

On shift

Everyone will need to use additional time and patience during these unusual changes. This includes baristas taking good time to do a thorough cleaning job **but also customers** who need to wait patiently. Cleaning > Customer service

Once you have done a thorough wipe-down of kitchen and café as described in the [changing shifts procedure](#), you should be ready to begin your shift in a safe working environment.

We know it sometimes can be a bit cramped and busy in Analog but in these corona times, we must prioritize to keep a safe environment. Therefore we are applying several initiatives and guidelines to create a clean and safe environment for everyone in Analog. These are to be followed at all times during your shift.

Maintain a good hygiene

We must keep a good hygiene in the kitchen. Follow the below guidelines for a good hygiene:

- Wash your hands regularly
- Sneeze in your elbow
- Be aware of touching non-clean surfaces like your phone, laptop, iPad, or even your own face.

It is important to wash your hands continuously and always when you are changing from one 'work station' / role to another (e.g. going from taking orders to making coffee, for more info, see how to [organize yourself on a shift](#)).

How to wash your hands

When it comes to hand hygiene the Danish Food Authorities says that hand disinfection does not replace washing your hands. We therefore recommend to always wash your hands and then sanitize them afterwards.

Below is a video from the Danish Health Authority showcasing how to properly wash your hands

Only baristas on shift must be in the

kitchen and max two at a time

The kitchen is reserved for the baristas on shift. If you are not on shift, you can not enter the kitchen. You will have to stand in line with the customers to get a cup of coffee or ask the baristas on shift to e.g. get your cup from the kitchen.

The only exemption from this, are baristas who are called to e.g. fix a technical issue, adjust the grinder (QAs, board members, kitchen managers). This is non-negotiable, not even if the kitchen is otherwise empty.

The kitchen is where we normally stand the closest. To ensure there is a safe distance between the baristas on shift, there can be **no more than two baristas in the kitchen at a time**.

We know this will create a disruption on how we normally work. In the board we therefore suggests that you organize how you the work on the shift. For ideas on how to organize yourself in the kitchen under these circumstances, [please see here](#).

Disinfect touch points and self service station regularly

Every time the coffee and tea thermos are switched, you must clean the thermo with a disinfection wipe on the tap, handle and sides.

We have many guests through Analog on a daily basis. We must therefore keep an extra focus on disinfecting customer touch points regularly; e.g. tables, handles and the taps of the thermos.

When we are changing shifts, we are cleaning the self service station and all touch points - [see separate guideline](#).

Disinfection wipes are provided to the customers to clean the tables and chairs when they leave them.

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