Checklist Template

COVID-19 - Checklist 4 A : Product (GLOBAL)

Total score : 0

#	Question Text	Score
PURCHASE		
1	**Communication: Measures are in place to confirm suppliers are approved before use?** Your usual Elysium Group HACCP and controls should be in place for supplier approval e.g. specifications, third party approvals, goods inwards inspections. Use reputable suppliers – with high food hygiene standards such as SALSA, good food hygiene ratings, or a satisfactory third-party audit report. Actions / Comments:	
2	**Communication: Agreements in place regarding the quality and freshness of food - including notification of any substitutions?** Liaise with suppliers to ensure the quality and freshness of products and produce. Provide suppliers with detailed specifications of requirements. Ask suppliers to confirm in writing that they will alert you regarding changes to ingredients or substitutions. Actions / Comments:	
3	**Communication: Details of all suppliers maintained and up to date?** Keep an authorised supplier list. If it becomes necessary to find an alternative supplier for an ingredient, make sure that you obtain full supplier information including allergens. Use a Supplier Quality Assurance form or use our supplier checks. Use residual stock first (label this) to avoid mix-ups and confusion. Actions / Comments:	
4	**Communication: Allergens for each ingredient is cross referenced to ensure accuracy with the allergen information provided to customers?** Ensure that all allergen information is updated. Amend recipes and allergen information accordingly as and when ingredients or suppliers change. If allergen information is provided in several formats ensure these are all updated e.g. on staff matrix, customer matrix, menus, online. Actions / Comments:	
		0
DELIVERY		

1	**Communication: Agreements in place with suppliers with regard to social distancing guidance?** Ensure good communication with suppliers on control measures to ensure deliveries comply with social distancing guidance. Give detailed instructions about when and where deliveries should be made using the Delivery Instructions template. Actions / Comments:	Page 2/3
2	**Communication: Controls in place to ensure contactless deliveries from suppliers?** Practice contactless deliveries to the greatest extent possible. Try to do all interactions electronically (e.g. in an app or over the phone. This eliminates the need for close contact between you and the person getting the delivery. Arrange for deliveries to be left outside - such as in a porch or an external pest-proof container. Arrange for the delivery to be made at an agreed time (mobile phones/apps can be used to confirm arrival). The delivery driver can unload the delivery whilst receiving staff remain 2 metres away. The driver can then move away whilst you verify and check the delivery. If delivery persons have to enter the premises for example draymen, check they do not have any symptoms of COVID-19. Social distancing should be maintained. Ask them to sign a Health Declaration using their own pen or send declarations in advance. Actions / Comments:	
3	**Supplier interaction: Posters and information provided to discourage where possible delivery drivers entering the business?** Display our Elysium Group 'STOP CORONAVIRUS' posters as a reminder for all suppliers. Actions / Comments:	
4	**Supplier interaction: Systems are in place other than signing for deliveries?** Set up alternatives to requiring signatures. If a pen or other utensil is required for the signature you can ask that the pen or utensil is cleaned and sanitised before using your own. Avoid sharing scanners, pens, or other tools with delivery drivers by confirming receipt by email where possible such as a confirmation email or a photo of the loaded or unloaded goods could be accepted as proof of delivery. Actions / Comments:	
5	**Packaging: Controls in place to manage and remove outer packaging materials before deliveries accepted into work areas?** Boxes, containers or any packaging being used to transport food or equipment such as cardboard should be disposed of before entering the kitchen/storage sites. Where possible, disposing of external packaging either outside or in the entrance to the kitchen will reduce risks from contaminated packaging. Actions / Comments:	
6	**Staff: Practising and aware of good personal hygiene measures?** Receiving staff should wear gloves and/or practice strict hand washing both before and after deliveries. Actions / Comments:	
		0

