



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 sector-specific guides and checklists once you have re-opened: [COVID-19 advice and support | Herts LEP](#) (hertfordshirelep.com)

Opening after a period of closure – complete before re-opening	✓
Ensure your premises is well ventilated – refer to: https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm	
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 covid-19-legionella-checklist.pdf (hertfordshirelep.com) and accompanying guidance 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	
Clean and disinfect all water points within the premises; taps, shower heads, water dispensers etc.	
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. Also see: <u>Fire safety re-opening</u>	
Check for any sight of pests within the premises – move items that you would not normally move to carry out a thorough check and clean.	
How will you inform your customers of the need to wear a face covering, e.g. use of a poster, verbal instruction? Play your part - Face coverings must be worn (hertfordshirelep.com)	
If you require a coronavirus NHS QR code, go to: https://www.gov.uk/create-coronavirus-qr-poster and see our guidance on collecting personal data	
Management - Risk assessments and keeping your staff safe	✓
Have you reviewed your risk assessment and the effectiveness of all control measures?	
Have you determined which enhanced measures may need to be introduced – this is essential due to the new variants which are likely to be more infectious? how-to-review-your-hs-risk-assessment-and-controls-28012021.pdf	

(hertfordshirelep.com)	
How will you monitor the safe measures are maintained on a routine basis?	
Do you have a procedure to ensure staff are fit and well before arriving at work and that symptomatic staff do <u>not</u> attend work and are aware of how to report this to their manager? How will you ensure staff are aware of testing and self isolation requirements?	
If a staff member tests positive, do you have a system for identifying any workplace contacts who will also need to isolate? <u>Workplaces cases and outbreaks flowchart</u> You may wish to organise your staff into work teams or bubbles to assist with business continuity should you have a workplace outbreak.	
To report one or more positive cases within the workplace, do you have your local environmental health contact details?	
Have you identified any vulnerable staff and carried out individual risk assessments with them?	
What controls do you have in place for staff who are exempt from wearing face coverings?	
Have you got additional cleaning procedures in place based on the government's guidance on 'Cleaning in non-health care settings outside the home'? <u>cleaning-in-non-food-premises-nov-2020.pdf</u> (hertfordshirelep.com) Identify your frequently touched contact surfaces for anti-viral cleaning to prevent COVID-19 transmission when you re-open.	
How will you ensure your staff are aware of your risk assessment(s) and COVID-19 safe procedures? See our 'Staff Checklist' under the must read guidance section	
Vaccinations: all control measures remain in place regardless of whether staff have been vaccinated.	
Workplace testing of staff: all control measures remain in place regardless of whether staff have been tested <u>https://www.gov.uk/get-workplace-coronavirus-tests</u>	
Personal hygiene and hand washing (assume hands are contaminated)	✓
Are hand washing facilities accessible with liquid soap and paper towels?	
Have you provided hand sanitiser for staff and customers where handwashing is not practicable?	

Is the toilet area and wash basin clean and ready to use?	
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Social Distancing (assume everyone may be infected)	✓
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Have you considered what social distancing measures are required in your premises to ensure staff and customers remain 2m apart, especially at pinch points, at service delivery and/or payment?	
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What limit has been placed on the number of people in your premises? How have you decided this and how will it be controlled?	
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Further Advice and information on Coronavirus Covid 19

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=youtu>

<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>