



## **Great Dublin Capital 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:** 17<sup>th</sup> August 2021

**Name:** Suzanne Wink

**Position:** Head of Operations

## **Cosmo Restaurant COVID Risk Assessment**

The list below covers the hazards, risks and tasks that Cosmo has 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 - Physical Distancing – 2 metres Kitchen & Prep areas

COV5M3 – Physical 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): ..... Date:

**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 employees must use on entry and exit.
- All employees must change into their uniform at the restaurant. Under no circumstances should they travel to work in it.
- 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><b>Task/Activity</b></p> <p>Team Member Health – attending &amp; fit to work</p>	<p><b>Who is at risk &amp; who needs to know about the activity?</b></p> <p>All employees</p>
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<p><b>What are the hazards?</b></p> <p>All employee is not fit to work and risks the transmission of COVID-19 due to continuing to work</p>	<p><b>What are the potential outcomes (risk)?</b></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><b>How do we currently control these risks?</b></p> <ul style="list-style-type: none"> <li>• On commencement of employment or return to work after 7 days a fit to work form is completed.</li> <li>• Employee temperature is monitored and record daily, if temp is more than 37.5oC employee is sent home.</li> <li>• 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.</li> <li>• If an employee is showing symptoms of COVID-19 they must self-isolate for 10 days and take a COVID test.</li> <li>• HSA Lead Worker Representatives have been identified and conducted the certification.</li> <li>• Any employee who is clinically vulnerable must report this to HR. HR will determine the next step.</li> <li>• Employees have been trained to recognise the symptoms of COVID 19, transmission and their obligation to self-isolating</li> <li>• No hand shaking policy has been implemented.</li> </ul>
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Date of review/amendment	Carried out by

<p><b>Please identify any site-specific hazards associate with this activity and list any additional control measures taken or necessary.</b></p>
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<p><b>When does the risk assessment need to be reviewed?</b></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>
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<p><b>Task/Activity</b></p> <p>Returning from &amp; Travelling aboard</p>	<p><b>Who is at risk &amp; who needs to know about the activity?</b></p> <p>All employees Employee households</p>
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<p><b>What are the hazards?</b></p> <p>All employee is not fit to work and risks the transmission of COVID-19.</p>	<p><b>What are the potential outcomes (risk)?</b></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><b>How do we currently control these risks?</b></p> <ul style="list-style-type: none"> <li>• All employees must inform their General Manager if they are going to travel and complete the relevant paperwork.</li> <li>• All employees must inform their GM if anyone in their household has travelled aboard.</li> <li>• All employees are encouraged not to travel aboard at this time.</li> <li>• All Government guidance for travelling aboard will be met, employees must self-isolate in line with government restrictions. All must self-isolate for 14 days and arrange covid tests on day 0 and 10. If you test negative on day 10 and have no symptoms you can leave isolation. Designated states must isolate in the state hotel, non designated countries as home.</li> <li>• All employees have been trained in this practice and understand their obligation.</li> </ul>
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<p><b>Please identify any site-specific hazards associate with this activity and list any additional control measures taken or necessary.</b></p>
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<p><b>When does the risk assessment need to be reviewed?</b></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>
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Date of review/amendment	Carried out by

**Task/Activity**

Physical 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
- Physical distancing signs are located within the BOH areas
- 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 person.
- 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.
- All employee contact details have been updated and stored in People HR

**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**

Physical 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.
- Physical distancing signs are in place
- All guests are required 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.
- Proof of Immunity is carried out at the time of entry. Any guests who cannot prove will be asked to return at a later date.
- Maximum seating time is 1 hour 45mins.
- 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 2 metres 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
- 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 disposable gloves.
- Posters of the guest buffet procedure are displayed on entry and on the table mats.
- Beverage stations are in option, though a one way system is in place and this area is sanitised every 30 mins.