STORAGE

1	**Staff: Following restrictions to prevent many people going into and using small stores - larders, walk-in refrigeration etc?** Put restrictions on the number of people going into small spaces such as only one person at a time in the dry store, chiller, or cellar at one time. This will allow for social distancing. Posters should be placed on doors to remind staff about entering small spaces such as chillers and staff should knock or use viewing panes where available. Staff could use, 'Do not enter staff member already inside' signs on doors to small spaces. *Actions / Comments:*	
2	**Staff: Following strict personal hygiene rules of hand washing before and after handling deliveries?** Usual hygiene rules apply plus additional precautions for COVID-19. Wash your hands before and after food is put away. If gloves are worn ensure they are disposed of properly and hands are thoroughly washed after. *Actions / Comments:*	
3	**Cleaning and Sanitising: All hand touch surfaces e.g. door handles are being sanitised after use/contact?** Sanitise hand contact points such as fridge handles and door handle once the food has been stored. Clean and disinfect objects and surfaces that are touched, using a detergent and disinfectant/sanitiser. *Actions / Comments:*	
		0

Checklist Template

COVID-19 - Checklist 4 B : People (GLOBAL)

Total score : 0

#	Question Text	Score
MANAGEMENT		
1	**Staff receive regular training, briefings and updates regarding COVID-19?** Involving staff in decision-making will increase buy in and be helpful and insightful. Communication is key to success and you should brief staff daily on the situation with COVID-19. Staff should receive regular training on precautions including hand washing and where required safe use and changing of gloves. Training material should be easy to understand and available in the appropriate language and literacy level for all employees. Posters should be used back of house to remind staff of the current procedures. Actions / Comments:	
2	**Staff behaviour is monitored to ensure compliance with policies and procedures?** A health & safety person should be appointed for each shift to ensure safety measures are being adhered to. Behavioural changes are a big challenge when implementing and monitoring new procedures and policies and there should be regular shift briefings to remind employees of their responsibilities. You should monitor employee behaviour and keep reminding them about rules for example on social distancing as it is easy to fall back into old habits when placed back in a familiar environment. Actions / Comments:	
3	**Management can provide help and advice to staff regarding any COVID-19 concerns they may have?** You should designate a person who is responsible for responding to COVID-19 concerns and staff should know who this person is and how to contact them. Managers and designated persons must know how to spot symptoms of coronavirus (COVID-19) and should be clear on any relevant processes, for example sickness reporting and sick pay, and action to take if someone is infected. Actions / Comments:	
4	**Group meetings are held remotely and sites visits are only undertaking where necessary?** Area Manager visits should be reduced and and meetings conducted using conferencing apps such as Microsoft Teams and Zoom where possible? Actions / Comments:	
5	**Update to date contact details are available for all members of staff?** Ensure you have update to date contact details for all members of staff should you need to contact them to advise in relation to self isolating etc. Actions / Comments:	

6	**Communication: Messaging across all communication platforms is accurate, aligned and timely?**	
	A single message about how you are/will be dealing with COVID-19 will give customers confidence in your business. Staff training on COVID-19 procedures will ensure a consistent response to customer queries and help build customer confidence. A daily briefing should be carried out to remind front of house teams of the main controls and anything to note each day.	
	Actions / Comments:	
7	**A policy is in place regarding social distancing whilst at work?**	
	The advice on social distancing measures applies to everyone and should be followed wherever possible by keeping 2 metres away from other staff members and guests. Employees should also follow social distancing rules when taking breaks. If you are a larger team, you could consider splitting your teams in two and scheduling so that the A's and the B's do not interact in-person, in or outside of work. This limits the impact so if someone on the A's becomes ill and the rest of the A's need to self-isolate, hopefully, the B's can still keep working. You could reduce staff in the main kitchen by limiting the menu offer so that fewer staff are required to work in the kitchen.	
	Actions / Comments:	
		0

STAFF PERSONAL HYGIENE

1	**A sickness policy has been established regarding COVID-19 and management and staff are fully aware?**	
	Establish a clear policy for what is expected of employees if they get sick, have symptoms, or if an exposure is reported. If a member of staff has helped someone who was taken unwell with a new,continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus (COVID-19) infection.	
	It is not necessary to close the business or workplace or send any staff home, unless government policy changes. But you should keep monitoring the government response page in case of change.	
	Actions / Comments:	
2	**All staff complete a health questionnaire prior to returning to work?**	
	Prior to returning to work, all staff will be required to complete a COVID-19 Health Declaration, in addition to confirming whether they have suffered any gastrointestinal symptoms. They will need to declare that they are fit for work and that neither they nor a household member have suffered with any of the symptoms of COVID-19 illness in the previous 14 days. Use the COVID-19 Health Declaration Form and the usual return to work after illness forms.	
	Actions / Comments:	

