



McManus Pubs

Covid-19 Risk Assessment

Name of Pub	THE SUN INN
Name of Manager	DANIELLA JEFF
Date of Initial Assessment	12/04/2021

Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This is copy of the McManus **Risk Assessment** for dealing with the current Covid-19 situation in the pub estate.

The first step is to look at the Operational Flow instruction and create a plan of the site including pinch points, this will be used to support the social distancing specific controls.

Upon receipt of this document, Management will review the controls required (Column A) and add additional controls to enable the hazard identified to be controlled on an ongoing basis (Column B). There may be some controls in Column B already, if these are not relevant then please delete them. DO NOT delete any controls in Column A as they represented controls which must be addressed. You can enter how this will be done in Column B

The risk assessment will be signed and dated by the Manager and will be reviewed by EPP and the manager when guidance changes, when the manager changes or after any incident which indicates the necessity to review this document.

All staff will be trained in the contents of this risk assessment and attend online COVID course

Details of training and signatures of trainees will be recorded.

Details of review of the risk assessment will be recorded.

Training will take place prior to the pub reopening and any subsequent new starters will be fully trained in this information prior to commencing work at McManus It is recognized that as the understanding of COVID-19 develops revision of this document will be necessary to incorporate appropriate controls.

All staff in all roles must have a telephone interview before returning to work to determine they are fit to return to work. Use the Employee Daily Return to Work Questionnaire and record and retain the information.

Any questions regarding this document can be directed to :

Liz Dunphy CMIOSH, MCIEH, MRSH
Euro Pacific Partnerships Ltd
liz@eppartnerships.com
0333 567 0774

What is the Hazard: Spread of Covid-19 Coronavirus

Who might be harmed: Staff, Customers, Visitors to the premises, Cleaners, Contractors, Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions, Anyone else who physically comes in contact with us in relation to our business

General Controls Required (A)	Additional Controls which you can add to based on specific site (B) Delete comments in this column as required and add comments as to how you will manage the controls in column A	Action by who?	Action when?	by Date Completed
<p>Hand Washing Hand washing facilities with soap and water in place.</p> <p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p> <p>Staff will be required to wash their hands</p> <ul style="list-style-type: none"> • On arrival at work • Before starting work • Whenever they enter the kitchen • Whenever they re-enter the workplace • If hand washing facilities are not in place to allow this then appropriate hand sanitiser will be used instead. 	<p>Sanitiser stations to be installed in strategic positions where customers and staff can sanitise their hands</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice – https://www.gov.uk/coronavirus?qclid=EAlaIQobChMI0df2mt2w6QIVQbTtCh3RAwzkEAAYASAAEgK2i_D_BwE</p> <p>Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>	<p>Mcmanus to install sanitiser and ensure hot water and soap stations. DANIELLA</p> <p>Managers and cleaners to ensure continually topped up and working. DANIELLA</p> <p>Additional stations added by outdoor toilets, play area and patio steps</p> <p>DANIELLA Training to be completed by all staff in person and on CPL DANIELLA/LUKE</p>	<p>04.07.20</p> <p>12/04/21</p> <p>10/04/21</p>	<p>01/07/20</p> <p>06/04/21</p> <p>12/04/21</p>

