If you haven't already, you should:

- Review your COVID risk assessment and put in place any additional safety measures
- Review staff training records and arrange refreshers where needed, this can include Food Hygiene, Health & Safety and COVID awareness training.
- Consider introducing COVID testing for your staff
- You must take reasonable steps to encourage customer compliance, e.g. by displaying notices at the entrance and inside the premises.
- You must meet the requirements for displaying an NHS QR Code and/or collecting customer details as outlined in the accompanying information.
- Check any water systems that have been unused for a long time to ensure appropriate steps have been taken to reduce the risk of Legionella.
Placement of Seating and Tables on the Highway
Unless you have space of your own, you will require a Pavement Licence to place street furniture, including tables and chairs, on the pavement/public highway. Our Pavement Licence pages explain how this works.

Face Coverings – for staff
Staff must wear face masks when they are anywhere indoors where customers may be present. This includes when behind the bar/counter, unless the bar/counter is adequately screened. Indoor seated service for customers is not allowed until Step 3 comes into effect (not before 17th May) but customers may still be present inside the premises for limited reasons.

Face Coverings – for customers
You should minimise any need for customers to enter your premises. Customers (over 11 years) must wear a face covering at all times when they are inside your premises.

Customers may go inside a premises to use toilet facilities, pay for food/drink where contactless payment is not possible, or to access outdoor seating areas that can’t be reached from the outside.

Workplace testing
Businesses of any size can sign up to the government’s free coronavirus workplace testing programme, which provides free lateral flow tests for employees who cannot work from home. Register your interest by 12 April to benefit from free tests until the end of June. You can find out more and register at www.gov.uk/get-workplace-coronavirus-tests.

Can Shisha use take place?
The Regulations treat this activity separately from service of food and drink, such that shisha and any other recreational use of tobacco products, will not be allowed at business premises at least until Step 4 (not before June 2021).

Financial Support for Business
Further information and guidance on support for businesses can be found on Oxford City Council’s webpage: www.oxford.gov.uk/businesssupport
The Council have recently launched a special grant to help businesses pay for infrastructure changes to enable them to gain a Pavement Licence. For more details see https://www.oxford.gov.uk/outdoorseating

Spot Checks
As part of the City’s ongoing efforts to control the spread of Coronavirus, Marshalls and Officers patrol all areas of the district to engage with businesses and offer advice. You may receive a routine spot-check in the coming weeks as part of this work.

If you have any questions regarding how to comply with these requirements please email foodsafety@oxford.gov.uk.

Yours Faithfully

David Stevens
Business Regulation Team Manager