3	**All staff must confirm on a daily basis, they and members of their household have no COVID-19 symptoms, before starting work?**	
	Each day, staff must confirm that they and those in their household are free from signs of COVID-19 infection namely a continuous cough or a high temperature (based on the current NHS list of symptoms). Any staff deemed to be at high risk of infection may be asked to leave work for the safety of themselves and others. You must follow the government shielding guidance. All staff with symptoms must self-isolate according to the current PHE Guidance.	
	Actions / Comments:	
4	**Controls are in place should a member of staff advise they are COVID-19 symptomatic?**	
	If staff contact you to advise of COVID-19 symptoms you will have to ask them to self-isolate following the current NHS Guidance. When they are well and ready to return to work, you should use the COVID -19 return to work form and complete this on the phone prior to staff returning. This should be used alongside the usual return to work forms. You should also have a plan in place to deal with increased rates of absenteeism due to COVID-19.	
	Actions / Comments:	
5	**Staff are aware of and adhere to good hygiene practices whilst at work?**	
	Always wash hands when arriving at work and regularly throughout day for at least 20 seconds. Increase levels of hygiene management including keeping hands clean and coughing and sneezing into tissues which are immediately disposed. Use sanitising hand gel where provided in addition to regular hand washing. For tasks where you are advised to wear gloves - you must always wash/sanitise hands before putting on a new pair of gloves and change them regularly. Avoid touching your eyes, nose or mouth and avoid handshakes.	
	Actions / Comments:	
6	**Controls are in place in relation to protective clothing and staff changing?**	
	Kitchen staff must not wear their designated uniform/protective clothing outside of their workplace. They should change into their uniform immediately upon entering the site and store their travelling clothes in a separate area to clean items, so as to avoid any cross contamination. They should avoid crowding into a changing room. All kitchen team uniform should be washed on the hottest setting of the machine using your current method (external or internal laundry). Other team members can wash their uniforms at home as per the label instructions. If front of house teams do not wear a uniform, they may need to change their clothes but only where there is a high risk of infection or there are highly vulnerable people. It is recommended that to increase customer perception of COVID-19 controls that a front of house uniform such as team t-shirts is provided.	
	Actions / Comments:	
7	**Controls are in place in relation to staff personal belongings?**	
	Any personal belongings, including phones, should be stored away and not brought into kitchen or front of house areas. We recommend placing these in lockers or in an office for the shift. If required whilst on shift, they should be cleaned and sanitised first. Provide disposable bottles of water to staff to avoid bringing reusable bottles into the kitchen.	
	Actions / Comments:	

8	**There is adequate supplies of PPE for all members of staff and stored correctly to prevent contamination?** Ensure that you have adequate supplies of PPE available each day and order as necessary bearing in mind there may be longer lead times. PPE should be stored in a designated area in a labelled box to prevent against contamination. Supplies should be placed in the kitchen and front of house areas each day. Gloves: (food grade) should be provided for tasks where deemed necessary for example cleaning, and handling rubbish). NB Wearing gloves is not a replacement for regular hand washing. Hands must be clean before putting gloves on and they must be routinely changed. If the integrity of a glove is compromised (e.g. punctured) change gloves immediately - wash hands and replace gloves. The government has suggested face coverings can be used in public areas and on public transport where social distancing is not possible. However it is not recommended that you wear face masks in hot kitchens as this may encourage people to touch their face more often and become a hazard rather than a control. Actions / Comments:	
9	**Staff are aware of and adhere to social distancing?** The advice on social distancing measures applies to everyone and should be followed wherever possible by keeping 2 metres away from other staff members and guests. Employees should also follow social distancing rules when taking breaks. If a staff room is available, chairs and tables will need to be spaced out and you may want to consider staggering start/finish times for staff to avoid gatherings in changing rooms or at signing in/out points. Actions / Comments:	
10	**Controls are in place regarding travelling to work?** Where possible, staff should avoid taking public transport to limit risk of exposure and physical contact. If this is not possible, they should be requested to follow the current Government guidance on travel on public transport and wear face coverings (as required). They should try to travel at the quietest of times using the least busy form of transport where possible. Car or taxi shares with colleagues may be considered. Where possible, social distancing guidelines should be observed whilst travelling Actions / Comments:	
		0

