

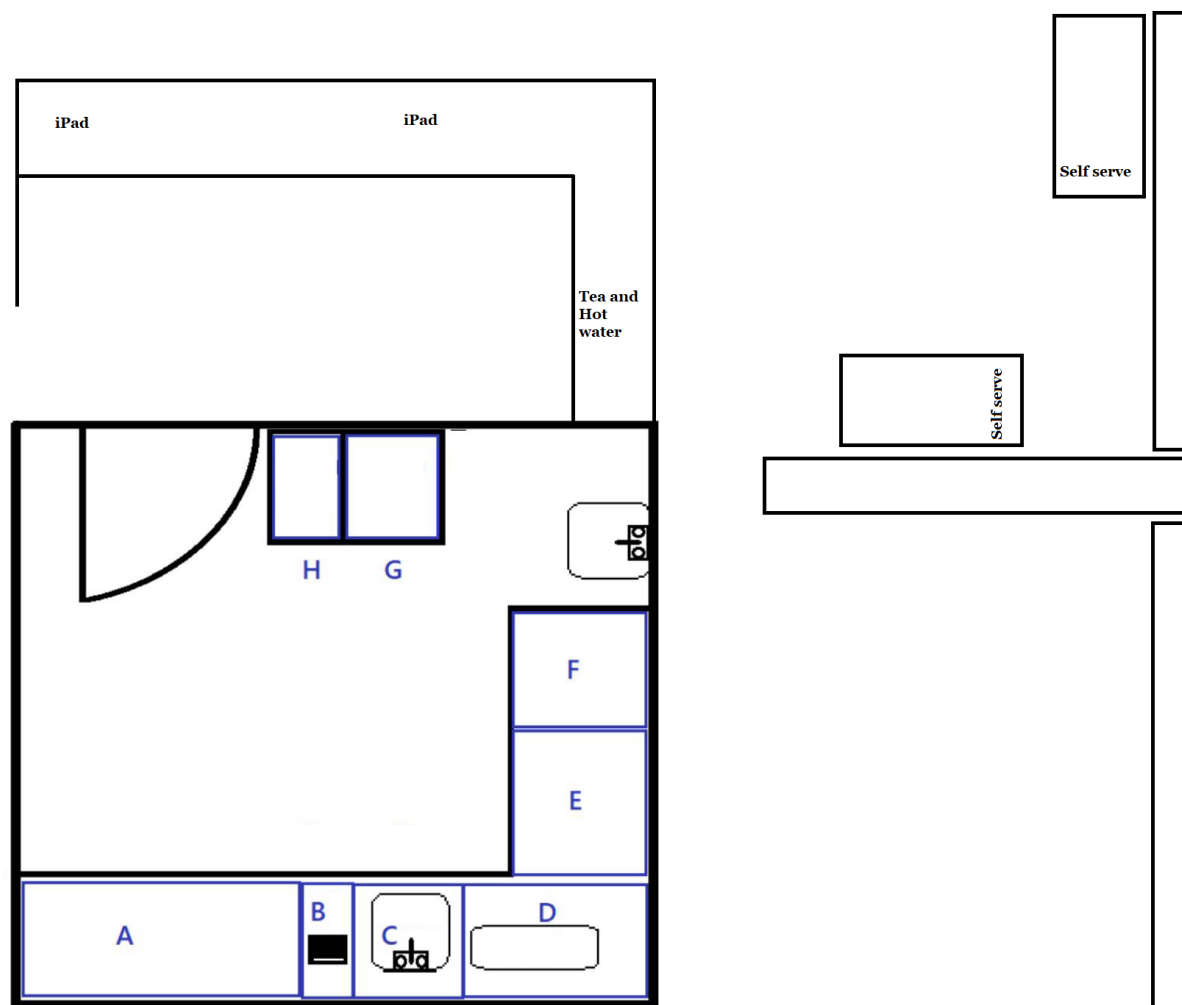
# Organize yourself on a shift

The following should be read as good tips on how to organize yourself into roles on a shift to both keeping a distance and avoiding sharing too many of the same touch points. You are welcome to invent your own ways of organizing around current corona limitations.

You will be between three and four baristas on shift at a time. As we all know, our kitchen and counter facilities can become a bit cramped. The board therefore suggests that you give each roles and organize yourself on your shift.

For whatever kind of roles you decide to implement on your shift, we encourage you to maintain the roles quite strictly. If you are tired of one role, you are of course welcome to do a role rotation and clean touch points accordingly.

## The board's suggestion to organize a shift



*Figure: A rough sketch on how the cafe will look like during corona*

**Barista A** takes orders, handles the iPad and writes down orders on post-its. Post-its are then put on the kitchen door, or the tabletop by the door (H on drawing). When the order has been made, barista A hands out the coffee.

*Tip: Remember to use the same iPad all the time.*

**Barista B** makes espresso orders based on post-its left by *Barista A* and puts them back on the tabletop (H on drawing).

*Tip: Remember to use the same side of the Espresso machine as your own, to reduce touch points.*

**Barista C** primarily makes filter coffee, manages the self service station and helps out with espresso orders in between.

**Barista D** (if four baristas on shift) is the joker who can help with any of the above task. It would be nice if this person can help with some of the activities located outside the kitchen, to avoid cramming the kitchen (e.g. cleaning, filling milk, bringing thermos from self-serve, handing out coffees made by kitchen baristas).

*Tip: You can help with stuff in the kitchen, but remember not to be more than two at a time.*

*Additionally, remember that if you are the "joker" who helps with a lot of different things, you are likely also touching the most touch points, so be extra aware of your hand hygiene!*

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