<p>This is in addition to normal food safety hand washing practices as per food safety management system</p> <p>Stringent hand washing taking place and supervision by management.</p> <p>See hand washing guidance.</p> <ul style="list-style-type: none"> • https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ <p>Drying of hands with disposable paper towels.</p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice –</p> <p>https://www.gov.uk/coronavirus?gclid=EAlaIQobChMI0df2mt2w6QIVQbTtCh3RAwzkEAAAYASAAEgK2i_D_BwE</p> <p>Gel sanitisers (minimum 60% alcohol) in any areas where washing facilities not readily available e.g. entrance of pub, service area, til area.</p> <p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Should staff member make any physical contact with customers, they should wash their hands immediately</p>	<p>Staff encouraged to protect the skin by applying emollient cream regularly</p> <p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	<p>DANIELLA</p>	<p>12/04/21</p>	
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<p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, tills, payment machines, office equipment, toilet flushers and taps using appropriate cleaning products and methods.</p> <p>Appropriate cleaning products and sanitiser to be used which is based on hydrogen peroxide, peracetic acid or sodium hypochlorite (World Health Organisation - WHO) and are solutions containing greater than 60% alcohol</p> <p>Generic products are: - -Alcohol Based – available as a ready to use solution or a pre-impregnated wipe based on 70% Propyl alcohols. The product should have verified viricidal efficacy under BS EN 14476 -Peracetic Acid Based (foaming) – an OPC Peracetic Acid disinfectant containing at least 250 ppm PAA at 1% v/v -Peracetic Acid – 5 and 15% w/w respectively Peracetic Acid disinfectant concentrates suitable for CIP. The products have verified viricidal efficacy under BS EN 14476 -Sodium Hypochlorite - solutions of Sodium Hypochlorite, typically 14 – 15% delivering 1,000 PPM free Chlorine -Hydrogen Peroxide – Only really useable as a stabilised solution often in a ready to use trigger spray based on Hydrogen Peroxide, stabilised with ionic silver (other methods may leave a residue) and a suitable shelf-life at ambient temperatures. The product should have verified viricidal efficacy under BS EN 14476.</p>	<p>Photocopier and scanner and similar office equipment touch points wiped with sanitizer wipes before and after use</p> <p>Sanitise desk telephones at beginning and end of each working day</p> <p>In the kitchen sanitise the tap handles, fridge/ freezer/ oven/ rational/ blast chiller handle, equipment handles, all hand contact points on an hourly basis and clean as you go</p> <p>Use paper towels in the toilets and put in bins provided.</p> <p>Foot operated bins to be provided in the toilet and kitchen areas to avoid hand contact.</p> <p>During working hours there will be a member of staff dedicated to cleaning touch points in the pub to include, door handles (inside and outside), rails, toilet door handles, flushers, switches, chairs and tables after customers leave, PDQ machines, fruit machines/ similar</p> <p>Entire table top / edges and chairs indoors / outdoors are wiped down with sanitiser after each customer leaves before the table is ready for the next customers</p> <p>In the bar sanitise the all handles, bar fridges, beer taps, wash hand basin, post mix trigger, equipment handles, all hand contact points on an hourly basis and clean as you go</p>	<p>All staff</p> <p>All staff</p> <p>Head Chef</p> <p>Daniella</p> <p>Daniella/ head chef</p> <p>Managers to rota staff members and provide PPE .</p> <p>There are 2 dedicated staff every day cleaning touch points in the toilets and front of house and on the bar</p> <p>Daniella/bar staff</p>	<p>ONGOING</p> <p>Ongoing</p> <p>EVERYDAY</p> <p>06/04/21</p> <p>16/04/21</p> <p>07/07/2020</p> <p>1/9</p> <p>12/04/21</p>	<p>12/04/21</p> <p>Reviewed 12/04/21</p> <p>Reviewed 12/04/21</p> <p>12/04/21</p>
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<p>Staff to change into work uniforms at work and not travel home wearing them <u>ideally , clean uniform will be worn everday</u> Staff not to share uniforms including hats</p> <p>All staff must wear mask all the time. All staff have been offered masks , they may wear their own if the wish .</p>	<p>Mask must not be touched and must be washed after each use , each staff member must follow safe maskwearing advice.</p> <p>All staff & customers must wear masks when moving around the pub .</p>	<p>Disposable masks provided</p>	<p>Reviewed 12/4/21 120/04/21</p>	<p>12/04/21</p>
<p><u>Visitors e.g. contractors/ enforcement</u></p> <p>Visitors to site are prioritised on essential services and non essential visits to back of house areas is discouraged.</p> <p>Visitors will include tradespeople, pest control, EHO, auditing, engineers for water, heating , electricity and equipment repairs.</p> <p>Assessment of work required and how tradesperson will work to be carried out prior to entry and shared with the tradesperson.</p> <p>Distancing of 2 metres to be maintained at all times when dealing with visitors</p> <p>Where work is being carried out in the building by a tradesperson, it is done outside working hours or staff are relocated to another part of the building and 2 metre gap maintained.</p> <p><i>See Deliveries and Post</i></p>		<p>P.MC MANUS & MANAGER TO MANAGE</p>	<p>ONGOING</p>	
<p><u>Operational Flow</u></p> <p>Plan of pub and outside areas including garden / public area documented to identify potential 'pinch points' and specific controls to cover these areas documented and trained to staff</p>	<p>Potential pinch points identified are: *Inside toilets , we will sign post the area for distancing *Behind the bar , staff will be working back to back and side to side *Back corridor , doors where possible will be left open to ensure speedy movement</p>		<p>06/04/21</p>	<p>12/04/21</p>

