

Step 3

17 May 2021 onwards



OUTDOOR REQUIREMENTS currently

- **COVID Risk Assessment**
- **Display official NHS QR Code poster** to check in to venue
- **Record details for Test and Trace**
- If your venue serves alcohol, customers must be seated when **ordering** and **eating** or **drinking** (even if no alcohol is ordered)
- If your venue does not serve alcohol, customers can order and collect food and drink from a counter. They must consume food and drink while seated at a table
- Face coverings must be worn by leisure and hospitality staff **if they choose** and **where they're likely to come into contact with a member of the public** unless exempt
- Max group size of **6** (or 2 households)
- Social distancing requirement of 1m+ between groups i.e. **2m or 1m plus mitigation where 2m is not viable**

OUTDOOR REQUIREMENTS wef 17 May

- **COVID Risk Assessment**
- **Display official NHS QR Code poster** to check in to venue
- **Record details for Test and Trace**
- If your venue serves alcohol, customers must be seated when **ordering** and **eating** or **drinking** (even if no alcohol is ordered)
- If your venue does not serve alcohol, customers can order and collect food and drink from a counter. They must consume food and drink while seated at a table
- Face coverings must be worn by leisure and hospitality staff if they choose and **where they're likely to come into contact with a member of the public** unless exempt
- Max group size of **30** (or 2 households)
- Social distancing requirement of 1m+ between groups i.e. **2m or 1m plus mitigation where 2m is not viable**

INDOOR REQUIREMENTS wef 17 May

- **COVID Risk Assessment**
- **Display official NHS QR Code poster** to check in to venue
- **Record details for Test and Trace**
- If your venue serves alcohol, customers must be seated when **ordering** and **eating** or **drinking** (even if no alcohol is ordered) unless cinema, theatre, concert hall or sportsground
- If your venue does not serve alcohol, customers can order and collect food and drink from a counter. They must consume food and drink while seated at a table
- **Must display a notice in a conspicuous place that it is a requirement to wear a face covering unless exempt or subject to a reasonable excuse**
- **Face coverings must be worn by customers except when seated to eat or drink**
- Face coverings must be worn by leisure and hospitality staff working **in any indoor area that is open to the public** and **where they're likely to come into contact with a member of the public** unless exempt
- Max group size of **6** (or 2 households)
- Social distancing requirement of 1m+ between groups i.e. **2m or 1m plus mitigation where 2m is not viable**

Restrictions on service of food and drink for consumption on the premises

7.—(1) A person responsible for carrying on a restricted business, or providing a restricted service, in the **Step 3** area which serves alcohol for consumption on the premises may sell food or drink for consumption on the premises only if—

- (a) the food or drink is ordered by, and served to, a customer who is seated on the premises, and
- (b) the person takes all reasonable steps to ensure that the customer remains seated whilst consuming the food or drink on the premises.

(2) A person responsible for carrying on a restricted business, or providing a restricted service, in the **Step 3** area which does not serve alcohol for consumption on the premises may sell food or drink for consumption on the premises only if the person takes all reasonable steps to ensure that the customer remains seated whilst consuming the food or drink on the premises.

Businesses
still required
to be closed

Restricted businesses and services for purposes of paragraph 6 and 7

9.—(1) The following are restricted businesses and restricted services for the purposes of paragraph 6—

- (a) nightclubs;
- (b) dance halls;
- (c) discotheques;
- (d) any other venue which—
 - (i) opens at night,
 - (ii) has a dance floor or other space for dancing by members of the public (and for these purposes members of the venue in question are to be considered members of the public), and
 - (iii) provides music, whether live or recorded, for dancing;
- (e) sexual entertainment venues;
- (f) hostess bars;
- (g) any business which provides, whether for payment or otherwise—
 - (i) a waterpipe to be used for the consumption of tobacco or any other substance on the premises, or
 - (ii) a device to be used for the recreational inhalation of nicotine or any other substance on the premises.

(2) A business or service does not fall within sub-paragraph (1)(b), (c) or (d) if it ceases to provide music and dancing.

Hospitality Fact Sheet Venue Check In Regulations



1 Display an NHS QR Code poster and have a logbook for contact details

You are required by law to ask people to check in to your venue. You must also keep a record of times your staff are at the venue, and their contact details. This will allow individuals to receive public health advice quickly, helping to stop the spread of the virus.



2 Make sure your NHS QR code poster is visible and obvious

The poster should be displayed in a clear, visible and accessible location near the entrance for all visitors and staff to see easily.



