

# Step 2 Update

## Hospitality

w/c 12 April 2021

A shared service provided by  
Bracknell Forest Council,  
West Berkshire Council and  
Wokingham Borough Council



**West Berkshire**  
C O U N C I L



**WOKINGHAM**  
BOROUGH COUNCIL

- Rules for reopening in Step 2  
(no earlier than Monday 12 April 2021)
- Covid Secure Rules
- Noise Management

- Restaurants, including restaurants and dining rooms in hotels or members' clubs
- Cafes
- Workplace canteens where there is no practical alternative for staff at that workplace to obtain food or drink and alcohol is not served for consumption on the premises
- Bars, including bars in hotels or members' clubs
- Public houses
- Social clubs

- Hospitality once open, must open outdoors.
- Gathering Restrictions
  - Rule of 6 or
  - 2 Households/Linked households
- Table Service: Businesses must take all reasonable steps to ensure customers remain seated whilst consuming food and drink
- No longer requirement for substantial meal nor curfews

- Requirement to:
  - Close any indoor part of premise where food is provided for consumption and
  - Cease providing food or drink for consumption indoors
- Toilets, baby changing and breast feeding rooms can remain open

Outdoor structures- Gazebos/Teepees

The regulations define indoors as ***‘a place is indoors if it would be considered to be enclosed, or substantially enclosed, for the purposes of section 2 of the Health Act 2006, under the Smoke-free (Premises and Enforcement) Regulations 2006’***

Essentially this means that an outdoor seating area must meet the same test as a smoking shelter.

## Enclosed structures are indoors

A premises will be considered to be enclosed if they have a ceiling or roof, and except for doors, windows or passage ways are wholly enclosed, whether on a permanent or temporary basis



# Substantially Enclosed

Public Protection  
Partnership

Bracknell Forest  
West Berkshire  
Wokingham

## Substantially enclosed structures are indoors

The 50% Rule.

A structure (with a roof/ceiling) will be substantially enclosed where the opening in the walls make up less than half of the area of the total wall space. Doors and windows are not classed as gaps.

If you aren't sure if your structure will be considered outside- please check.





- If you serve alcohol: customers must order whilst seated
- If you are a property that does not serve alcohol: consumers can enter indoors to order and/or pay for their food and drink.
- Regulations require the business to take reasonable steps to ensure customers remain seated whilst consuming food and drink

- Businesses can continue to operate food and alcohol takeaway services
- Current restrictions in place regarding not undertaking takeaway and click and collect alcohol have been removed.

- Police Officer
- PCSO
- Person designated by Secretary of State
- Local authority officer i.e. trading standards, environmental health or licensing officer
  
- Prohibition Notices
- Fixed Penalty Notices

- Face coverings must be worn in a 'relevant place' unless the customer is exempt.
- Legislation includes restaurants, bars (including bars in hotels or members' clubs) and public houses as relevant places where face coverings must be worn.
- Requirements for both staff and customers apply when in any indoor area.
- Government guidance- staff in an indoor setting 'Face coverings must be worn by retail, leisure and hospitality staff working in any indoor area that is open to the public and where they're likely to come into contact with a member of the public'
- Enforcement is a police matter

# Pavement Licences

- The Business and Planning Act 2020 has allowed for a quicker application process for tables and chairs or pavements licences
- For more information contact [andy.glencross@wokingham.gov.uk](mailto:andy.glencross@wokingham.gov.uk)

- Display the official NHS QR code poster. Official NHS QR posters can be generated online.
- **Ask every customer or visitor aged 16 and over to check in** to your venue or provide their contact details. This can be done quickly and easily using the NHS COVID-19 app to scan in the NHS QR code poster.
- Have a system in place to ensure that you can collect information from your customers and visitors who do not have a smartphone or do not want to use the NHS COVID-19 app. You must keep this data for 21 days and provide it to NHS Test and Trace, if it is requested.

