

Heyder & Shears

COVID-19 Safety Plan



It's important we let you know we are taking this seriously. Whilst we operate with exceptional hygiene practice daily... we are taking all relevant precautions to allow us to 'operate as usual' and limit the effect this will have

We do understand our clients concerns around hosting events during this time and out of an abundance of caution and in line with advice from our state and national governments we wish to inform you of the measures we have currently set in place:

Keep Our Workplace Safe

Heyder & Shears are aware that in addition to the legal obligations arising from the Emergency Management Act 2005 and the Directions made under the Act, we must comply with relevant existing legislation and regulations, including WorkSafe legislation

UPDATED 26 AUGUST 2020

Heyder & Shears agree to continue to follow the WA Government's safety measures & health advice:



A strict limit of a minimum of 2sqm per person



Ensure our COVID safety plan is regularly updated,



Encourage social distancing where possible & maintain good personal hygiene



Ensuring all staff have completed the AHA hygiene safety course

Physical & Social Distancing

Functions & Events

All staff hold a **hygiene training certificate** and are well versed with the government physical and social distancing

The 1 person per 2sqm rule applies to all events – both private and corporate

We recommend all corporate and private clients also abide by these rules



External suppliers are prohibited from entering the workplace – designated drop and go areas set up.

Heyder & Shears Headquarters

All staff are rostered to ensure **limited staff** are present in the office and kitchen on all days

Non-essential face-to-face client or staff meetings are to be replaced by **phone calls or video conferencing**

Work stations are more than the required **2m apart** and all staff have a minimum **2sqm per person**



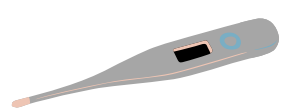
Staff Travel



Staff who have recently or planning to travel personally internationally regardless of destination will be required to **self-isolate for a period of 14-days** upon re-entry to Australia



Following the 14-day period staff will be eligible to return to work assuming good health and subject to approval from Heyder & Shears Catering. **Medical clearance** will be required should the staff member be unwell during this period

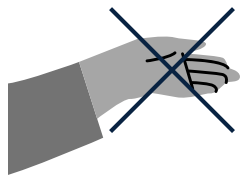


This will also apply to staff who are presenting any **symptoms** regardless of if they have been traveling

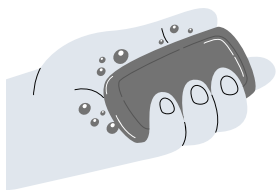
Good Hygiene

Practising good hygiene is the best defence against most viruses. Our guidelines are below and reiterated to all staff at this point in time:

Practice good hygiene



Stop hand shakes and use **non-contact greeting methods**



Wash hands often with soap and water before and after eating and going to the toilet; as well as before/after shifts and before/after unloading equipment & deliveries, etc



Avoid touching your face and cover your coughs and sneezes. Use your elbow or tissue, dispose and wash hands after



Additional hand sanitiser bottles are made available at all events for use of both staff and guests

Heyder & Shears Headquarters

High touch surfaces in the office are **cleaned frequently**

Hand sanitiser located on every table and at the front entrance

Relevant signage around office reminding staff about good hygiene and health

Increase ventilation by opening windows or adjusting air conditioning



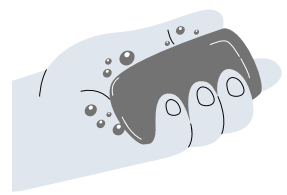
In the kitchen

All kitchen staff adhere to good food preparation and hygiene rules, as per Heyder & Shears food and safety guidelines

The kitchen have strict hygiene cleaning standards that are always adhered to, such as:

- Actively monitoring the health of our kitchen staff and in case they fall sick, we are not permitting them to stay at work
- Gloves are to be worn in the kitchen when handling food at all times, correct procedures taken putting them on and off
- All benches cleaned and sanitised before and after use each time
- Kitchen doors to stay open to limit contact of opening/closing doors (besides refrigeration/freezers)

Functions & Events



All staff to wash their hands upon arrival with soap and water for a minimum of 20 seconds before starting work

Hand sanitiser will be placed in all service areas during events for both staff and guests

We require drivers to wipe down their steering wheel with anti-bacterial wipes regularly



Full clean and sanitation of all usable surfaces in venues pre and post events

Staff to wear gloves when performing cleaning duties

Canapé service – canapés are placed on platters with good distance between each canapé, to ensure food won't be in contact with guest hands

Antipasti style (shared board) catering will not be available

Staff training & education

All staff have completed the AHA Hospitality & Tourism COVID-19 Hygiene Course

- Daily supervisor's in the kitchen/office/events have all completed the AHA Hospitality & Tourism COVID-19 Hygiene Officer Course
- Training records kept on premise as well as the company headquarters & HR

- **Staff trained** on the safe management COVID-19 service delivery procedures
- **Signage** throughout office & kitchen on good hand sanitisation & healthy hygiene
- We recommend all staff download the **COVID Safe App**

Stay home if...

- You are **feeling sick**
- You have a **sick family member** at home



Response Training

Functions & Events

- **Good hygiene** practices for all staff have been reinforced during event briefings and internal communications
- Any guests displaying any flu/cold **symptoms** will be asked to leave and seek medical attention.
- Implementation of **safety and event protocols** if coronavirus-related incident occurs during an event:
 - Measures including but not limited to **isolating guest** from main group, immediate **shut down of event**.
- The event would cease and the whole area would be **cleaned and disinfected**
- **Register** to be signed for any staff and clients that enter the function
- **Record** all staff rosters on file & ensuring limited interaction between staff, with minimal staff overlapping between shifts where possible

Heyder & Shears Headquarters

All staff **rosters kept on file** determining who worked when and what time

Any staff displaying any flu/cold symptoms will be asked to leave and **seek medical attention**

The office/kitchen would **close immediately** and office and/or kitchen would be cleaned and disinfected

All suppliers and client entering the HS headquarters are to be **signed for any suppliers or delivery drivers** that enter the premise

Record all staff rosters on file & ensuring **limited interaction** between staff, with minimal staff overlapping between shifts where possible

As this situation is rapidly changing, we are staying informed with the local authorities, for the most up to date information. Should you want any more information on Heyder & Shears food safety, a copy of our Food Safety Program can be provided

At Heyder & Shears the health and safety of our guests, staff and community is our priority and we appreciate your support during these challenging times