FRONT OF HOUSE/SERVICE/CUSTOMERS

1	**Communication: Customers are encouraged to pre-order by telephone, online or email?** This will help reduce staff to customer contact within the restaurant. Encourage customers to do this when they make a booking and investigate the best options for your business. Actions / Comments:	
2	**Communication: Customers are reminded not to enter the building if they have any symptoms of COVID-19?** Display the Elysium Group 'STOP CORONAVIRUS' poster on the front door/entrance area as a reminder for customers. Actions / Comments:	

3	**Front of house staff adhere to good hygiene practices?** Front of house staff must wash their hand regularly with hot water and soap for at least 20 second. Hand sanitiser stations should also be installed for use by staff and customers. These should be placed at entrances, collection points etc. *Actions / Comments:*	
4	**Controls are in place regarding social distancing when guests arrive?** You need to avoid the restaurant becoming overcrowded (in line with social distancing). Use line markings in queues at 2 metre spacing and where possible, place someone on the door and implement a one in one out system. Give walk-in customers a booking time slot and advise them to return then. This will help to reduce the numbers in the restaurant at any one time. Stagger service periods or have longer service periods to help controls numbers also. *Actions / Comments:*	
5	**Controls are in place regarding social distancing during service?** Staff should aim to keep a 2 metre distance from customers where possible. They should place food down and move away quickly. Advise guests to pour their own water and wine. Tables should be waited on by one designated server in order to reduce contact. Although not more hygienic, than hand washing and sanitising, gloves may be used as there is a public perception that they are safer. If gloves are used, they must be replaced regularly and between serving different tables. Tables should be cleared one at a time to reduce potential for cross-contamination. *Actions / Comments:*	
6	**Controls are in place in relation to tableware and provision of sauces and condiments?** Lay the table as diners arrive in order to reduce contact. Decant bottles of sauces into portion size pots or use single use condiments such as condiment sachets or place condiments on the table (in small containers) and sanitise between guests. *Actions / Comments:*	
7	**Controls are in place in relation to use of toilet facilities?** Restrict the numbers of customers in toilets at any one time. Put posters on doors of toilets to remind customers not to enter if cubicles are full. Put 2m markings on the floor. Place sanitised disposable wipes inside and outside of doors with bins nearby and signs explaining to guests how to avoid contact with the door handles, etc. consider alternatives such as leaving the main door open (where privacy/hygiene are not an issue) or possibly foot or sensor activated door opening mechanisms. *Actions / Comments:*	
8	**Controls are in place regarding cleaning and disinfection?** Identify common contact points such as door handles, touch screens, light switches, tables and chairs and hand-rails etc. paying particular attention to those surfaces which are in constant use and shared. These points should be sanitised regularly during each shift in order to minimise any viral loading. Avoid menus that cannot be cleaned between customers. Use disposable paper menus or wipe clean menus that are sanitised between customers or use a menu boards. *Actions / Comments:*	

9	**Controls are in place with regard to guest payment?** Encourage customers to use contactless payment options, when available. Minimise handling cash, credit cards, reward cards, and mobile devices, where possible. Use mobile apps that allow customers to place an order and pay without contact with staff. Customers should also pay at the table to avoid queuing or congregation of people. *Actions / Comments:*	
10	**Controls are in place in relation to allergens?** Ensure allergen information is accurate and up to date and can be provided to customers where required regardless of how they place their order. Consider publishing allergen information online for customers. Keep records of any orders where a customer has advised of an allergy. Do not serve people with a food allergy or intolerance if you cannot guarantee that their food has not been contaminated with their specific allergen. *Actions / Comments:*	Page 6/8
		0