- Take reasonable steps to refuse entry to those who refuse to check in or provide contact details.
- Information required:
  - Name
  - Telephone Number
  - Email Address (if no telephone number)
  - Postal Address (if no email address)
  - Date and time entered premises
  - Where likely to only come into contact with one member of staff, volunteer or other person must record details of who they came into contact with.

# Who Else Does it Apply to?

- Staff
- Contractors or service providers
- Volunteers
- Any other person who is not exempt

## Exempt Groups:

- Police / PCSO
- Emergency responder other than police
- Postal and courier services



QR Code can be obtained at:

[https://www.gov.uk/create-coronavirus-qr-poster?fbclid=IwAR0\\_Ek2X30Ihul-VrUkr5qAhfSp7cD72tamv7z kf1BJWLFYz\\_GzDBn5Pd4Y](https://www.gov.uk/create-coronavirus-qr-poster?fbclid=IwAR0_Ek2X30Ihul-VrUkr5qAhfSp7cD72tamv7z kf1BJWLFYz_GzDBn5Pd4Y)

In addition to police, emergency services, postal services etc. the following persons are exempt:

- Children under 16
- Those unable to provide details owing to a physical or mental disability or other reason related to health

Pubs, restaurants, cafes etc. must take all reasonable measures not to:

- Take bookings for groups of more than six unless exemptions apply
- Permit groups of more than six unless exemptions apply
- Permit groups to 'mingle'

Ensure that appropriate distance is maintained between tables

Appropriate distance between tables is defined as:

- At least two metres' or
- One metre if there are barriers or screens between tables, or
- Tables are arranged with back to back seating, or
- Are otherwise arranged to ensure that persons sitting at one table do not face any person sitting at another table at a distance of less than two metres.

- Complete a **COVID-19 risk assessment**, including consideration of the reasonable adjustments needed for staff and customers with disabilities. Share it with all your staff.
- **Clean more often.** Increase how often you clean surfaces, especially those that are being touched a lot. Ask your staff and your customers to use hand sanitiser and wash their hands frequently.
- Remind your customers to **wear face coverings in any indoor space** or where required to do so by law, for instance using signage.

- Make sure everyone is **social distancing**. Make it easy for everyone to do so by putting up signs or introducing a one way system that your customers can follow e.g. from outside area to customer toilets. Enable people in the same party who do not live together to remain a safe distance apart.
- **Provide adequate ventilation**. This means supplying fresh air to enclosed space where people are present. This can be natural ventilation through windows, doors and vents, mechanical ventilation using fans and ducts, or a combination of both.

- You must take part in **NHS Test and Trace** by keeping a record of all your customers, visitors and staff for 21 days. This is a legal requirement. Some exemptions apply.
- **Turn people with coronavirus symptoms away.** If a staff member (or someone in their household) or a customer has a persistent cough, a high temperature or has lost their sense of taste or smell, they should be isolating. Employers must not require someone who is being required to self-isolate to come to work. Any employer asking a worker to break self-isolation to work is committing an offence.

- Adequate ventilation reduces how much virus is in the air. It helps reduce the risk from aerosol transmission, when someone breathes in small particles (aerosols) in the air after a person with the virus has been in the same enclosed area.
- The risk is greater in areas that are poorly ventilated.
- Ventilation will not reduce the risk of droplet or surface transmission, so other control measures such as cleaning and social distancing are also required.



Deciding what adequate ventilation looks like in your workplace should be considered as part of your Risk Assessment:

- assess the risk from aerosol transmission in enclosed areas
- identify poorly ventilated areas
- decide on the steps you can take to improve ventilation

- Lateral flow testing is a fast and simple way to test people who do not have symptoms of COVID-19, but who may still be spreading the virus.
- Tests are easy to use and give results in less than 30 minutes. Lateral flow devices do not require a laboratory to process the test.
- Those who test positive using a LFT must immediately self-isolate to avoid passing the virus on to others, and must arrange a PCR test at a testing centre within 2 days.
- Those who test negative following a PCR test can return to work and no longer need to self isolate.
- Those who test positive following a PCR test must continue to self isolate.

