

**Checklist for Re-Opening Your Business**

**This checklist is intended as a guide to help you to prepare for re-opening your premises and should be used in conjunction with our more detailed checklist on trading safely once you have re-opened.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Opening after a period of closure – complete before re-opening** | | ✓ | |
| Water in pipes and tanks will be stagnant; purge your cold-water outlets so that all stagnant water has been drawn off (also see our **Legionella checklist** for further checks you should carry out) | |  | |
| Raise the boiler temperature to 60°C to enable disinfection of the hot water system | |  | |
| Flush all toilets to ensure the valves are operational | |  | |
| Check that all equipment is in working order and that electrical and gas appliances are safe | |  | |
| Carry out functional test of the fire alarm system, a test of the emergency lighting system and visual inspections for fire extinguishers, escape routes and assembly site | |  | |
| Clean and disinfect all water points within the premises; taps, shower heads, water dispensers etc. | |  | |
| Rooms and surfaces used for food preparation will require a deep clean (2-stage clean) to remove dust, bacterial load and other debris. | |  | |
| Check for any sight of pests within the premises – move items that you would not normally move to carry out a thorough check. | |  | |
| **Personal hygiene and hand washing (assume hands are contaminated) – check daily** | ✓ | |
| Are you and / or staff wearing clean uniforms? (this is a daily start-up check) |  | |
| Are hand washing facilities accessible with liquid soap and paper towels? |  | |
| Is the toilet area and wash basin clean and ready to use? |  | |
| Has hand sanitiser been provided at the counter for staff?  Note: you and your staff must wash your hands properly after blowing their nose or coughing into their hand BEFORE they touch any other surfaces. Hand sanitiser is no substitute |  | |
| Have posters been put up (one by the till – that encourages contactless payment) the others at the entrance? |  | |
| Has hand sanitiser been provided for customers at the entrance to the shop? |  | |
| Has sanitiser spray and wipes been provided for customers / staff to clean the basket / trolley handle |  | |

|  |  |
| --- | --- |
| **Social Distancing (assume everyone may be infected) – check daily** | ✓ |
| ***Think! Do members of the public need to come into my premises;*** *if not, serve customers from the doorway****.***  **Please see our Trading Safely checklist for more detailed guidance on social distancing and cleaning once you have re-opened** |  |
| Have lines been marked on the floor 2m apart (starting at the till)? |  |
| What limit has been placed on the number of people in the shop?  How have you decided this? |  |
| At busy times does a member of staff guide customers and limit entry? |  |
| How are customers kept apart during shopping? |  |
| Do you have a one-way system? |  |
| Have you put arrows on the floor or displayed posters to guide customers? |  |
| When restocking shelves a 2m distance must be respected; what system have you adopted?  Close off the aisle / put up barriers around the worker / briefly close the shop  Is it effective? |  |
| Review the ways that staff work so that they are able to maintain social distancing or other methods of working (side by side or facing away from each other) |  |
| **Paying at the Till (assume people may be infected and hands and money might be contaminated)** | ✓ |
| ***Think! – Can customers pay by contactless payment or in advance, on the web?*** |  |
| How have you protected yourself / your staff when operating the till?  Have you provided a physical barrier at the counter (with a gap to pass through money) or an equivalent system (e.g. an exclusion area)? Has this been marked out and a poster displayed reminding customers not to over step the line? |  |
| Do customers face directly at the till operator (without a barrier) at any time?(assume customers are infected) |  |
| How can customers place their shopping on the counter and stay 2m away from the till operator?  Have you cleared the counter area to create a surface for customers to place their goods? |  |
| Do you use a tray / container to slide the shopping towards the till?  If not, how are goods scanned without compromising the 2m rule? |  |
| Do you sanitise your hands then wear a glove to scan shopping and receive money?  Always wash your hands after handling money |  |
| Are separate gloves provided for each worker? |  |
| Has a washable cover been provided for the keys on the till?  Has it been disinfected? |  |

