

Staying COVID-19 Secure in 2020

A checklist of actions to review prior to opening. This list is not exhaustive, but provides businesses a starting point of activities to consider.

Retail	Office	Café/Restaurant
<ul style="list-style-type: none"> ⦿ Risk Assessment ⦿ Physical distancing ⦿ Signage / communication ⦿ Store layout ⦿ Entry and exit points ⦿ Number of customer inside store ⦿ Customer movement inside store ⦿ Queue management ⦿ PPE provided for staff* ⦿ Plastic screens on counters ⦿ Payment methods ⦿ Opening Hours 	<ul style="list-style-type: none"> ⦿ Risk Assessment ⦿ Physical distancing ⦿ Signage / communication ⦿ Split staff rota ⦿ Staggered arrival times ⦿ Staggered lunches ⦿ Office layout ⦿ PPE provided or available* ⦿ Enhanced cleaning ⦿ Travel ⦿ Meetings ⦿ Who is permitted entry into building ⦿ Sharing equipment 	<ul style="list-style-type: none"> ⦿ Risk Assessment ⦿ Physical distancing ⦿ Signage / communication ⦿ Provision of outside dining ⦿ Reduced table number / number of customers ⦿ Queue management ⦿ PPE provided for staff* ⦿ Plastic screens on counters ⦿ Enhanced cleaning ⦿ Payment methods ⦿ Use and management of toilets ⦿ Opening Hours ⦿ Takeaway/delivery

* If you can, wear a face covering in an enclosed space where social distancing isn't possible and where you will come into contact with people you do not normally meet. This is most relevant for short periods indoors in crowded areas, for example, on public transport or in some shops. This is of course to protect other people, not yourself.