

Dear Licensee

Re: Coronavirus Roadmap Guidance

We hope this email finds you well following a difficult twelve months.

As you are all aware, the Government published its announcement of the “road map” out of Lockdown, the “Covid-19 response – Spring 2021” on 22nd February 2021.

The full version of the document can be found here [COVID-19 Response - Spring 2021 \(Summary\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/covid-19-response-spring-2021)

The comprehensive document sets out 4 steps to the lifting of restrictions, with a projected final date of **no earlier than 21 June**, where it is hoped the majority of restrictions on the way we live our lives and run our businesses will be lifted.

The 4 steps are included at the end of this document.

The information contained in this correspondence is based on the guidance we have received from government and we will provide further updates as more information and clarification is announced.

This letter will only consider Step 2 of the Road Map.

Step 2 will take place **no earlier** than 12th April and is the first step in the road map to re-open outdoor hospitality venues.

Outdoor Hospitality

The government's guidance can be viewed by visiting – <https://www.gov.uk/government/publications/reopening-businesses-and-venues-in-england/reopening-businesses-and-venues> . *Please be mindful of the fact that the government routinely updates guidance, so we would strongly recommend that you check this link to ensure you are fully aware of any changes.*

This is the first step in the reopening of pubs, bars, cafes and restaurants for consumption of food and drink on the premises.

There will be no COVID restrictions on opening hours or the sale of alcohol (subject to any restrictions as per your premises licence and planning consent). This time, there **will not be** a requirement to purchase a substantial meal with a drink.

However, the following restrictions and limitations will apply to all hospitality businesses: -

- Outdoor service only (with any structure like a marquee tent or gazebo must be at least 50% open to the air)
- Table service only (for ordering, consumption and payment)
- Maximum number of 2 households or up to 6 people from different households
- Social Distancing requirements will apply (**2m** or reduction to **1m with mitigation**)
- Customers to wear appropriate face coverings when passing through permitted indoor areas e.g. for toilet usage.

You should also be considering all the points below:-

- Reduction in the 2 meters Social Distancing separation between customers will require additional steps, or mitigation. Where screens are used between customers from different groups or households, separation can be reduced to 1m **only** if the screen is substantial, providing good separation lengthways and above head height.
- Where back-to-back seating is the **only mitigation**, we would expect separation to be at least **1.5m between customers**. Please remember that when measuring distances this is **between customers** and not measured table edge to table edge.
- Side by side seating is not considered to offer any substantial mitigation and therefore separation must remain at **2m**
- Controlling customers as they queue to enter, to leave or use the toilet must be considered and controlled. Floor markings, one-way systems and good signage must be in place and staff must be briefed in advance
- Face coverings must be worn by staff and customers when passing through indoor areas (unless an exemption applies)
- Recording customer details for Test and Trace manually or using the NHS QR poster. We understand it will remain mandatory to display the NHS poster and this will need to be positioned somewhere easily accessible for customers and where it does not cause a pinch point for queuing. You are advised to display a number of the posters around your venue. It is advisable to look at displaying a QR poster on each table to help restrict movement through your business.
- Will you be using an outside marquee? – If so, please refer to our attached guidance.

Preparing for reopening

You should consider the following checks and considerations before reopening:-

- Review your COVID19 safe measures and risk assessment, including refresher training for staff, signage and queue management. We have created a [checklist for businesses](#) to help you consider the risks involved.
- If you intend to open for outdoor service on or after the 12th April, you must assess how many customers you can safely accommodate, seated, allowing for adequate Social Distancing, queue management, ordering and payment.
- Make sure you have enough trained staff to manage your customers safely and in accordance with the regulations and guidance. Make sure your customers understand your rules and maximum capacity.
- Where possible, let customers know about your rules and seating capacity before you open. Using Social Media is a good way to get the message out and manage customer expectations.
- Make sure you have systems in place to take orders and payments at the table
- If you provide food, ensure your kitchen staff review your food supplies for durability dates, condition and labelling
- Check for any pest activity – and where applicable, please ensure any pest control contracts are reinstated.
- Make sure your staff have the necessary food, safety and COVID19 awareness training. Refreshers courses are recommended for all.
- Carry out a deep clean of your Kitchen ready for trading - Make sure that all cleaning chemicals used are compliant with BS EN 14476 – and make sure staff know how to use them. (In this email, we have attached a useful cleaning guide to refer to).
- Review your menu and allergens controls. It's recommended to keep your menu simple.
- Consider introducing Covid testing for your staff.