3 You must ask all visitors and customers to 'check in' to your venue

Individuals can scan the NHS QR poster with their NHS COVID-19 app (a quick and easy way to check in anonymously) or provide their name and number.



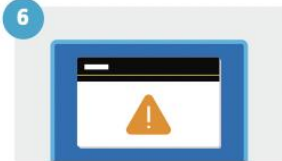
4 Rules for individuals visiting your premises

You are required to make sure that all individuals check in. If there is a group of people, every individual must scan the NHS QR code poster or leave their name and number. Children under the age of 16 are not included.



5 Legal duty and refusal of entry

You are required to take all reasonable steps to deny entry to any person that refuses to check in.



6 Venues will face financial penalties if ignored

Failure to take these steps could result in a £1000 penalty. Checking in to venues is essential to support NHS Test and Trace and reduce the transmission of coronavirus.

To download the NHS COVID-19 app, search for "NHS COVID-19" in the App Store or Google Play Store on your phone



For more information visit covid19.nhs.uk

Created in March 2021

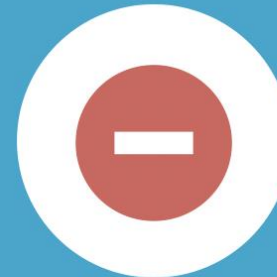
Hospitality Fact Sheet Venue Check In Regulations



Ask individuals to **check in** via the NHS COVID-19 app



Or **provide their contact details** (name and contact number)



Refuse entry if an individual does not comply



Or face a fine of **£1,000**

Support Local Hospitality. Protect the NHS. Save Lives.



1 **Display an NHS QR Code poster and have a logbook for contact details**

You are required by law to ask people to check in to your venue. You must also keep a record of times your staff are at the venue, and their contact details. This will allow individuals to receive public health advice quickly, helping to stop the spread of the virus.



2 **Make sure your NHS QR code poster is visible and obvious**

The poster should be displayed in a clear, visible and accessible location near the entrance for all visitors and staff to see easily.



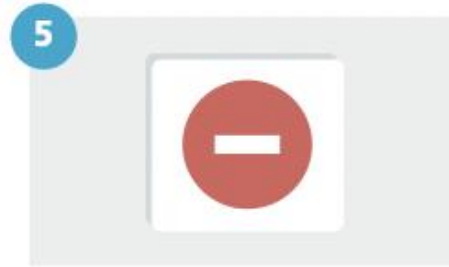
3 **You must ask all visitors and customers to 'check in' to your venue**

Individuals can scan the NHS QR poster with their NHS COVID-19 app (a quick and easy way to check in anonymously) or provide their name and number.



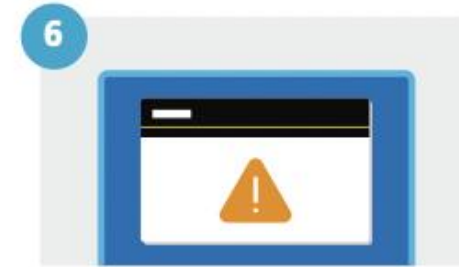
4 **Rules for individuals visiting your premises**

You are required to make sure that **all** individuals check in. If there is a group of people, every individual must scan the NHS QR code poster or leave their name and number. Children under the age of 16 are not included.



5 **Legal duty and refusal of entry**

You are required to take all reasonable steps to deny entry to any person that refuses to check in.



6 **Venues will face financial penalties if ignored**

Failure to take these steps could result in a £1000 penalty. Checking in to venues is essential to support NHS Test and Trace and reduce the transmission of coronavirus.

<https://www.covid19.nhs.uk/information-and-resources.html>

 **Test and Trace**

Protect yourself and your loved ones



Wash your hands



Wear your face covering




Maintain social distancing



Use the NHS COVID-19 app

To download the NHS COVID-19 app, search for "NHS COVID-19" in the App Store or Google Play Store on your phone

 **Test and Trace**

New Venue Alerts Process: A Guide For Businesses

The way we notify visitors of outbreaks at venues is changing

Venue alerts help stop the spread of coronavirus

The way we collect staff, customer and visitor information from venues is changing. This will enable us to alert more individuals who have visited venues linked to a potential outbreak of coronavirus.

This message will not be an instruction to self-isolate and your venue will not be named or asked to close. The purpose of these public health messages is to **empower people** with the knowledge that they may be at risk so that they can take greater precautions to protect themselves and others.

