)
* No sun cream is supplied.
* Set up EFT payment. (Borrow one from the bar.)
* The club clothing on the rack are for display purposes only.
* Supply hand sanitiser on the bench for members.

**Canteen Layout**

* Divide serving and return area and mark it.
* Cover display goods with plastic cover.

**Serving for group event**

* No food sharing from one plate.
* Buffet style is not recommended.
* Our usual way to serve, people make a queue to be served using the bain-marie or from the BBQ are not recommended.
* Organise in such a way that the food counter doesn’t get busy with people for collection. No communal self serve stations. Consider table service. If it is necessary, consider using plates with lids.

**Request/inform to members**

* EFT machine available and is the recommended method of payment.
* Not to enter the canteen and upstairs kitchen when work is in progress.
* Come to the canteen early to avoid crowding in front of the canteen. (Once we start serving lunches.)
* No suncream supplied.