

Dear Licensee

With so many recent changes to the government's guidance on coronavirus and the subsequent regulations, we felt that it was an opportune time to write to licensees to remind them of their responsibilities during this challenging time.

Many of you who run managed or tenanted houses may have already been advised by your pub company. We are also conscious that free houses may not be in receipt of regular communications, and are obtaining their information through what is relayed in the media.

It is clear that the hospitality sector has had to deal with an additional number of requirements. Here are the key points that all licensed premises should be following:-

1. Table service only at pubs, bar and restaurants.
2. Tables must be kept at 2 metres apart (can be reduced to 1 metre plus if measures are put in place to mitigate the risk).
3. All hospitality must close at 10pm - closing time (not simply last orders).
4. It is important for licensees to ensure they manage any queues of patrons trying to enter their premises. Queuing MUST abide by social distancing rules.
5. Remember the 'Rule of 6' – Indoors and Outdoors there should be no more than 6 people per group.
6. Extend mandatory face-coverings to staff and customers in indoor hospitality except when seated at tables to eat or drink.
7. Licensed premises are legally required to display the official QR code poster, in order for customers to check in on the newly launched NHS COVID App. To obtain a QR code, visit - <https://www.gov.uk/create-coronavirus-qr-poster> . Please note if customers do not have a smart phone, you must ensure that for the purposes of 'Test & Trace', details are recorded manually (name & telephone number).

Public Protection Officers from Telford & Wrekin Council, with the support of West Mercia Police, will be proactively visiting licensed premises across the Borough. Whilst it is always our intention to advise where possible, we will take enforcement action against any premises who flout the regulations. This could lead to landlords being fined or premises closed.

At the time of writing to you, Telford is not in a 'local lockdown'. Licensed premises must play their part to ensure their customers are in a COVID safe environment. By acting responsibly you will help to protect your business and the community by potentially avoiding a lockdown as witnessed in some neighbouring local authorities. It is important we all play our part.

Given the frequency of changes to guidance, we ask you to keep updated on the [latest government guidance](#) and remind you it is your responsibility to ensure what is required and implemented as necessary. . The Council's [Public Protection COVID webpages](#) are also full of useful advice and information.

We may also want to join our [Public Protection Facebook](#) page, where we routinely post topics that may be of interest to the licensed trade.

Please remember, we are here to try and support you; if you have any queries the please email us at coronavirus@telford.gov.uk

Yours sincerely

Public Protection & West Mercia Police