



Lympstone Sailing Club

COVID Bar Procedures

Lympstone Sailing Club
The Strand
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Website: <http://www.lympstonesailingclub.co.uk/>

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Introduction

The Covid-19 outbreak continues to be a rapidly evolving situation that presents a number of complex challenges and decisions for Lympstone Sailing Club (LSC). All decisions have been taken by the LSC Committee using latest RYA Guidance, but taking into account all of the specific circumstances within which LSC operates. In doing this, LSC used risk assessment tools and processes to make the most effective decisions.

The health and safety of a club's members, volunteers, staff and visitors are the LSC Committee's number one priority at all times. All necessary measures have been taken to be Covid-secure and reduce the risk of infection from Covid-19 to members, volunteers, staff and visitors in accordance with current Government guidance. Likewise, in these times of increased strain on UK emergency services, LSC has tried to ensure that the risk of an incident leading to support from emergency services is minimised.

The effective control of Covid-19 relies on people taking individual and collective responsibility. It is LSC's role to facilitate safe activity from our premises in line with Government guidance and to remind our members, volunteers, staff and visitors of their individual responsibility so they can make informed choices.

CURRENT RYA GUIDANCE

- Bars, restaurants and catering facilities can open but there is a need to:
 - Consider burden on volunteers and cost of implementing against likely increased income
 - Assess whether it is possible for bar and catering services to be 'Covid Safe' – [Keeping workers and customers safe during COVID-19 in restaurants, pubs, bars and takeaway services COVID-19 secure guidance for employers, employees and the self-employed 9 July 2020](#)
- Plan for how customers, staff and volunteers can stay safe
- Brief and train staff and volunteers on how to stay safe
- Keep a temporary record of customers for 21 days to assist with NHS Test and Trace Requests. Further information is available from the Information Commissioner's Office
- Provide clear guidance on arrival of social distancing and hygiene measures
- Utilise contactless payment wherever possible and paperless ordering
- Calculate the number of people it is safe to accommodate having considered social distancing requirements
- Table service should be offered with a designated server wherever possible.

LSC RESPONSE TO CURRENT GUIDANCE

- A one-way system has been introduced, with entry via the stairs and exit via the fire exit.
- Floor signage has been introduced to ensure that members remain two metres apart whilst waiting to be seated/served with take-away drinks.
- On arrival, members will be held two meters from the bar and either directed to a table by bar staff or served with a maximum of two drinks for take-away in recyclable glasses.
- In line with guidance; Indoor gatherings should only be occurring in groups of up to two households (including support bubbles) while outdoor gatherings should only be occurring in groups of up to two households (or support bubbles), or a group of at most six people from any number of households. It is against the law to gather in groups of more than 30 people in private homes (including gardens and other outdoor spaces).
 - On the balcony seating has been reduced to two pod of 6 and one pod of 4 for groups (of at most six people) from any number of households.
 - Inside seating has been reduced to three tables of six groups of up to two households (or support bubbles).
- A record of all members entering the clubhouse will be kept on a daily basis and held for 21 days.
- Drinks orders for members taking seats at table will be taken at the table, drinks will be delivered to a nearby side-table.
- All transactions will be by contactless payment, no cash will be handled.
- Hand sanitizer will be available throughout the clubhouse.
- Staff will be instructed to wash their hands at least every 20 minutes.
- Staff will have access to face masks and disposable gloves if they wish to use them.
- All glasses will be washed on a high temperature cycle in the glass washer.

STAFF INSTRUCTIONS

Before service

- Open bar shutter and unplug the tablet and card reader and move to the bar for use.
- Login to the tablet (user code 18155) and check it is all working.
- Turn on the glass washer, see separate instructions – All glassware must go through the glasswasher, do not wash by hand.
- Check hand sanitizer levels, if top up is needed there is a 5l container under the bar at the door end.
- Unlock and open the balcony doors to maximise ventilation, leave the south end door closed if it is too cold.
- Open the fire door, leave just ajar if it is cold.
- Face masks and disposable gloves are available under the bar at the door end.
- When you are ready (and not before), open the door to the clubroom and hook it open.

During service

Before service begins, wash your hands and then wash them every 20 minutes.

On their arrival, ensure that members wait at the mark two metres from the south end of the bar.

Before anything else, record the member's names. Guests must be signed in in the visitors' book. This is a legal requirement, we keep a temporary record of customers for 21 days to assist with NHS Test and Trace Requests.

If the member wants take-away - a maximum of two drinks (This is to ensure safety on the fire exit stairs).

- pour their order into recyclable plastic glasses, (No glass outside the clubhouse)
- place the drinks on the south end of the bar,
- enter the order into the table and touch card,
- ask the member to come forward and pay,
- direct them out through the fire door.

If a member wants a table; on the balcony seating has been reduced to two pods of 6 and one pod of 4, for a groups (of at most six people) from any number of households. Inside seating has been reduced to three tables of six groups of up to two households (or support bubbles).

- Direct them to a pod/table if one is free. If they are not filling a balcony pod check if they mind being joined by other members to make the pod up to its maximum capacity.

- Remind them that there is no bar service and that you will check regularly to see if they need drinks.
- Once seated, if there is no queue, take their order.
- For outside orders, enter the order into the tablet and press card then take the drinks and the card reader to the circular green table outside the balcony door and call the person paying over to both pay and take the drinks.
- For inside orders, enter the order into the tablet and press card then take the drinks and the card reader to the table next to the freezer door and call the person paying over to both pay and take the drinks.

Once we are full we are full, do not let customers move seating from one area to another.

Customers should not be standing anywhere within the clubhouse or balcony areas (Other than queuing to enter). If customers are standing, please politely ask them to sit down.

If people leave or go the toilet then direct them out via the fire exit.

Wherever possible, ask people to return empty glasses to the point they collected them from. All used glasses should go through a full glasswasher cycle.

When a group leaves, wipe-down their chairs/table before seating another customer.

After service

- Move the tablet and card reader back behind the bar shutter and plug in to recharge.
- Turn off the glass washer and drain it by taking out the plug.
- Check hand sanitizer levels, if top up is needed there is a 5l container under the bar at the door end.
- Lock the balcony.
- Close the fire door.
- Do not restock the bar.
- When you are ready, lock up the bar, replace the keys in the cupboard over the stairs, then lock up the clubhouse.

Thank you.