

**REPUBLIC OF CYPRUS
MINISTRY OF HEALTH**

Special instructions for setting up catering spaces

- The people responsible for food enterprises must provide written instructions to the personnel with regard to reporting possible symptoms of COVID-19 and isolating such persons away from work.
- Temperature taking is obligatory for personnel and optional for the public
- Installing notices at the entry points by which to inform customers on the simple protection measures (social distancing), personal hygiene (good hand wash, avoiding sneezing and coughing)
- Displaying a form at the entrance of each outlet stating the maximum number of persons allowed simultaneously present in each space; the responsibility of observing the maximum number of persons lies with the person in charge of the business. The maximum number is estimated on the basis of the open space area, allowing one person **per 2** sq. m., not counting the employees. The maximum number of persons in the indoor areas allows one person per 3 square metres. **Regardless of the size of the area, the maximum number of persons present in each establishment may not exceed 200 in the outdoor space and 100 indoors, excluding the employees.**
- The tables must be placed in such a way as to avoid congestion. Tentatively, the minimum distance between tables for outdoor spaces may be determined according to the sitting arrangement as follows:
 - a) When in the intervening space between two adjacent tables no chair is placed at either of them, the minimum distance separating them is set at 0.70m.
 - b) When in the intervening space between two adjacent tables a chair is placed at one of them, the minimum distance separating them is set at 1.10 metres.
 - c) When in the intervening space between two adjacent tables a chair is placed at both of them, the minimum distance separating them is set at 1.70 metres.
- For indoor spaces, the minimum distance between tables is tentatively determined according to the sitting arrangement as follows:

- a) When in the intervening space between two adjacent tables no chair is placed at either of them, the minimum distance separating them is set at 0.90m.
- b) When in the intervening space between two adjacent tables a chair is placed at one of them, the minimum distance separating them is set at 1.20 metres.
- c) When in the intervening space between two adjacent tables a chair is placed at both of them, the minimum distance separating them is set at 1.80 metres.
- Availability at a prominent place in the entrances and where applicable the exits of all outlets, of bottled alcoholic solution (with a pump dispenser and a stand) for the hand hygiene of customers.
- Employees serving the public should limit as much as possible any conversation with customers.
- Obligatory use of face mask and hand-gloves by the entire personnel.
- It is recommended to use dispensable menus/price lists or display same at prominent places inside and outside the establishment or make them available on-line. Menus should be thoroughly disinfected after each use (e.g. waterproof or plastic).
- It is recommended to avoid the use of multiple use tablecloths.
- Tables must be cleansed and sanitized after the customers have left.
- Reducing cash exchanges as much as possible and preferring contactless exchanges.
- The use of air-conditioning is allowed provided the induction of fresh area is ensured either through the use of mechanical systems or by regular natural air freshening of the area.
- The functioning of bars that are part of the service provided by a recreation and catering establishment (in both indoor and outdoor spaces) is not allowed until a Decree is issued making them permissible.
- Supply of washrooms with liquid soap, dispensable hand-towels (which should be disposed of in foot-pedal bins next to the wash-basins) and disinfectant alcoholic solution (70% alcohol content).

2. Cleansing and disinfecting instructions for cleaning personnel within the establishment.

- Meticulous and frequent cleansing of common use articles.
- Particular care must be shown in the natural ventilation of the working spaces of the staff (kitchen) in a systematic, efficient and continuous way.
- All surfaces, floors, counters, tills, hygiene areas (floors, toilet - basins, wash-basins etc) must be kept clean and sterilised at regular intervals throughout the day.
- Apart from the usual cleaning tasks, there is a need for the regular cleaning of frequently used smooth surfaces (e.g. door knobs, handles, staircase banisters or railings, lifts, light-switches, fountains, etc) using common cleansers, that is, liquid soap and water or domestic chlorine solution 10% (1 part domestic chlorine to 10 parts water) or an alcoholic disinfectant (70% alcohol content). It must be noted that the cleaning work should be done wearing gloves and a work overall.
- Special attention must be given to the cleaning of objects and surfaces with which a person displaying virus symptoms has come into contact.
- The plastic bags of bins must be fastened tightly when filled and removed immediately. Gloves must be disposed of immediately in the waste bin after their use; disposable gloves should not be washed and reused.

3. Personal hygiene instructions to employees

- Avoid touching they eyes, nose, mouth with the hands in order to reduce the risk of infection by the virus.
- Avoid talking, coughing or inhaling-exhaling deeply when handling unpacked foodstuffs.
- When coughing or sneezing, cover nose and mouth with the sleeve up to the elbow or with a paper tissue. The paper tissue used must be discarded in the waste bin immediately after use. The hands must definitely be washed after coming into contact with respiratory secretions and after using the toilet. It must be pointed out that gloves are no substitute for hand washing.

- Persons who show symptoms of respiratory infection should not go to work until the symptoms are over.

- The personnel should wear a face mask, according to the following instructions:

- i. The mask must be a suitable one (surgical mask),
- ii. It must be fitted correctly to the face so as to cover both the mouth and the nose,
- iii. It must be changed frequently so as not to become germ-infested with the passage of time (staphylococcus etc).

- The personnel should wear gloves according to the following instructions:

- i. Always wash hands with soap for at least 20 seconds and wipe dry before putting on the gloves.
- ii. Wear the right size.
- iii. Change gloves as you would have washed your hands if you were not wearing them, at least every 4 hours.
- iv. The gloves should be removed each time you use the toilet or eat or handle garbage or clean surfaces
- v. Do not touch your face while wearing gloves.
- vi. The glove worn on the hand that makes money payment must be replaced.
- vii. Replace ruined or torn gloves immediately.
- viii. Worn gloves should not be reused. Each time you change gloves discard the ones used.
- ix. Remove each glove separately holding it by the sleeve.
- x. Wash your hands even if you have been wearing gloves, since infected gloves may pass on the virus to your hands when taken off.

Exempt from the obligation to wear gloves are persons working with naked flame (e.g. grill cooks); however, in such a case they should sterilize their hands at regular intervals.

Ministry of Health
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