**Reopening checklist for businesses during COVID-19**

# Planning and preparation for start-up

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| **Check** | **Done / Initial** | **Date** |
| Can your business [reopen](https://www.gov.uk/government/publications/further-businesses-and-premises-to-close/further-businesses-and-premises-to-close-guidance)? |  |  |
| Have you completed a COVID-risk assessment?  (Low-cost support is available by [following this link](https://training.rheglobal.com/courses/59/covid-19-business-re-opening) -10% discount for Shropshire Businesses) |  |  |
| Have you implemented controls from the [COVID secure business guides.?](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19) |  |  |
| Have you displayed in your shop window a completed [COVID secure poster](https://assets.publishing.service.gov.uk/media/5ef2895ee90e075c5582f4d1/staying-covid-19-secure-accessible.pdf)? |  |  |
| Consider adjustments to fitness for work procedures to take account of [COVID-19 symptoms.](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) Initial telephone interviews with staff may be beneficial in assessing fitness to work |  |  |
| Have you communicated to staff and training is provided where appropriate, including training of any new staff. |  |  |

# Site checks

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| **Check** | **Done / Initial** | **Date** |
| For any display or table/chairs placed on the street outside, do you have a [pavement permit](https://shropshire.gov.uk/licensing/apply-for-a-licence-or-permit/pavement-permit-application-or-renewal/) in place? |  |  |
| Are there suitable cleaning and disinfection consumables within their use-by date? Are disinfectants [compliant to BSEN1276](http://www.disinfectant-info.co.uk/) or equivalent? |  |  |
| **Is there any evidence of pests.** Check for:   * signs of damage or smearing to walls and doors * gnawed or stained packaging or items * footprints in dust * animal droppings or urine smell * insect bodies, larvae, cocoons and egg/pupal casings * feathers   **Take action if necessary** - use reputable pest control contractors, e.g. <https://www.shropshire.gov.uk/pest-control/> |  |  |
| **Check handwashing and cleaning materials’ availability**  **(this includes soap, sanitiser and paper towels)** |  |  |
| Training staff to [wash their hands more frequently than usual.](https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/)  This should be for 20 seconds with warm water and soap. |  |  |
| **Check hot and cold running water is available at all sinks and hand wash basins.** |  |  |
| Considered provision of hand sanitiser additional to hand-washing facilities at appropriate locations, e.g. shop entrance |  |  |

# Equipment checks

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| **Check** | **Done / Initial** | **Date** |
| **Consider Legionella risks and** take action in line with [Legionella](https://www.hse.gov.uk/legionnaires) [guidance from the Health and Safety Executive](https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm)to reduce risks. |  |  |
| **Have any gas and electrical equipment,** especially portable equipment, been checked for safety |  |  |

# Social distancing measures

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| **Check** | **Done / Initial** | **Date** |
| Spoken to neighbouring business and organised [external spaces](https://www.gov.uk/guidance/safer-public-places-urban-centres-and-green-spaces-covid-19), especially for queuing arrangements. |  |  |
| Review the government advice on social distancing in the workplace in [Working safely during coronavirus (COVID-19)](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)[.](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery) |  |  |
| Provide where possible for 2 metre social distancing. See [Social distancing guidance](https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing). |  |  |
| Consider steps to minimise staff-customer interactions. See [Managing your customers, visitors and contractors.](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery#takeaways-4-1) |  |  |
| Consider how you will communicate with, update and where necessary train staff in new procedures. See [Communications and training.](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery#takeaways-7-3) |  |  |
| Identify staff at higher risk. See [Protecting people at higher risk.](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery#takeaways-2-1) |  |  |
| Cohort working teams to lower staff mixing. See [Workforce management.](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery#takeaways-7-1) |  |  |

Name of business:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Persons completing form:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact number / email address:

**Copies of completed forms should be returned to** [**food@shropshire.gov.uk**](mailto:food@shropshire.gov.uk)

**Office use only**

Ref:

Officer: