

JLSG Inns Ltd Safe System of Work	Guest Check Out During COVID-19	Prepared by	Date
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This safe system of work has been developed with reference to UK Government Guidance for employers and businesses on coronavirus (COVID-19).

You must read, understand and follow the safe systems of work, standard operating procedures in place for your health, safety and welfare. Correctly use all equipment and PPE provided and cooperate with your employer on health and safety matters. You **MUST** inform your manager if you identify any equipment defects; and ensure your activities do not put yourself or others at risk.

Hazards (potential to cause harm)

- Contracting the coronavirus (Covid 19) whilst at work. You are at increased risk of severe illness from coronavirus if you have an underlying health condition or are pregnant, see Government guidelines for more details.

Precautions (measures taken to reduce risk of harm)

- Staff will be issued with their own personal visor & individual hand sanitiser to wear when serving in downstairs trading areas. These should be cleaned down with sanitiser periodically and stored in their lockers when not in work. Hand sanitisers should be used at the end of each task being carried out.
- While guests are enjoying their breakfast staff should finalise their bill. Once they have finished breakfast staff should let the guests know we will email them a copy of their bill if there is anything outstanding to check & ask them kindly when leaving their room if they could open their windows to ventilate the room.
- Guests can then carry out a contactless check out and pay any balance online where possible. Otherwise if they prefer they can check out in person at the bar
- When ready to leave, guests should follow the one way system and leave through the bar area to the rear of the building or fire exit on the 1st floor if settling by contactless checkout

Name	Signature	Date