**Coronavirus codes of conduct**

**for employees**

**in the gastronomy and hotel industry**

**Supplement to employee training as per Section 4 of the Food Hygiene Regulations and Section 43 of the Infection Protection Act**

By taking precautions and practicing strict hygiene in all areas, we can contribute towards stopping the spread of the coronavirus. By taking precautions, you can protect yourself, your colleagues and the guests.

You are obliged to consistently follow the rules below. Any violations of these rules may result in large fines for the business or even closure. If you violate these coronavirus rules, this will result in disciplinary action.

Please kindly but firmly inform any guests and colleagues who may be violating the codes of conduct.

**Please confirm below that you have been informed and understand these codes of conduct.**

This information must be completed in duplicate

▪ for company documentation, dated and signed by the employee and trainer

▪ for employee to keep

**10 rules for the Corona Hygiene Plus:**

1. **Maintain a minimum distance of 1.5 metres!**

**This applies to all situations, including guests and other colleagues.**

▪ During service, you can use tools such as trays to help keep your distance from guests.

▪ Remember to maintain this distance when passing others in corridors or during breaks, etc.

▪ Please note that changing rooms and sanitary areas should not be overcrowded so that staff can maintain distance from each other.

1. **Use mouth and nose protection!**

▪ Where distancing is not possible and no spatial separation is available, wear a mouth and nose mask.

▪ In certain areas with guest contact, mouth and nose masks must permanently be worn by law. Adhere to this and follow your supervisor’s instructions.

▪ Mouth and nose masks must also be worn when performing activities with colleagues.

1. **Correctly use and maintain mouth and nose protection and other protective equipment!**

▪ Mouth and nose masks and other protective equipment (e.g. protective gloves, protective goggles, protective clothing) must only be worn by the individual.

▪ Put on and remove mouth and nose masks properly. This means washing your hands, putting the mask on correctly, for textile masks (“everyday masks”) avoid touching the interior and exterior to the extent possible

▪ Look after your mouth and nose mask properly. For textile masks (“everyday masks”), this means washing and drying completely after each use (min. 60 °C, ideally 95°C).

▪ Observe the manufacturer’s maximum wear period. For textile masks (“everyday masks”) replace any masks which have become soaked

▪ Observe the manufacturer guidelines

1. **Practice hand hygiene!**

In the hospitality industry, washing and disinfecting hands as well as proper skin protection is always important - and now more than ever. Wash and disinfect your hands more regularly and intensively, particularly after cleaning up dirty glasses, crockery or cutlery.

▪ Wash your hands thoroughly and properly (see “Washing hands” instructions)

▪ Prior to starting work, after finishing cleaning work, after visiting the toilet, before starting a new activity, after cleaning up dirty crockery, after working with sensitive foods

▪ Disinfect your hands several times a day, e.g. after visiting the toilet

▪ Use disposable gloves for heavy cleaning work. Put them on properly and replace them regularly.

▪ Carefully observe special hand hygiene rules (short, clean fingernails, no hand jewellery, cover small cuts in good time).

▪ Look after the skin on your hands to prevent cracking.

▪ Do not touch your face with your hands.

1. **Observe etiquette when sneezing and coughing**

Ensure that no saliva or nasal secretion is sprayed into the surroundings when coughing or sneezing (see Sneezing and coughing etiquette).

* Keep your distance from others when coughing or sneezing where possible and turn away from them.
* Sneeze or cough into a disposable tissue. Use this once and dispose of it in a bin with a lid.
* After blowing your nose, sneezing or coughing: [wash your hands](https://www.infektionsschutz.de/haendewaschen.html).
* If no tissue is available, you should sneeze or cough into the crook of your arm, covering your mouth and nose. Do not hold you hand in front of your mouth.

1. **Hygienically clean and store work clothing**

▪ If you wash your work clothing yourself: wash it regularly and hygienically, at a minimum temperature of 60°C, ideally 95°C.

▪ Store work clothing separately to everyday clothing.

1. **Avoid direct hand contact!**

Avoid direct hand contact with people and objects.

▪ Do not shake hands with guests and colleagues.

▪ If paying with cash: do not take the cash directly into your hands, but via a tray

▪ Direct contact should be avoided where possible when handing over other items.

1. **Avoid physical contact!**

Avoid other physical contact such as hugs, shoulder taps etc.

1. **Observe workplace hygiene and documentation requirements!**

Observing the HACCP concept is always important in the hospitality industry - but now more than ever. Certain hygiene rules and documentation requirements have been reinforced. Observe these requirements properly.

1. **Do not come to work if ill!**

If you are feeling unwell, you should not come to work or continue working. Inform your supervisor and report in as sick. A doctor’s approval is required before returning to work.

1. **Inform employer if you suspect you may have coronavirus**

If you suspect that you may have been infected with the coronavirus (typical respiratory symptoms or contact with an infected person), inform your employer or supervisor immediately. COVID-19 must be reported as per the Infection Protection Act. If you are infected, you and all persons in contact with you must self-isolate at home. Your employer will inform you of the next steps to take.

**Your protection and the protection of our guests against coronavirus is important to us. If you and all colleagues follow these codes of conduct, the risk of infection will be minimised.**

If you belong to a risk group, particularly if you have a pre-existing condition that increases your risk of coronavirus, please discuss this with your supervisor.

**The employee**

*Name*

was informed about the coronavirus codes of conduct and workplace hygiene rules/documentation requirements on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Date*

by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Name of instructor

**I hereby confirm that I have been informed as mentioned. I have received the coronavirus codes of conduct. I have understood the coronavirus hygiene rules and will adhere to them.**

*Employee signature*