KITCHENS/DISHWASHING

1	**Social distancing controls are in place in kitchen, prep and dishwasher areas?** Put restrictions on the number of people going into small spaces such as only one person at a time in the dry store, chiller or cellar at one time. This will allow for social distancing. Posters should be placed on doors to remind staff about entering small spaces such as chillers and staff should knock or use viewing panes where available. Staff could use, 'Do not enter staff member already inside' signs on doors to small spaces. In the kitchen, it is recommended that, wherever possible, designated work areas are established in order to minimise overall travel around the kitchen. The most recent government advice in 'Our Plan to Rebuild: The UK Government's COVID-19 recovery strategy' advises that you can lower the risk of infection if you stay side-to-side rather than facing people. *Actions / Comments:*	
2	**Staff are following strict personal hygiene rules of hand washing?** Food handlers must wash hands for at least 20 seconds at least before starting work and regularly throughout their shift. Wash hands between tasks and change gloves if usually worn; when switching tasks, handling different foods, or after touching objects that should be considered contaminated (mobile phones, computers, clothes, door handles, etc.). Ensure that hand washing facilities are routinely cleaned and sanitised and are fully stocked with: anti-bacterial hand soap, paper drying towels and 60% Alcohol hand sanitiser (as required). *Actions / Comments:*	
3	**Cleaning and sanitising of all hand contact surfaces is taking place regularly?** Clean kitchen as per cleaning schedule and enhanced COVID-19 cleaning checks. Regularly clean and sanitise hand and food contact surfaces. To include (but not limited to): -Handles of fridges/freezers -Workbenches/table tops -Chopping/preparation boards -Food preparation equipment handles *Actions / Comments:*	

4	**Controls are in place regarding visitors and contractors?** Avoid non – essential visitors to the kitchen and plan for visits outside of food preparation times where possible. Place stop notices at all of the entrances to the kitchen. Ask visitors to sign a health declaration to state that they do not have symptoms. You could add this into your usual visitors' book. Ask all visitors to wash their hands when entering the kitchen for 20 seconds using hot water and soap provided. Actions / Comments:	
		0

TAKEAWAY & DELIVERY

1	**Customer ordering is restricted to online, email or telephone?** Restrict ordering to online and email/phone orders only to reduce person to person contact. Advise customers placing orders of the approximate time their food will be ready for collection. Actions / Comments:	
2	**Controls are in place regarding collection of food orders?** Display COVID – 19 signage on the door or somewhere visible to customers advising of additional safety measure being taken at this time. If you accept pickups, limit the number of customers inside at any given time. Customers should remain at a safe distance from staff and each other – at least 2 metres apart. Where possible, create a designated/hatched area for pick up. It is good practice to use high visibility tape to mark the floor to give guidance and to keep persons 2 metres apart. Actions / Comments:	
3	**Controls are in place regarding pick up of by food delivery driver?** Delivery persons should avoid coming into the kitchens and avoid staff contact where possible. Where possible, staff should box up and leave in a low risk area away from the kitchen for the delivery person to collect. Actions / Comments:	
4	**Controls are in place to when food is delivered to customers?** Delivery staff must not enter the customers property in any circumstances. Establish from the customer if they are self-isolating when the order is placed. If so, advise they must pay over the phone or online and obtain their contact telephone number. If a delivery is being made to a customer who is self-isolating, the delivery staff should telephone the customer when they arrive at their house and advise that the order has been left at their door. For all other customers, ring the doorbell and then step back at least 2 metres and wait nearby for your customer to collect it. Actions / Comments:	
5	**Delivery staff adhere to good hygiene practices?** Provide delivery staff with hand sanitiser and/or disposable gloves which should be changed regularly and between customers. Actions / Comments:	