|  |  |
| --- | --- |
| **Food Preparation (food business only - assume everyone may be infected) See our Trading Safely for food businesses guide for a more detailed checklist** | ✓ |
| Minimise the number of people working in the kitchen and keep the same staff working together on shifts. |  |
| Introduce a one-way route in the kitchen and only allow one staff member in confined areas – walk in fridge, dry store room |  |
| Where social distancing cannot be maintained, use cleansable panels to separate workstations. |  |
| When kitchen staff are on breaks, do not allow different teams to interact together. |  |
| Prevent over-handling of takeaway boxes for foods – staff must wash their hands before handling these containers |  |
| Manage deliveries so that they arrive, are unloaded and put away by a small number of people who work together as a discreet team. |  |

|  |  |
| --- | --- |
| **Adapting a food business or opening a new food business** | ✓ |
| Are you a new food business, have you registered with environmental health? to let us know about what you are doing and give you advice. |  |
| When selling over the phone or online you are required to provide certain information about the product and your business. Take orders and payment over the phone or online, if online be clear about what you are selling, the quantity, price and all the relevant allergen information. |  |
| Delivery vehicles and containers to transport food must be kept clean and in good condition, capable of keeping food at the right temperature, with the appropriate insurance. Keep deliveries to less than 30 minutes. Food can be contaminated if vehicles and containers are not cleaned. |  |
| businesses offering takeaway or delivery services must not include alcoholic beverages if they do not have premises licence issued under the Licensing Act 2003 that permits alcoholic sales off the premises |  |

|  |  |
| --- | --- |
| **Access and Exit (assume everyone may be infected) – check routinely** | ✓ |
| ***Think! – prevent customers touching surfaces that are not necessary to do so.*** |  |
| Has the shop door been wedged open so customers do not need to touch it? |  |
| Do you have a safe entrance and exit system?  If you have 2 doors, one should be the entrance and one for the exit.  If only one door, the customer leaving the shop MUST be 2m away from the waiting queue. |  |
| Does the cleaning schedule include the twice daily disinfection of the counter tops, till cover, shopping container, dish for the change, trolley / basket handles, hand-contact surfaces to staff toilet, wash hand basin taps, light switches, card machines, conveyor belts at till, shop door handles and push plate. |  |

|  |  |  |
| --- | --- | --- |
| **Management – check daily** | ✓ | |
| ***Think! – You must also manage rest rooms, corridors, toilet facilities and smoking areas to maintain social distancing.*** |  | |
| Ensure all staff are fit and well, with no symptoms of Covid19 and check that no one in their household has symptoms. |  | |
| Has the cleaning schedule been followed, signed and dated? |  | |
| Have the start-up and closing checks been completed? Has this been signed and dated? |  | |
| Has hand moisturiser and / or barrier cream been provided for staff? |  | |
| Record any concerns and action taken | | |
| Important Information:  Communal drinking sources available to staff and/or customers may be a contamination risk particularly where water is drunk from the source. You should ensure that communal water points are regularly cleaned, disinfected and used appropriately. It may be considered prudent to introduce a short flush regime between users as an extra precaution.  The outlet should preferably be free flowing without splashback and with sufficient space for a glass or bottle which then can be used for drinking.  Discourage drinking directly from the source and promote the use of bottles or cups instead. | |  | |

|  |
| --- |
| **Further Advice and information on Coronavirus Covid 19**  Guidance for food businesses on Coronavirus (Covid-19)  <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery>    A quick guide to safe shopping during the coronavirus (COVID-19) pandemic  <https://www.cieh.org/media/4080/covid-19-safe-shopping-guidelines.pdf>  Food delivery and takeaway guidance  <https://www.cieh.org/media/4070/covid-19-food-delivery-and-takeaway-guidance.pdf>  How to hand wash (video)  <https://www.youtube.com/watch?v=x3v521MTjio&feature=youtube>  <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>  Business Companion, trading standards law explained. Coronavirus Bulletin:  <https://www.businesscompanion.info/sites/default/files/BEIS_Coronavirus_Bulletin_Food_14.05.20_Pages.pdf>  Reopening and adapting your food business during Covid 19  <https://www.food.gov.uk/business-guidance/reopening-and-adapting-your-food-business-during-covid-19>  Allergen information:  <https://www.food.gov.uk/safety-hygiene/allergy-and-intolerance> |