If a potential outbreak has been linked to your venue, you will be contacted by NHS Test and Trace. They will ask you to provide details of staff, visitors and customers who were there on that day. This may come from your physical logbook or from any online booking system you may have in place.

If asked, it is your **legal duty** to share customer, visitor and staff contact details with NHS Test and Trace as soon as possible. If you are asked and do not have this information you will be liable to pay a £1000 fine.


The process

- 1 All of your staff, customers and visitors should check in when they enter your premises. This can be done quickly and easily with the NHS COVID-19 app. If they do not have the app, or choose not to use the app, they can leave their contact details.
- 2 If an outbreak is identified at your venue, NHS Test and Trace will request your staff, customer and visitor and contact details from you. You do not need to share information about those that checked in with the NHS QR code as they can be sent an automatic notification via their app. Venue owners/managers will receive an email informing them of the outbreak and guidance about next steps.
- 3 NHS Test and Trace will then notify everyone who was there at the same day as the outbreak, to let them know they are potentially at risk and to take extra care.
- 4 Individuals are then aware that they are at risk of coronavirus and can take action to prevent onwards transmission.

Thank you!


Thank you for helping us by playing your part in the fight against coronavirus. Collecting staff, customer and visitor details is essential to stop the spread of the virus, protect the NHS and return to a more normal way of life.

Created in March 2021

 **Test and Trace**

Tips for how to display your QR poster

No need to print this page. Print the QR poster only.



Do

- ✓ Print the entire poster as it is sent to you, including the header and footer, in minimum size of A4.
- ✓ Place one poster no higher than around 130cm off the ground (to the top of the poster), so it's within easy reach of wheelchair users.
- ✓ If possible, position your posters on the left side of your front window or entrance.
- ✓ Display the poster at every entrance, as well as some inside if possible.
- ✓ Ensure your posters are in a visible and safe position, where they cannot be easily removed.
- ✓ Place posters in easy to reach places, where people can walk past without creating an obstacle. Consider those who may be less able to reach up high or over and around objects.

Don't

- ✗ Place the poster on sliding or revolving doors, or in areas with high glare.
- ✗ Customise the poster.
- ✗ Place the poster in narrow, high up, or hard to see areas.
- ✗ Wrap the poster around a pole, as this will be hard for visitors to scan.
- ✗ Place posters on glossy surfaces such as laminate or high gloss paper.

New Venue Alerts Process: A Guide For Businesses

The way we notify visitors of outbreaks at venues is changing

Venue alerts help stop the spread of coronavirus

The way we collect staff, customer and visitor information from venues is changing. This will enable us to alert more individuals who have visited venues linked to a potential outbreak of coronavirus.

This message will not be an instruction to self-isolate and your venue will not be named or asked to close. The purpose of these public health messages is to **empower people** with the knowledge that they may be at risk so that they can take greater precautions to protect themselves and others.

If a potential outbreak has been linked to your venue, you will be contacted by NHS Test and Trace. They will ask you to provide details of staff, visitors and customers who were there on that day. This may come from your physical logbook or from any online booking system you may have in place.

If asked, it is your **legal duty** to share customer, visitor and staff contact details with NHS Test and Trace as soon as possible. If you are asked and do not have this information you will be liable to pay a £1000 fine.



The process

- 1 All of your staff, customers and visitors should check in when they enter your premises. This can be done quickly and easily with the NHS COVID-19 app. If they do not have the app, or choose not to use the app, they can leave their contact details.
- 2 If an outbreak is identified at your venue, NHS Test and Trace will request your staff, customer and visitor and contact details from you. You do not need to share information about those that checked in with the NHS QR code as they can be sent an automatic notification via their app. Venue owners/managers will receive an email informing them of the outbreak and guidance about next steps.
- 3 NHS Test and Trace will then notify everyone who was there at the same day as the outbreak to let them know they are potentially at risk and to take extra care.
- 4 Individuals are then aware that they are at risk of coronavirus and can take action to prevent onwards transmission.

Thank you!

Thank you for helping us by playing your part in the fight against coronavirus. Collecting staff, customer and visitor details is essential to stop the spread of the virus, protect the NHS and return to a more normal way of life.

Guidance

Guidance for people who work in or run restaurants, pubs, bars, cafes or takeaways.