- All contractors must notify the management of prior to their arrival. Appointments must be made. Contact details must be logged in the visitor's log book
- Physical distancing & hand washing signs have been displayed in the rest rooms.
- FOH team members will wear a face shield, mask or both.
- Chefs (when required) will serve the food to the guests from behind protective screens and wearing a face covering.
- 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 Zonal – if a guest refuses to leave their details then they will be asked to return at a later date. Contact details must be taken for lead guest of all different households. Stored for 28 days
- 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. They will control the entrance points to the food counters.
- 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 physical distancing is maintained.
- Guests will enter the food counter with their households, physical distancing will be maintained.
- The buffet capacity area is in operation
- 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.

**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 the digital operating system. 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 in the digital operating system
- Doors are kept open where possible (not fire doors)
- All tables and chairs are cleaned and sanitised after every guest, allow 15mins for turn over time. Contact time for sanitiser is 1 minute.
- 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 the operating system.
- Employees are to wash/sanitise their hands every time they clean a table.
- Employees are to wear gloves when clearing dirty plates or dishes.
- Employees are to wear gloves when cleaning dirty tables.
- 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

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

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

<b>Date of review/amendment</b>	<b>Carried out by</b>

**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><b>Task/Activity</b></p> <p>Emergency or Safety Incidents during COVID</p>	<p><b>Who is at risk &amp; who needs to know about the activity?</b></p> <p>All employees</p>
<p><b>What are the hazards?</b></p> <p>Transmission due to number of people within a confined area. Social distancing measures may not be possible.</p>	<p><b>What are the potential outcomes (risk)?</b></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.
- Medical kit is stored at the reception desk

**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 conduct further 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 restrict their movement 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 following the HE guidelines. 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.

### **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. They must be taken to the Isolate area and held there until they can safely return home. They must go complete a covid test. 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

Useful information:

## The difference between self-isolating and restricted movements

You must self isolate (stay in your room) when you:

- have COVID-19 or [symptoms of COVID-19](#)
- are waiting for a COVID-19 test or test result
- [arrive in Ireland from a high risk country](#)
- are a close contact of COVID-19 from a high-risk country

You must restrict your movements (stay at home) when you:

- are a close contact of COVID-19
- live with someone who has symptoms of COVID-19
- arrive in Ireland from another country unless you're coming from a [green or orange region](#) or from Northern Ireland

The following table shows how to self-isolate or restrict your movements.

Differences	Self-isolate (stay in your room)	Restrict your movements (stay at home)
Where	In a room on your own with a window you can open	At home or indoors
Work or school	Do not go to work or school. If you feel well, work or study in your room.	Do not go to work unless you work on your own. If you are an essential worker with no symptoms, talk to your employer. Do not go to school.

Differences	Self-isolate (stay in your room)	Restrict your movements (stay at home)
Outdoor exercise	In your own outdoor space away from other people	By yourself, keeping 2 metres away from other people
Going out	Stay in your room as much as possible. Do not go out for anything other than fresh air or exercise.	Do not go to the shops or pharmacy. Order groceries online or have family or friends drop them off.
Visits	Do not have visitors at your home. Do not visit others.	Do not have visitors at your home. Do not visit others.
People you live with	Must restrict their movements and get a test for COVID-19	Must restrict their movements if you get symptoms of COVID-19

## When you can stop self-isolating

**Most people can stop self-isolating when both of these apply:**

- You have had no fever for 5 days.
- It has been 10 days since you first developed symptoms.

If you tested positive because you are a [close contact](#), you may have no symptoms. In this case, you can stop self-isolating 10 days from the date of your test.

You do not need to be tested again unless you develop symptoms in the future or become a close contact.

Information:

If you are caring for someone who has COVID-19, you need to restrict your movements for 17 days

## **Negative test result**

You may have been tested because you have symptoms of COVID-19 and your test was [negative \(virus not detected\)](#). If so, continue to self-isolate until you have no symptoms for 48 hours.

If the test was because you were a close contact, continue to follow advice for [close contacts](#). You should restrict your movements for 14 days even if your test comes back negative.

Form Return to Work Form

Employee Statement

### **Forms Located in the operating system**

COVID 19 Employee Screening & Incident Report

Covid 19 Hourly Cleaning BOH & FOH

BOH & Restaurant Cleaning Schedules

Restaurant Opening & Closing Checklists