<p>This plan to be reviewed at least fortnightly or when advice regarding COVID-19 changes.</p>	<p>*walk in fridge freezer these will become lone work areas . * *</p> <p>TRACK AND TRACE POSTERS ARE DISPLAYED UPON ALL ENTRY POINTS</p>	<p>ALL MANAGEMENT TEAM TO IDENTIFY AND CONTROL PINCH POINTS</p>		
<p>Social Distancing Generally Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff are staggered to reduce contact.</p> <p>Social distancing also to be adhered to in kitchen area and smoking area.</p> <p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Management checks to ensure this is adhered to.</p> <p>Tables to be arranged with a 2 metre circumference around the table at all times</p>	<p>Reservations are encouraged via website</p> <p>Customers are discouraged from standing at bar to drink and order. Signage to indicate bar is not in use and any chairs are removed</p> <p>All consumption of meals and drinks to take place at tables only.</p> <p>Staff breaks will be taken outside when possible</p> <p>All controls for inside the pub are relevant for outside drinking/ dining areas</p> <p>Zoom calls and teams meetings on outlook are in regular use</p> <p>No ordering at till points at all It's the LAW</p> <p>All guests must wear mask when enetering the pub , moving around the pub & leaving</p>	<p>ALL STAFF and MANAGERS TO MONITOR</p> <p>MANAGER</p> <p>MANAGER</p>	<p>06/04/2021</p> <p>06/04/2021</p> <p>07/07</p> <p>06/04/21</p> <p>12/04/21</p>	<p>12/04/2021</p> <p>12/04/2021</p> <p>06/04/21</p> <p>120/04/21</p>
<p><u>Social Distancing – Customer and Staff Numbers</u></p>				

<p>Usable customer area measured to identify maximum capacity when 2 metre distancing is applied, and tables are laid out accordingly</p> <p>Review work schedules and rosters including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Review of the number of people who can use the office space and staff facilities/ areas and maintain the 2 metre distancing – due to space limitations only one person in the office at a time</p> <p>Numbers of staff and customers in the building to be reviewed to ensure numbers of staff attending the office does not exceed safe distancing practicalities</p> <p>Adjust layout of tables and chairs to incorporate a 2 metre radius around tables</p> <p>Extra staff will need to be rotaed to ensure full table service as ordering at the outside BBQ till is no longer allowed</p>	<p>Screens are used to shield tables as the exception to a 2 metre rule – screens are Perspex or similar and sanitised after each table departs</p> <p>Floor markings in place to show how to queue at the bar to allow appropriate depth of queue for the venue and the space</p> <p>All controls for inside the pub are relevant for outside drinking/ dining areas</p> <p>Greeters will be used to monitor numbers in the venue we will keep groups separated by 2 meters or 1 meter + . They will be guided to tables and informed of social distancing and APP ordering. All guests must wear amask when walking aroundthe pub .</p> <p>Track and trace MUST be completed before coming in Above every person over the age of 16</p>	<p>SCREENS GONE AS NO INSIDE OR TILL POINT ORDERING</p> <p>MANAGER</p> <p>MANAGEMENT TEAM</p> <p>MANAGEMENTN TEAM</p>	<p>06/04/21</p> <p>06/04/21</p> <p>ONGOING</p> <p>ONGOING</p>	<p>06/04/21</p> <p>06/04/21</p>
<p><u>Social Distancing – Customer arrival and departure</u></p> <p>OUTSIDE THE ENTRANCE - Customer advice not to enter if they have symptoms of COVID-19 is prominently displayed. Current symptoms are included in this information e.g.</p> <ul style="list-style-type: none"> • New persistent cough • Fever • Loss of sense of taste/smell 	<p>Online reservation system used to manage bookings and numbers of customers. This will include advice not to book if customer is displaying the COVID-19 symptoms.</p> <p>Updates have been made to COLLINS</p> <p>Full size display notice in place to advise customers of the COVID-19 advice for this pub</p>	<p>D DANIELLA</p> <p>DANIELLA</p> <p>DANIELLA</p>	<p>12/04/21</p> <p>06/04/21</p> <p>12/04/21</p>	