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery>

Guidance for people who work in performing arts, including arts organisations, venue operators and participants

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

COVID-19: suggested principles of safer singing

<https://www.gov.uk/government/publications/covid-19-suggested-principles-of-safer-singing/covid-19-suggested-principles-of-safer-singing>

Cinemas, theatres, concert halls & sportsgrounds

If the venue is a cinema, theatre, concert hall or sportsground, then customers with a ticket to the event are able to collect food and drink (including alcoholic drink) to consume at their seats, rather than having to be served at a table

Where there is no seating available, the stall or outlet can provide a takeaway or delivery service. Takeaway food and drink cannot be consumed in the stall or outlet, or in an area adjacent to the stall or outlet, and customers should be reminded to adhere to safe social distancing when queuing for food and drink by putting up signs or introducing a one way system that customers can follow or employing extra marshals to enforce this.

Entertainment

No music volume limit but...

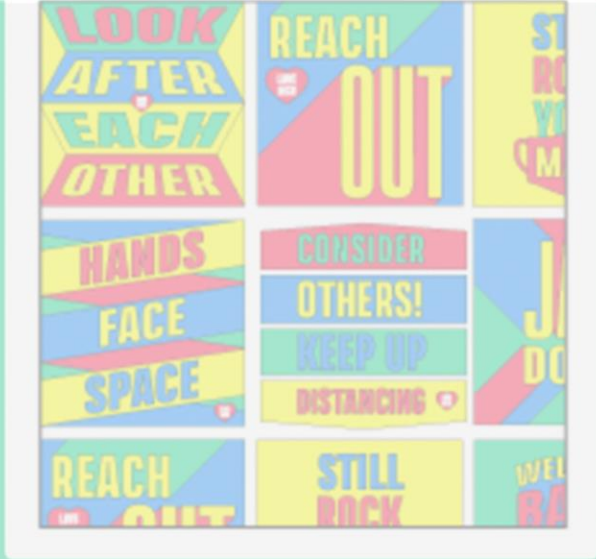
The [performing arts guidance](#) advises that organisers should take proactive steps to encourage audiences to support the safety of the event and discourage activities which can create aerosol such as shouting, chanting and singing along. Coronavirus spreads from person to person through small droplets, aerosols and through direct contact.

If singing does take place, steps to reduce the risk of transmission should be taken, including limiting the number of people participating as far as possible. The cumulative effect of aerosol transmission means the more people involved, the higher the risk of transmission.

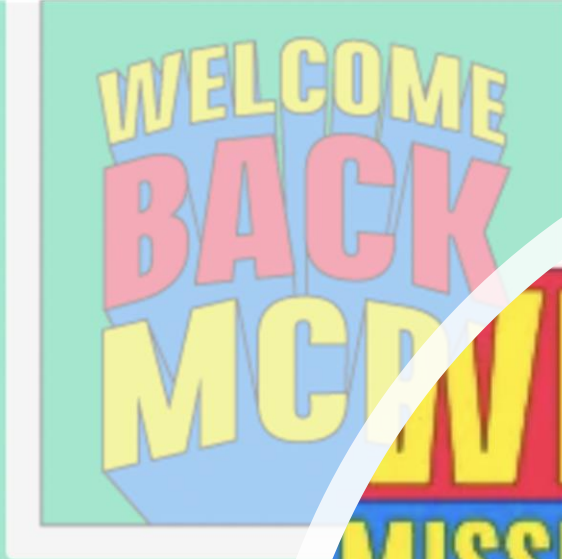
Waiting for...

- Confirmation when Step 3 comes into effect (updated regulations)
- Revision to Performing Arts guidance relevant to Step 3

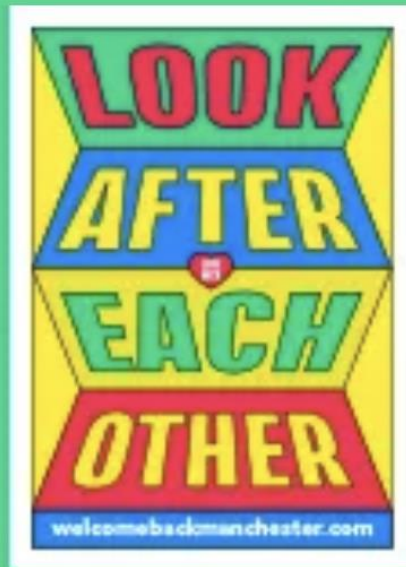
Make sure you review the Guidance before 17 May as it may change



[Social media toolkit \(.zip\)](#)



[Animated GIF](#)



<https://welcomebackmanchester.com/>

APRIL 2021 POSTER PACKS

POSTER PACK

DIGITAL SCREEN ARTWORK

SOCIAL MEDIA TOOL KIT