		0

HEALTH & SAFETY

1	**Controls are in place regarding in-house delivery staff?** If using in-house delivery staff, ensure they have a constant means of communication with the site e.g. mobile phone. Ensure such devices are fully charged at the start of each shift. If delivery staff do not contact, you or return to site in the expected time contact them to locate their whereabouts and safety. Ensure delivery staff are provided with the full address of the customer and use 'maps' on their phone if required. Ensure delivery staff wear weather appropriate clothing. Actions / Comments:	
2	**Food deliveries by foot are limited?** Where possible deliveries should not occur after dark. If they must, delivery staff should be provided with hi-vis clothing and deliveries should be within a 15-minute walk. Actions / Comments:	
3	**Controls are in place regarding vehicles used for food delivery?** These controls are applicable to in-house delivery driver and not if using 3rd party companies. All vehicles should be fully insurance, taxed and have a full MOT. All vehicle should be road worthy and pre-use checks should be carried out for example tyres, brakes, lights, wipers and wiper wash (where applicable). All delivery drivers should have an appropriate licence for the vehicle being used and adhere to the Highway Code. Staff making deliveries by bike/motorbike etc. should be provided with lights, hi-vis clothing and must wear a helmet. Actions / Comments:	
4	**Controls are in place regarding lone working?** No lone working to take place during opening hours. There should always be at least two members of staff on any given shift. If a single member of staff is opening the site, the door should be locked until the site is due to open and/or another member of staff arrives. Staff should have access to a telephone so they can contact emergency services in the event of any issues arising. Actions / Comments:	
5	**Controls are in place regarding banking and control of cash?** Where possible all orders should be paid by debit/credit card over the phone in order to limit the amount of cash on site. Ensure any cash is regularly banked or placed in the safe. Actions / Comments:	
		0

Checklist Template

COVID-19 - Checklist 4 C : Premises (GLOBAL)

Total score : 0

#	Question Text	Score
LAYOUT		
1	**Layout: New customer layout and table plan is in place and checked to ensure social distancing being achieved?** Create a new floor plan. Try to space tables 2 metres apart. Consider if you will store excess tables or place a sign stating "Not in Use." As an alternative to having tables 2 metres apart screening could be fitted between the tables. *Actions / Comments:*	
2	**Layout: Systems in place to prevent overcrowding and ensuring customer queues adhere to social distancing?** You need to avoid the restaurant becoming overcrowded (in line with social distancing). Manage customer numbers/queues and have plans and systems in place to monitor and control the numbers of customers at any given time. Use line markings 2 metres apart in queues to help ensure social distancing. Place someone on the door for a one in one out system. *Actions / Comments:*	
3	**Layout: Controls are in place to manage service periods to provide an increased window of opportunity for customers to visit and dine?** Stagger service periods or have longer service periods. Give walk-in customers a booking time slot and advise them to return then. This will help to reduce the numbers in the restaurant at any one time. Politely encourage customers to vacate their table once they have finished to avoid them spending long periods in the restaurant. *Actions / Comments:*	
4	**Layout: Controls are in place to reduce items such as sauces, crockery, cutlery, glassware etc from being shared between customer parties?** Lay the table as diners arrive as this will help to reduce contact. Use individual pots of sauces, condiments etc. rather than large bottles and containers. If bottles are used ensure they are placed on the tables and sanitised between customers. *Actions / Comments:*	
5	**Layout: Buffets and self-service items have been removed from offer? (Note: self-collection is permissible)** Remove or cordon off all self service areas (food and drinks) as this will encourage customers to gather in one area. The areas could be used for additional seating. If buffets cannot be removed staff must serve the food to customers. Customers numbers should also be controlled in order to ensure social distancing. *Actions / Comments:*	

6	**Layout: Controls are in place in relation to social distancing between members of staff?** Staff must also be protected and enabled to socially distance. Ensure staff can keep to social distancing rules where possible in the staff areas such as changing rooms or staff rooms. If a staff area is used, chairs and tables should be spaced out to allow for social distancing. Break should also be staggered to help limit numbers as any given time. For changing areas adopt a one in one out approach to prevent overcrowding. Display posters/signage as a reminder for staff. Actions / Comments:	
		0