<p>A notice advising customers of the COVID-19 restrictions, distancing and useful information on behalf of McManus will be prominently displayed in the waiting area. This will outline all the items to be aware of during their visit to McManus e.g. 2 metre distancing, hand washing, order process</p> <p>Greeting team in place to manage customer arrival and flow.</p> <p>'Greeter' on duty at front of house to greet customers and advise them of the safe system of work regarding, seating, ordering, payment, one way system, social distancing, queuing for toilets, floor marking etc</p> <p>Please wait here sign in place while greeter takes customers to table Customers asked to follow greeter / greeter team members to table</p> <p>Garden area is also managed by Greeter to ensure that customers do not congregate so as to affect the social distancing arrangements</p> <p>Clear route for customers to follow after they have finished their meal and a separate exit</p>	<p>Line marking/ floor stickers and barriers to ensure customers stand 2 metres apart and to identify entrance and exit points</p> <p>One way system applied to the pub from arriving to exit , KEEP LEFT</p> <p>Greeter is aware of maximum COVID CAPACITY and monitors numbers of customers. Additional customers are added on a 'one out – one in' basis</p> <p>Where possible doors are open to circulate air and avoid necessity to touch doors. This may not be possible due to design and or weather conditions.</p> <p>Outside Dining and drinking only until change in guidance</p>	<p>DANIELLA</p>	<p>12/04/21</p>	
<p>Service Tables clearly numbered to enable ease of ordering and service Consideration of menus and the materials they are made of and either cleanable through sanitiser or disposable after each customer leaves the table. Orders will be taken personally by a staff member assigned to that specific table No orders taken at the bar unless screened</p>	<p>Single use menus in use Black board menus in use Screens fitted around bar to enable ordering Orders are placed online using APP</p>	<p>DANIELLA/SEAN/ MANAGEMENT TEAM</p>	<p>06/04/21</p>	

<p>No condiment bottles on tables No tables laid in advance Glasses handled by bases Ice scoop to be sanitised and washed in dishwasher frequently. Cutlery is taken to the customer. No cutlery is accessible by the customers Salt , pepper pots to be cleaned and the finally sanitised and left to dry. Sauces in single use dip pots Food is delivered to the table with single use napkins , 2 plates at a time. Allergen information is still available and documented for each item Disposable napkins in use Staff to check with table as to how they can be served e.g. lean in or side table used or place at the end of the table if possible.</p> <p>Staff leaning in should use appropriate face coverings Staff will clear all tables, and this should not be done by customers Staff to ensure they thoroughly wash their hands or if not possible, sanitise them with appropriate sanitizer after every table clearance and before running meals to tables</p>		ALL STAFF	12/04/21	
<p><u>Payment</u> Payment is at the table using contactless where possible If cash is used it will be placed by the customer in a cash tray and staff will thoroughly wash hands after handling cash</p>	<p>Use of cash is discouraged and contactless or tap and go is encouraged Ordering and Payment App at table Card payment machine is wiped with a sanitiser wipe in front of customer before and after each usage</p>	ALL STAFF	12/04/21	12/04/21
<p><u>Social Distancing – Toilets/ Rest Rooms and Staff Facilities</u> All staff to ensure that they do not pass in space restricted areas such as stairs, kitchen area, staff rooms and rest rooms/ toilets</p>	<p>Maintain a 'lone person zone' on stairs, staff room, rest room/ toilet Staff will not go on cigarette breaks with anyone else</p>	MANAGEMENT	12/04/21	12/04/21

<p>Signage at toilets for customers to advise them that the toilets operate on a self-regulating common sense approach</p>	<p>additional toilets outside will also be available and all touch points will be cleaned every 45 minutes</p> <p>OUTSIDE TOILETS ONLY</p> <p>all staff must maintain distancing when on breaks</p>		12/04/21	Reviewed 12/04/21
<p><u>Wearing of Gloves</u> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>There is no current requirement to wear gloves in the hospitality sector with respect to COVID-19</p>	<p>GLOVES AVAILABLE IN KITCHEN AND FOR STAFF CLEANING TOILETS OR TOUCH POINTS BUT NOT TO BE WORN FRONT OF HOUSE FOR NORMAL SERVICE</p>	DANIELLA	12/04/21	12/04/21
<p><u>Face Masks</u> Government is advising that people should aim to wear a face covering in enclosed spaces where social distancing is not always possible, and they come into contact with others they do not normally meet. Face coverings are not intended to help the wearer but to protect against inadvertent transmission of the disease to others if you have it asymptotically.</p> <p>Face coverings are to be worn by staff members who come to work on public transport from 15th June 2020</p> <p>https://www.gov.uk/government/news/public-advised-to-cover-faces-in-enclosed-spaces</p>	<p>Staff can request a face covering and some will be available from the Manager Staff may wish to bring their own face covering and it can be worn providing it is not an 'offensive' design</p>	ALL STAFF	12/04/21	
<p><u>Working Arrangements</u> Staggered work arrangements</p> <p>Specified areas to be used by one person at a time only</p>	<p>Menu to be reviewed to determine whether changes to items offered can reduce crossovers in the kitchen in terms of preparation.</p>	DANIELLA	12/04/21	

