

PUBLIC HEALTH GUIDANCE

ALCOHOL ONLY SERVICE FOR LICENCED PREMISES FROM 1ST JULY 2020

This guidance is for businesses who hold liquor licences granted under the Licensing (Jersey) Law 1974. From the 1st of July, holders of the following categories may provide a **seated** alcohol only service:

- (a) first category, "Taverner's Licence";
- (b) second category, "Residential Licence";
- (c) third category, "Restaurant Licence";
- (d) fourth category, "Comprehensive Licence";
- (e) fifth category, "Club Licence";

Businesses holding a seventh category (b) "designated nightclub" and / or (c) "any other place of entertainment" and those who can only provide a standing only service must remain closed.

Where a holder of a seventh category licence also holds any other category licence they may trade under those categories, but NOT under the seventh category, with the exemption of seventh (a) cinemas and theatres.

Compliance spot checks will take place to ensure businesses and organisations are complying with these requirements.

This guidance is in addition to the [general advice for all businesses and workplaces](#) during COVID-19. This guidance covers risk assessments, general hygiene, looking after your staff and physical distancing amongst other things.

Businesses providing a food service can continue to follow the existing guidance for food and drink services.

PREPARING TO OPEN

- Ensure you have the right permission; you may require approval from the local Parish or the Licensing Assembly for new or expanded facilities on Parish owned land, including pavements. In other areas, consent from the land-owner will be required

Check stocks and equipment:

- check all of your stock and discard any out of date drinks
- if possible, where equipment was left running (refrigeration / freezers, electronic fly killers) begin checking these are working properly. Remember to keep records to demonstrate that the units have been working efficiently
 - if equipment was switched off you will need to ensure they are working correctly, and refrigerators and freezers are at operating temperature before used for stock storage
 - give yourself and your supplier sufficient time to provide appropriate cleaning materials before reopening. Hand dryers are not recommended during the outbreak, which requires alternative drying facilities. We recommend disposable paper towels

Thoroughly clean the premises:

- give everywhere a deep clean and undertake any repairs and decorating
- clean and disinfect all equipment and preparation surfaces
- make sure that your premises are pest free and pest proofed
- make sure all doors and windows (internal and external) are closed to help prevent fire and continue to manage pest control
 - inform your waste collector you have restarted trading and ensure that they have access to the external bins

- ensure your staff are refreshed in food hygiene training. If you've been closed, you will need to ensure all staff are refreshed in hygiene and food safety principles
- staff will need to understand how to reduce the risk of transmission of COVID-19

Additional guidance on food and drink service should be read alongside this guidance.

OPERATIONAL CONSIDERATIONS - IMPLEMENTING A SEATED SERVICE

For many businesses, there will be a number of adjustments required to your premises, the way that you work and the way you deliver drinks services in a seated service format.

You should have a detailed plan in place to support [physical distancing](#) between everyone on your premises including staff, customers and any other visitors wherever possible. This includes customer areas and staff work and recreation areas.

You should apply updated COVID-19 Standard Operating Procedures (SOPs), considering:

ZONED LAYOUT

A seated table service should be organised into zones wherever possible, this may include separate bar areas and al fresco areas on your premises. This will help reduce the risk of transmission of COVID 19 across the premises for staff and for customers who may be sitting for prolonged periods of time in close proximity. It will also help to implement contact tracing if needed. Further details on contact tracing is below.

RESERVATIONS

Your business may already take reservations for bookings. For walk-in customers, you should consider having a 'table allocation' system in place for groups as your numbers will not be predictable; you may consider having this at the entry point to manage walk ins and to allocate a table effectively, ensuring physical distancing.

MANAGING ENTRY

Upon arrival, you should ask customers to share their contact details, explaining why you are doing so and, with permission, collect and store them appropriately (see data collection guidelines below). You should also confirm that customers do not have Covid-19 symptoms before seating them; this can be done via a simple question or declaration.

If these new requirements might result in queues forming outside the business, you should consider how to manage queuing safely, maintaining both safe distancing and public order.

MANAGING TABLES

- Seated service at the bar itself are strongly discouraged owing to the difficulty in maintaining safe physical distance.
- Aim to allow a minimum of 20 minutes after a table has been vacated to allow water droplets to land on surfaces before these are appropriately cleaned and sanitised.
- Set tables and chairs to facilitate physical distancing of at least 1 metre between customers when seated at tables
- Consider what is the largest table you can safely accommodate in your premises
- Space tables and chairs with regard to the potential proximity of passers-by
- Avoid any more than approximately 40 to 50 covers at a time (with physical distancing in place)
- Prevent customers from sitting at tables until they have been cleared and sanitised
- Menus that are shared between different customers are strongly discouraged. Consider using a display board, or technology such as smartphone apps and QR codes to enable customers to view menus and to order meals on-line and to make contactless payment
- Ordering at the bar is strongly discouraged because of the difficulty in maintaining physical distancing and the increased risk of transmission.

The delivery and removal of drinks to customers should, where possible, be undertaken in a way that supports physical distancing. For example, orders could be taken by a staff member at the table and then collected by them and delivered to customers who remain at the table.

Where this cannot be achieved, consider mitigation measures such as using a central table for customers to collect their order, or a dedicated drop off table at the end of the table. Bar etiquette of returning empty glasses should be discouraged.

QUEUING AND CIRCULATION

Prepare to minimise and control customers queuing for services, or using toilet facilities.

Allow sufficient circulation space for staff and customers to allow adequate physical distancing, for example employing a 'one-way' system for staff entering and leaving premises and for customers approaching and leaving. This might include clearly marked safe queuing distances.

As appropriate, businesses should also plan how to ensure customers can exit the premises in a safe and orderly way, maintaining at least 1 metre distance from others.

MUSIC

Venues are advised to only play low volume ambient background music on their premises to avoid people leaning into one other when talking; shouting and singing along which increases the very high risk of spreading droplets. In Level 2, across all business, social and community contexts, singing, in addition to woodwind and brass music, is strongly discouraged both outdoors and indoors because of the very high risk of dispersing droplets and therefore of spreading infection.

PLAY AREAS. Indoor play areas must remain closed at this time; this guidance will be reviewed as we move through Level 1.

COLLECTING CONTACT INFORMATION

As we begin to resume activities which present a higher transmission risk, it is important that officers with responsibility for contact tracing have access to information that enables them to quickly identify and contact individuals who may have come into contact with an infected person.

Businesses, organisations and organised activities where people are likely to come into close contact with each other (i.e. within 2 metres and for longer than 15 minutes) or where larger organised gatherings occur (20-40 people) are asked to keep a record of people using their services

This will be a new requirement for many licensed venues. You are strongly encouraged to plan how you will collect this information, practically and in a way that maintains physical distancing, and in line with data protection law.

See here for more information about [collecting data for contact tracing](#) appropriately under the Data Protection (Jersey) Law 2018.