

**Coronavirus (Covid-19) checklist for businesses**

The **Health Protection (Coronavirus, Restrictions) (England) Regulations 2020** require the **closure of particular businesses**. **Restrictions are also imposed on businesses** which are **permitted to remain open**. It is **important that we all follow the government guidelines** to **limit the spread of coronavirus**. **Where workplaces are open precautions need to be taken to reduce risks to both the workers and the public**. This **checklist will help you to put in place measures in your workplace** to keep both employees and customers safe.

**Where you are unable to introduce measures to control the risk from coronavirus you will need to consider closing your business.**

| Employee safety  | Done? |
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| <p>Businesses and workplaces should encourage their employees to work at home. Where staff are required to be at work 2 metre social distancing guidance needs be adhered to.</p> <p>You must assess the measures needed to reduce the risk of transmission between staff and any customers who may be in the premises and put these measures in place prior to opening.</p>   |       |
| <p>To protect your staff, you should regularly remind colleagues to only come into work if they are well and no one in their household is self-isolating.</p>  |       |
| <p>Identify employees who are at increased risk of severe illness from coronavirus (COVID-19). This group includes those who are:</p> <ul style="list-style-type: none"> <li>•aged 70 or older (regardless of medical conditions).</li> <li>•under 70 with an underlying health condition (i.e. anyone instructed to get a flu jab as an adult each year on medical grounds).</li> </ul> <p>These individuals will need to be particularly stringent in following social distancing measures.</p>  |       |
| <p>Specific individuals who are at severe risk are to be ‘shielded’ and will have received a medical letter informing them to isolate themselves. It is important that these employees stay at home.</p>   |       |
| <p>Consider how employees travel to work.</p> <p>Where it is practicable encourage walking or cycling to work.</p> <p>Employees from the same household may car share with no increased risk however car sharing with people outside the same household should be discouraged (Police may challenge occupiers of cars).</p> <p>Provide advice on social distancing on public transport.</p>  |       |
| <p>Hygiene measures</p> <p>Provide handwashing stations with soap, water and a hygienic means to dry hands and encourage staff to use them. All staff to wash their hands regularly using soap and water for at least 20 seconds, particularly after blowing their nose, sneezing or coughing, before/after using shared equipment and prior to eating. Workers should cover any coughs or sneezes with a tissue, then dispose of the tissue in a bin and immediately wash their hands. Anyone with a persistent cough should not be at work.</p> <p>Where work is carried out off site and facilities to wash hands are not available, hand sanitiser should be provided.</p> |       |
| <p>Communicate with staff on a regular basis to remind them to adhere to the measures you have implemented, follow social distancing advice and wash their hands regularly. Inform staff that they can raise any concerns and that those concerns will be addressed.</p>   |       |

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| Where possible use digital and remote transfers of material rather than paper format, such as using e-forms, emails and e-banking.  |  |
| <p>Allocate work spaces to employees that are at least 2 m apart, to assist, these can be marked out. To enable 2 m distancing, you may have to consider the following measures;</p> <ul style="list-style-type: none"> <li>• Re-arranging equipment and fittings.</li> <li>• Reducing the number of staff carrying out certain activities at one time.</li> <li>• Staggering start/finish and break times.</li> <li>• Introducing different shift patterns.</li> </ul>   |  |
| Where it is not possible to remain 2 m apart, consider alternative methods of physical separation (e.g. moveable perspex barriers). Where physical measures are not practicable, staff should work as far apart as possible and stand side to side or facing away from each other, rather than face to face   |  |
| Try to maintain dedicated work teams (known as cohorting) and keep the number of members in a cohort as small as possible. Where particular work activities involve close contact which can not be avoided e.g. delivery of heavy items involving a 2 person lift. Consider if delivery of such items should be discontinued. If the activity continues ensure as far as possible, pairing employees undertaking this activity.   |  |
| Increase ventilation within the premises by opening doors and windows, (subject to temperature and weather conditions and in food premises provide insect screens if doors/windows are opened).   |  |
| Increase the frequency of cleaning and disinfection. Attention to be given to shared equipment and hand contact surfaces including work surfaces, tables, chairs, switches, door handles, push plates on doors, toilets, hand towel dispensers, taps etc. Check that you are using sanitisers that comply with BS EN 1276 and that staff are adhering to the correct contact time and dilution rates.   |  |
| <b>Public (and public facing employee) safety</b>   |  |
| Introduce telephone, email and internet ordering to limit public access to the premises.  |  |
| <p>Provide a delivery service to the public to limit access to the premises.</p> <p>Delivery drivers should be provided with instruction, information and materials, to enable them to perform deliveries whilst maintaining social distancing.</p>   |  |
| <p>If a click and collect service is offered, provide a designated collection time.</p> <p>Click and collect should only be considered where a businesses is NOT on the list of those that must close.</p>  |  |
| <p>Display a sign/poster at the entrance with advice/instructions for customers,</p> <p>To include as appropriate;</p> <p>A reminder not to enter the premises if they have symptoms.</p> <p>To use the sanitiser/wipes provided</p> <p>To remain 2m away from each other and from employees (using whatever control measures the store has provided)</p> <p>A warning that any abusive behaviour towards employees will not be tolerated and may result in perpetrators being asked to leave the premises.</p> |  |
| Provide sanitiser with an alcohol content of at least 60% for customers/staff to clean the basket/trolley handle and to sanitise hands.   |  |
| <p>Where the public access the premises, introduce control measures to implement the 2 metre social distancing</p> <ul style="list-style-type: none"> <li>• Limit the number of people in the shop and control entry so that the premises do not become overcrowded.</li> <li>• Maintain queue control outside of shops and other essential premises so that the 2metre rule is observed by those waiting in the queue – customers must not be allowed to congregate or loiter.</li> </ul>                      |  |

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| <ul style="list-style-type: none"> <li>• Use signage and floor markings to direct people around the premises and maintaining a 2 metre distance.</li> <li>• Create a 'one way' system, by closing off aisles and using signage to direct customers to move in the same continuous direction.</li> <li>• Regular public address to remind of the need to maintain social distancing</li> <li>• Close the premises if it becomes too busy.</li> <li>• Staff may need to act as stewards to advise customers on social distancing.</li> </ul> |  |
| <p>Customers should not stand directly in front of the till operator. Options to control risk include: Provide a 'sneeze screen' barrier to protect both customers and the till operative. Alternatively, create an exclusion zone around the till area with a customer notice 'Please stand behind the line while being served'</p>   |  |
| <p>Contactless payments are encouraged. Place a sign at the till 'Please use contactless payment if you are able to do so. Contactless payment is available for purchases up to £45'</p>   |  |
| <p>Frequent cleaning and disinfection of shared customer touch points including hand held checkout devices, keypads at check out, fridge/freezer handles, escalator and staircase handrails, on site ATMs etc.</p>   |  |

Further information is available on the following websites

**Hand washing** <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

**Self-isolation** <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

**Social distancing** <https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others> Includes pdf document to download.

**Shielding** <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

**Guidance for pregnant women** <https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/>

**Coronavirus FAQ's:** <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>

**Guidance for employers & businesses** <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>

**Guidance for employees** <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-guidance-for-employees>

**Guidance for food businesses** <https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses>

**Guidance on food delivery and takeaway** <https://www.cieh.org/policy/coronavirus-covid-19/resources/>

Contact Wakefield Council Safety Team via [food@wakefield.gov.uk](mailto:food@wakefield.gov.uk) if you need additional advice on social distancing measures needed to control the risk presented by coronavirus or which businesses are permitted to trade.