<p>Staff to have personal pens so these are not shared Stagger break times so staff are not grouped together in meal areas/ staff areas</p>				
<p>Symptoms of Covid-19 Customer advice not to enter if they have symptoms of COVID-19 is prominently displayed outside the pub entrance. Current symptoms are included in this information e.g.</p> <ul style="list-style-type: none"> • New persistent cough • High Fever <p>Loss of sense of taste/smell Similar information is displayed on the Company website and on any booking apps.</p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance (see McManus Staff Sickness and Cleaning Guidance)</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>If someone with coronavirus comes to work, we follow Government cleaning advice.</p> <p>https://www.acas.org.uk/coronavirus/if-someone-has-coronavirus-symptoms-at-work</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings</p>	<p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Staff will sign in ON CATTON MOBILE APP AND ANSWER QUICK QUESTIONS ON THEIR WELLBEING BEFORE ENTERING WORK All staff will complete NHS track and trace too before coming in</p>	<p>C.Wright & Sean to advise to date of app launch</p> <p>All staff</p>	<p>10/7</p> <p>12/04/21</p>	

<p><u>Health of Staff and Visitors</u></p> <p>A return to work interview to be conducted with all staff members prior to returning to the pub. The Employee Daily Return to Work questionnaire is used for this . This form must be signed and retained in accordance with GDPR requirements.</p> <p>Use of health questionnaires for pre-employment, visitors / contractors and return to work from holiday /illness have all been revised to incorporate COVID-19</p> <p>Review fitness to work daily - every employee of McManus every day they work will complete the Employee Daily Return to Work questionnaire regardless of position. This document is filed.</p> <p>Review personal hygiene training with all staff focusing on correct hand washing, and regularly remind them not to touch their face, mouth, eyes etc.</p> <p>Shaking of hands not permitted and use other non physical means of contact such as verbal, smiles and waves</p>	<p>Telephone return to work interview for all staff and record kept on Employee Daily Return to Work questionnaire</p>	<p>DANIELLA</p>	<p>12/04/21</p>	
<p><u>Deliveries and Post</u></p> <p>Deliveries are managed by the Manager or the Kitchen. Post is managed by the Manager</p> <p>Wipe down all deliveries with sanitiser wipe or spray if the packaging allows this.</p> <p>No contact deliveries. Delivery staff do not enter the kitchen. Location of the delivery to be arranged with the supplier who will leave the delivery in agreed place</p>	<p>Thoroughly wash hands after handling post and deliveries</p> <p>Outline here your process for receiving deliveries (how you are notified, where they are left ensuring safety of the food, how you 'sign' for delivery)</p> <p>.</p> <p>.</p> <p>.Deliverys will be made in rear court yard and be left on the table. .This area will be cleaned after each delivery .One member of team will be putting each delivery away</p>	<p>LUKE/DANIELLA/A LFIE/CHARLEY</p>	<p>12/04/21</p>	

<p>as per arrangement so there is no contact with McManus Staff</p> <p>Agree arrangement to accept delivery without the need to sign for it, this may be a photograph</p>	<ul style="list-style-type: none"> 			
<p><u>Training and Communication</u> Staff to complete COVID training All staff to be trained in this risk assessment to ensure they understand all aspects of its application Training to take place before returning to workplace.</p> <p>Any updates or changes to COVID-19 policies and risk assessments. Attendance of the briefing to be documented.</p>	<p>Here list how the briefings take place e.g. Yapster, Start of shift Staff Briefings</p> <ul style="list-style-type: none"> . .Daily briefings via whats app and briefing sheets . .group quarterly meetings . .initial return to work training via CPL and at the PUB ON 06/04/21 . . . 	Management	06/04/21	06/04/21
<p><u>Functions</u></p> <p>Currently functions are on hold until clear guidance is issued from the Government as to required controls</p>	<p>NO FUNCTIONS UNTIL NEW GOV ADVICE IN MAY</p>	DANIELLA	<p>Awaiting guidelines</p> <p>12/04/21</p>	
<p><u>Mental Health</u> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference – https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</p> <p>Regular communication of mental health information and open door policy for those who need additional support.</p>	Management	06/04/21	

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This document has been reviewed and will be reviewed again when :

- Reissued by EPP,
- Any changes take place in the pub (structure/ menu processes/ design)
- New Manager
- Change in Government Advice

<u>Reviewed by (Name)</u>	<u>Position</u>	<u>Signature</u>	<u>Date</u>
<u>DANIELLA JEFF</u>	<u>GENERAL MANAGER</u>	<u>D.JEFF</u>	<u>12/04/21</u>

STAFF TRAINING SIGN OFF SHEET