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- Those who test positive following a PCR test must continue to self isolate.

- Individuals who cannot work from home should receive regular and repeat testing; twice weekly.
- It is voluntary for employees
- All Employers of Employees who cannot work from home should have a written testing policy

- There are LFT testing sites at Shute End, Sindlesham Court and Microsoft Campus on Thames Valley Park -available for drop in tests or bookings. More details on Wokingham Borough Council Website
- There are also a number of mobile test centres around the Borough – details to follow
- If you have less than 10 employees you can use the community collection sites to collect lateral flow testing kits –details on the Council’s website
- Or you can order free rapid lateral flow tests to test your employees twice a week in the workplace.
- We recommend where possible employees visit one of the test centres at least once in the beginning so that they know the best way to carry out the tests

- You can order free rapid lateral flow tests to test your employees twice a week in the workplace.
- If you have 10 or more employees, you'll be able to order tests for your employees to collect from their workplace and use at home twice a week.
- **You must register by 11:59pm on 12 April 2021.** If your business is closed or you cannot provide tests now, you should still register so you can order tests in the future.
- You can register to order tests if:
  - your business is registered in England
  - your employees cannot work from home

**Do not use this service if you or your employees have symptoms.** Anyone with symptoms should order a PCR test and stay at home.

- Employers, the self-employed and people in control of premises, such as landlords, have a duty to protect people by identifying and controlling risks associated with legionella.
- If your building was closed or has reduced occupancy during the coronavirus (COVID-19) pandemic, water system stagnation can occur due to lack of use, increasing the risks of Legionnaires' disease.
- You should review your risk assessment and manage the legionella risks when you:
  - reinstate a water system or start using it again
  - restart some types of air conditioning units
- If the water system is still used regularly, maintain the appropriate measures to prevent legionella growth.

# Prevention of public nuisance

**Public Protection  
Partnership**

Bracknell Forest  
West Berkshire  
Wokingham

- Noise
- Odour
- Artificial lighting
- Refuse



- Use of outdoor space (garden, car park, pavement, children's play areas)
- Music
- Supervision of customers on site and leaving
- Plant and equipment e.g. temporary generators for lighting or heating
- Bottle emptying
- Deliveries and collections
- Fireworks
- Staff training and procedures for dealing with noise
- Communication with neighbours

- Reopening Noise Management guidance

<https://publicprotectionpartnership.org.uk/covid-19/covid-19-environmental-health/>

- Noise Management Plan Advisory Note

<https://publicprotectionpartnership.org.uk/media/1661/guidance-on-noise-management-plans-ppp.pdf>

[Restaurants, pubs, bars and takeaway services - Working safely during coronavirus \(COVID-19\) - Guidance - GOV.UK \(www.gov.uk\)](#)

[Face coverings: when to wear one, exemptions, and how to make your own - GOV.UK \(www.gov.uk\)](#)

[Maintaining records of staff, customers and visitors to support NHS Test and Trace - GOV.UK \(www.gov.uk\)](#)

[The Health Protection \(Coronavirus, Restrictions\) \(Steps\) \(England\) Regulations 2021 \(legislation.gov.uk\)](#)

# Further Information

<https://publicprotectionpartnership.org.uk/covid-19/>

<https://publicprotectionpartnership.org.uk/media/2000/covid-toolkit-10.pdf>

Follow us on:

<https://www.facebook.com/publicprotectionpartnershipuk/>

[https://twitter.com/PublicPP\\_UK](https://twitter.com/PublicPP_UK)

Email to: [ehadvice@westberks.gov.uk](mailto:ehadvice@westberks.gov.uk)

Telephone: 01635 – 503242

For wider business advice or support e-mail [economicdevelopment@wokingham.gov.uk](mailto:economicdevelopment@wokingham.gov.uk)

Or speak to one of the Covid Support Marshals