

## OPERATIONAL COVID-19 PROTOCOL

### Food Safety Protocol for Takeaway Preparation, Delivery and Collection

In the interest of keeping our staff and patrons safe from COVID-19, The Kove Collection has implemented the following safety protocols at all outlets.

#### BACK OF HOUSE EMPLOYEES:

- All employees will enter and exit through one door on the premises

#### PRE-SCREEN:

- All staff will be compelled to have their temperature checked and answer a questionnaire as to their wellbeing before entering the premises
- Any staff member who falls ill during their shift will be sent home immediately

#### UNIFORM:

- Staff will walk through a trough containing disinfectant
- Staff will leave all personal belongings in a locker room
- Staff will move to a second room and put on shoe covers, masks, face shields and overalls
- Staff will then wash hands with antibacterial soap and sanitise
- Masks and face shields must be worn before entering the kitchen
- All PPE equipment will be left on site after shift and laundered by the Company

#### KITCHEN PRACTICES:

- Disinfect and clean workspaces and equipment, frequent cleaning of high touch surfaces
- All surfaces will be wiped down with disinfectant after each dish is prepared
- Utensils will be stored in sanitiser-filled buckets
- All staff to wash and sanitise hands every 20 minutes
- The kitchen will be disinfected by a professional company once a week

#### FOOD DELIVERY:

- All takeaway containers will be sealed and delivered in a sealed brown bag
- Guests will be required to leave their contact details to ensure that they are contactable should there be any outbreak on the premises
- The staff member who delivers the takeaway order will be wearing a face mask, shield and gloves
- Gloves will be disposed of after each delivery