OUTSIDE

1	**Controls in place to allow for social distancing in outside areas?** Reduce the number of seats available. Close outdoor play areas and use as seating areas outside. This will help reduce contamination of hand contact surfaces and to allow social distancing between customers. Investigate pavement licenses with the local authority which may help provide additional space. Actions / Comments:	
2	**Controls are in place to encourage customers to follow good personal hygiene practices?** Consider outdoor hand washing stations. Provide hand sanitiser/sanitising wipes for customers to use outside. Actions / Comments:	
3	**Customers are reminded to maintain social distancing from staff and other customers?** Remind customers to maintain 2 metres distance from staff and other customers with verbal announcements and written signage. Use posters and 2m floor markings as reminders. Actions / Comments:	
4	**All surfaces are regularly cleaned and sanitised?** Outside surfaces will include tables and chairs, handrails and doors must be regularly cleaned and sanitised. Actions / Comments:	
5	**Controls are in place with regard to safe means of payment?** Encourage the use of contactless payment only. This will prevent customers having to come inside to pay. If cash is used ensure staff wash and sanitise their hands afterwards. Actions / Comments:	

6	**Controls are in place with the regard to customers safe use of toilets?**	
	Clean and disinfect toilets regularly and consider the provision of outside toilets such as portable toilets as a temporary measure. Use posters on the door to the building to remind customers about social distancing when entering the building.	
	Actions / Comments:	
		0

CLEANING

1	**PPE is provided and used by staff when cleaning?**	
	It is recommended that gloves are worn when cleaning. The minimum PPE to be worn for cleaning an area where a person with possible or confirmed COVID-19 has come into contact with surfaces is disposable gloves and a disposable apron. Staff must wash and sanitise their hands after removal and disposal of PPE.	
	Actions / Comments:	
2	**Staff are aware of and adhere to good hygiene practices when cleaning?**	
	PPE should be removed and safely disposed off. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.	
	Actions / Comments:	
3	**All commonly touched surfaces and hand contact points on site have been identified and are regularly cleaned and sanitised?**	
	In terms of routine cleaning and disinfection regimes you should carry on as normal using detergents and disinfectants. The detergent will be effective against COVID-19 and the disinfectant against bacteria.	
	Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal with detergent and disinfectant.	
	Actions / Comments:	
4	**Controls in place regarding to cleaning of surfaces which a symptomatic person has come into contact?**	
	Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:	
	- use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (see table for achieving a 1000ppm (0.1%) bleach solution),	
	-or a household detergent followed by disinfection (1000 ppm av.cl.).	
	Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants, or if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses (BS EN14476). The WHO have reported that products based on hydrogen peroxide, peracetic acid or sodium hypochlorite are all effective against coronavirus as are solutions containing greater than 60% alcohol.	
	Actions / Comments:	
		0

WASTE		
1	**PPE is provided for staff when handling waste?** Wear disposable aprons for handling potentially contaminated waste. This will prevent the spreading of germs onto uniforms. Hands must be washed thoroughly after handling waste even if gloves are worn. Alcohol-based hand sanitiser should also be available for workers to use after they dispose of waste. *Actions / Comments:*	Page 4/4
2	**Bins: Additional internal lidded bins have been provided and being effectively managed i.e. frequent emptying and discarding of contents?** Provide closed bins with foot-operated/hands free opening for staff to hygienically dispose of waste and rubbish such as used tissues, immediately (or as soon as possible) after use. Alcohol-based hand sanitiser should be available for workers to use after they dispose of waste. If more waste is being produced contact your licensed waste collection contractor to increase collections so that refuse does not accumulate. *Actions / Comments:*	
3	**Clinical Waste: Measures to reduce risks of infection to staff handling and removing hazardous/clinical waste are in place and being followed?** If no special precautions are required it is advisable to to get waste removed as frequently and regularly as possible. If quarantining is required you should double-bag waste and then store it securely for 72 hours (away from kitchen areas) before throwing away in the regular external rubbish bins. Alternatively arrange for a Category B infectious waste collections either by your local waste collection authority or by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment. *Actions / Comments:*	
		0

WASTE