

Store Name:

Store Manager: P: Phone Number Email

Key Contact (other than store manager): P: Phone Number Email

Store occupancy date:		Actual Occupany date: Actual opening date Prestart meeting date
Planned opening date		
Max capacity numbers in store		
How are Max capacity numbers being measured/monitored		

What format are you planning to trade from? (please tick all those that apply)

Preorder & collect from store		All departments open	
Grab & Go		Regular shopping inc browsing (with social distance measures)	
Delivery only (using store as wearhouse/call centre)		Other	

Examples of Possible Measures & Actions

Measure	Implimenting (public)	Not implimenting (public)	Staff/back of house	comment
Social Distancing Policy in place				
Group number resrtictions				
Revised store layout				
One Way system				
Open door policy				
Separate entry/ Exit				
Mandatory facemasks				
Mandatory faceshields				
Mandatory gloves				
Handwashing facilities available				

Sanitisers on entrances/key areas

Social Distancing signage

Plexiglass barriers at tills and counters

External Queue barrier

External Queue tape/markings

Cashless/card only

Cash handle policy in place
(put N/A if yes to above)

Contactless payments available

Touchpoints cleaning regime in place

Removal of seating & seating areas

Changing rooms closed

Toilets closed

Lifts capacity signage

Temperature Readings on arrival

Trolley and basket Restrictions

Trolley and basket disinfection facilities