Advice and Support

The Council are encouraging all businesses to ensure that their Managers and staff test themselves twice a week. If you don't have any symptoms there are many options available for you and your staff to access rapid testing. You can book a test at one of the borough rapid testing sites by visiting or collect test kits from the Council's rapid testing sites:

- The Place, Oakengates
- The Anstice, Madeley
- Cosy Hall, Newport.

Open Monday - Friday, 9am - 2pm and 2.30pm - 7pm and Saturday - Sunday, 10am – 2.30pm.

The Place, Oakengates is closed on Saturday.

From the NHS Test and Trace sites - [visit the NHS website to find your nearest site](#).

Anyone aged 18 or over can collect testing kits - there is no need to book an appointment to pick-up your kit, you can just turn up during the above-mentioned opening times.

You can take home 2 packs of test kits, each pack contains 7 tests.

If you are a registered company that employs more than 10 employees, then you can order free lateral flow tests by registering on the government web site [register for order free rapid lateral flow coronavirus tests](#)

If you are not a registered company with more than 10 employees then you will need to email p-and-psector@dhsc.gov.uk to register.

The deadline for registration is April 12th 2021. Further information can be found here:- https://www.telford.gov.uk/info/20760/i_am_a_business/5258/register_to_order_free_rapid_lateral_flow_coronavirus_tests_for_your_employees

If you are an employer that employs less than 10 employees, then testing through test sites or collection of kits are the options available to you.

If you have any questions about testing for yourself or staff, please email healthprotectionhub@telford.gov.uk

The Council is here to help with advice and support where we can. Please refer to our website for latest information on COVID19 controls and guidance. We are also happy to answer specific questions or offer clarifications where we can. Please e-mail your enquiries or concerns to coronavirus@telford.gov.uk

Please remember that we do not have all the answers! We expect the Government will continue to issue guidance on how businesses can reopen in line with the roadmap, and please remember that the dates will be subject to Government review and are not fixed – they are “**No Earlier Than**” dates.

Future dates and forward planning – a precautionary warning

As already mentioned, please keep in mind that the dates mentioned in the roadmap are **provisional dates**. This means the Government will monitor the number of new Covid cases and if the numbers start to rise again, the dates may be delayed or local restrictions may be imposed.

We are all hopeful the dates will not move, and that by the 21st June, most restrictions will have been lifted. But there is **no guarantee** this will be the case.

Therefore we advise all businesses to be cautious before committing to future events, particularly if this includes ticketed events or where there is a financial commitment. If one date is delayed, this will delay all dates.

We wish you success with your reopening plans.

Yours sincerely

Public Protection & West Mercia Police

Appendix 1

Spring 2021 Roadmap The 4 steps

Summary of Key changes proposed in the Roadmap

Step 1:

8 March

- Schools and colleges are open for all students. Practical Higher Education Courses.
- Recreation or exercise outdoors with household or one other person. No household mixing indoors.
- Wraparound childcare.
- Stay at home.
- Funerals (30), wakes and weddings (6)

29 March

- Rule of 6 or two households outdoors. No household mixing indoors.
- Outdoor sport and leisure facilities.
- Organised outdoor sport allowed (children and adults).
- Minimise travel. No holidays.
- Outdoor parent & child groups (up to 15 parents).

Step 2

At least five weeks after Step 1, no earlier than 12 April.

- Indoor leisure (including gyms) open for use individually or within household groups.
- Rule of 6 or two households outdoors. No household mixing indoors.
- Outdoor attractions such as zoos, theme parks and drive-in cinemas.
- Libraries and community centres.
- Personal care premises.
- All retail.
- Outdoor hospitality.
- All children's activities, indoor parent & child groups (up to 15 parents).
- Domestic overnight stays (household only).
- Self-contained accommodation (household only).
- Funerals (30), wakes, weddings and receptions (15).
- Minimise travel. No international holidays.

- Event pilots begin.

Step 3

At least five weeks after Step 2, no earlier than 17 May.

- Indoor entertainment and attractions.
- 30 person limit outdoors. Rule of 6 or two households (subject to review).
- Domestic overnight stays.
- Organised indoor adult sport.
- Most significant life events (30).
- Remaining outdoor entertainment (including performances).
- Remaining accommodation.
- Some large events (expect for pilots) - capacity limits apply.
 - Indoor events: 1,000 or 50%.
 - Outdoor other events: 4,000 or 50%.
 - Outdoor seated events: 10,000 or 25%.
- International travel - subject to review.

Step 4

At least five weeks after Step 3, no earlier than 21 June. By Step 4, the Government hopes to be able to introduce the following (subject to review):

- No legal limits on social contact
- Nightclubs.
- Larger events.
- No legal limit on life events.