

# Changing shifts, starting your shift

We expect that these tasks can take some minutes, so please do not stress but do take the time to get everything cleaned. Put up the *Kitchen is being cleaned*-sign to notify our customers that they'll have to wait a few minutes.

We want to keep a safe working environment for the baristas on shift. Therefore the kitchen must be cleaned when changing shifts, so the new shift can start with a clean environment. Achieving this includes hand hygiene and disinfection of barista and customer contact points.

As the very first thing when you start your shift, we ask that the new shift do the following tasks:

1. Wash your hands
2. Take a disinfection wipe and clean customer touch points:
  - Hot water dispenser tap and outside of the container
  - Coffee thermo tap and handles
  - Milk jug handles
  - The tongue ("tang") used for taking a lid
3. Take a new disinfection wipe and clean the following barista touch points
  - iPads and card terminals
  - Portafilter and steamer handles
  - Pitcher handles
  - Fridge handle
  - Grinder buttons
4. Change milk
  1. Throw out all milk from the milk jugs
  2. Fill up jugs with new milk
5. Check in on your shift on the iPad (it's really important for contact tracing)
6. Wash your hands again and enjoy your shift!