

**green caffeen**

swap and go reusable cups

# How to protect yourself and your team from COVID-19 while using Green Caffein

*YOUR GUIDE TO GETTING CERTIFIED*

# Intro

**This 2.5-minute read covers the fundamentals of infection prevention for COVID-19 in the context of operating a café.**

**It includes:**

- **Setting up for safety**
- **Washing up safely**
- **Working safely**

After reading over the guide, **you'll know how to set up your workflow in the best way** to protect yourself and others.

With your Green Card, which you'll find at the end, you'll be able to share your status with your community and tell your eco-conscious customers you've still got a safe and sustainable alternative to single-use plastic cups.

## ✓ Set up safely

As a food business, we know you've already got your **hand hygiene** sorted, as well as your **cleaning and sanitising of surfaces**. We also know that as a café doing takeaway under Government guidelines, you'd have put marks on the floor to keep at least 1.5 metres between everybody.

But don't forget about your Green Caffein cups. Here are some simple steps you can take to protect yourself and your staff from COVID-19:

- Put a **contactless collection container** off to the side or out the front for customers to drop their returned cups into
- **Use signage**, so customers know where to drop off – at the container, rather than the counter
- Here's one we prepared earlier for you. [Grab your 'Drop Off Zone' sign here.](#)
- Store your **fresh cups behind the counter**, so they (like you) are 1.5 metres away from customers



## Wash up safely

When the collection container is ready to go out the back, focus on this one task – now is not the time for multi-tasking!

- Put a new collection container out to replace the full one
- Collect the container
- Pack the cups into the dishwasher, pronto
- Wash the collection container
- Wipe down surfaces, including the dishwasher handle and controls
- Wash your hands and carry on!



## Work safely

**You know the drill by now, but let's recap on the latest Government advice:**

- Wash your hands regularly (and in the right way)
- Wipe down surfaces regularly
- If you need to cough or sneeze, use your elbow, not your hands! And then wash that nasty elbow
- Avoid touching your face
- Keep yo physical distance at 1.5 metres
- Stay home if you're sick


You can keep up to date with the latest information and advice from the [Australian Government Department of Health](#).



# That's it!

Congratulations on being a true Green Caffein Hero - protecting your team from COVID-19 AND protecting the planet at the same time.

## Claim your reward:

1. Grab your highly sought after, limited edition [Green Caffein Green Card here](#)
2. Show it off – hit print and stick it where the sun shines so everyone knows of your legendary status
3. Post this [Green Card badge of honour](#) on your socials to share the news across the land
4. Take a snap of your collection point (with you and a thumbs up, if ya like) and send it to us at [admin@greencaffein.com.au](mailto:admin@greencaffein.com.au)
5. Tag us in your posts and we'll help promote your business  @greencaffein | #greencaffeinteam



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# the safe and sustainable alternative to single-use plastic cups.



If you have any questions about this guide  
or Green Caffein, drop us a line at [admin@greencaffein.com.au](mailto:admin@greencaffein.com.au)