



FISHGUARD BAY YACHT CLUB – BAR POLICY



Based on the Bar and Games Room Risk Assessment of August 2020. This must be followed by **all** staff whether employed or voluntary (referred to as 'staff') in order to keep workers and customers (referred to as 'members') as safe as possible.

1. Spreading of infection by staff

Staff may not come to work if they or anyone in their household has shown signs of the Novel Coronavirus Covid-19 within the last 14 days but need to give the Bar Treasurer as much notice as possible that they won't be available for work.

Staff need to wash hands with soap and in hot water regularly (using dedicated hand-washing basin), but especially after each transaction. They should not wear gloves whilst serving customers but may use gloves to collect empty glasses if they wish.

Staff to wear a face mask whenever behind the bar or interacting with customers. They may a face shield as well if they would like to. A face shield would need to be kept cleaned using disinfectant wipes at the beginning and end of each working session and stored appropriately.

Staff will store any personal effects on the dedicated hook on the back of the door in the Cellar.

Staff will ensure that they maintain social distancing with members by reminding people not to loiter at the bar but to go straight to their allotted table where they will receive table service.

Staff need to wipe down a table with disinfectant when the members leave.

Fresh glasses need to be used for each draft beer or cider and all optics. Members may choose to reuse their glass if their drink comes from a bottle and they wish to just have a fresh bottle. However, they are welcome to have a fresh glass in this instance, too.

Members need to book in using the QR code or staff need to collect the contact information, on a dedicated sheet, of one member from each household for the Track Trace and Protect System (TTPS). The entry and exit times need to be recorded. Customers may not have sight of the sheet for data protection purposes. It needs to be written in by the bar staff or an allocated staff member (eg the Bar Treasurer).

Staff should request that members use card payments rather than cash. The card machine should be wiped with an antiseptic wipe after each transaction. If cash must be used, it should be placed into a tray and then the change returned into that tray. Cash may not be handed directly to a customer or placed on the bar. The tray should be wiped with an antiseptic wipe after each use. The till needs to be wiped with antiseptic wipes at the beginning and end of each bar opening session or when used by different staff members.

Staff will ensure that there is a good airflow through the area by keeping doors and windows ajar whilst the bar is operating.



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2. Spreading of infection by members

Members and their guests may not come in if they or anyone in their household has shown signs of the Novel Coronavirus Covid-19 within the last 14 days as stated in our signage.

Members need to use the hand sanitiser at the entrance to the bar through the patio door. There is a hand sanitiser at the exit point as well for members to use, if they wish, for their own peace of mind as they leave the area.

Members must use the QR code or give their contact details to the bar staff or they may be refused entry. Only one member from each household needs to give their details. The last person to leave of the group will be recorded as the exit time for the whole group, if recorded on our sheet.

Members will be required to present their membership cards if requested.

Members need to observe social distancing by following our notices, the one-way system and leaving chairs, stools and tables where they've been placed. They will be served at the table by the bar staff and will need to indicate (by waving) when they need their drinks refreshed.

Members will be expected to adhere to this policy in order to keep all users as safe as is reasonably possible and to respect reminders by the staff. Anyone not prepared to follow this policy may be asked to leave the area at that stage and the incident will be reported to the Executive Committee.

Use of card payments is preferred. If cash must be used it needs to be placed into the tray and the change collected from that tray. The card machine or tray will be wiped with antiseptic wipes between each transaction.

Members will be able to use the toilets at the far end of the building by exiting the building through the main door and using the back door key (held behind the bar) to access the toilet area if the function room is in use. If it is not in use, members may access the toilets through that room. To return to the bar, they must either come down the outside again or come through the function room and exit the building by the main door.

The changing rooms (and urinals) remain closed at this stage, except for the special circumstances which are set out in the Sailing Policy or would be agreed with the Executive Committee before use.

Please remember that this is a members' club and, as such, we retain the right to ask someone to leave if we feel that they aren't abiding by the Welsh Government's current rules on hospitality.



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3. Spreading of infection by others

All tradespeople and others may not enter if they or anyone in their household has shown signs of the Novel Coronavirus Covid-19 within the last 14 days in accordance with our signage.

All tradespeople and others need to use the hand sanitiser as entering (and leaving) the area.

Everyone is required to use the QR code or give their contact details to the keyholder to enter into the log in book. The keyholders will know where the book is and need to replace it securely.

All workers are expected to maintain social distancing whilst in the bar/games room.

All workers will be expected to adhere to this policy in order to keep all users as safe as is reasonably possible and to respect reminders by the staff. Anyone not prepared to follow this policy may be asked to leave the area at that stage and the incident will be reported to the Executive Committee.

4. Environment

The bar staff will ensure that the area behind the bar is kept clear and clean throughout a working session as well as wiping down the bar with disinfectant at the end of the session. They are not required to mop any floors except for cleaning up usual spillages as normal.

A cleaner has been employed who will thoroughly clean and disinfect the hard flooring and all surfaces, with special attention paid to touch points, after each bar opening session.

The environment must remain cleared of all unnecessary items, especially paperwork. Any notices will be laminated and disinfected during the cleaning sessions.