

RECOMMENDATIONS FOR HORECA BUSINESSES BY COVID-19

Hygienic measures:

- Reinforce hygiene protocols and remember the hand washing process.
- Increase the frequency of hand washing.
- Increase the frequency of cleaning surfaces and tools that are in contact with food, using disinfectants.
- Wash all dishes at +80°C.
- Wash tablecloths and napkins at +60°C.
- Check that all hand washing and tools areas are supplied with disinfectant soap and hand drying paper.
- Cover food with film or lids at all times.
- Establish a minimum safety distance of 1 metre between diners, thus reducing the capacity of the premises.
- Ventilate the premises properly after each shift.
- Strict monitoring of food handling regulations.

IN ANY CASE, YOU SHOULD CONSULT YOUR OCCUPATIONAL RISK PREVENTION AGENCY.

Insular Canarias de Bebidas, SAU

Calle Pescador N17
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Tif. 928-431-660

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38550 Pol. Ind. Valle de Güimar – Arafo
Tif. 922-537-700

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Operational:

- Make an exhaustive analysis of the stock to know what we have available and adjust the orders to the new orders.
- Maintain a good rotation of warehouses and cold rooms, verifying the expiration of the food, as well as its traceability and primary and secondary expiration.
- Establish a plan to adapt the gastronomic offer to take-away food.
- Review the changes available in the cash desk (more takeaways, more need for change).
- Have containers available to transport hot and cold food for take-away service.

In view of the possibility of closure of the establishment, priority should be given to the consumption of fresh and perishable products, including draught beer. Given its nature, we recommend:

1. Prioritise service on tap to finish the product and avoid losses.
2. Close the CO2.
3. Puncture the barrel when closing it.
4. When the time comes to reopen the system, if necessary, call 902234222 or request it through the Matrix app.

➤ To consult Matrix user and password, please contact 647767724.

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Staff:

- Temporary ERTes (must be justified by a drop in sales and/or by the loss of employees affected by the virus)
- Take advantage of closures to grant holidays.
- Optimise work shifts, readjusting personnel according to the operational sales bands (reduction of opening hours).
- Reinforce communication with all employees, issuing reassuring messages and responding appropriately to any queries.
- Workers must warn the managers of any symptoms of the disease in themselves or in their immediate environment.

COMPLEMENTARY LABOUR MEASURE:

FLEXIBLE STAFF HOURS:

If there is no activity, for part or all of the employees, and the working day register has been implemented, those periods in which services are not provided can be accumulated and recorded to compensate for it as a longer working day in future periods of high activity. Each agreement may require specific processes. In some cases, it may have a maximum limit of 10% of the annual working time and may require 5 days' notice.

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Taxes and treasury:

- Postponement of the payment of the IGIC (pending confirmation by the Canary Islands Government of the procedure for its postponement)
- Deferral of the payment of income tax (personnel and rent) for the first quarter of 2020. The presentation of the declaration is made within the same period (April) but the deferral of the payment can be requested for six months.
- Corporation tax. Deferral of the first payment on account of corporate tax. The presentation of the declaration is made in the same term (April) but the deferral can be requested six months.

Deferment of payment of the debt can be for up to 6 months, although from the third month onwards interest will be charged for late payment. The limit of the deferrable amount is 30,000 euros. You can consult more details [here](#).

This information applies to common territory and may vary in the provinces.

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