

CHECKLIST: PREPARE YOUR RESTAURANT FOR A SAFE REOPENING

Reopening your restaurant is going to require a complete overhaul of your existing ways of operation, as you will not be able to return to how things were. This checklist highlights the key tasks you should carry out to prepare for reopening your restaurant or café after COVID-19 lockdown measures are relaxed. It can be used as a practical tool and guidance document.

The checklist will help you to make adjustments and put all the necessary measures in place for your business. There is space for you to add further checks specific to your setting so that you can ensure a thorough assessment has been carried out.

RISK ASSESSMENT

CHECK	SIGN OFF	DATE
Complete a COVID-19 risk assessment of your workplace: <ul style="list-style-type: none"> ▪ <i>Identify what work activity or situations might cause transmission of the virus</i> ▪ <i>Think about who could be at risk</i> ▪ <i>Decide how likely it is that someone could be exposed</i> ▪ <i>Act to remove the activity or situation, or if this isn't possible, control the risk</i> 		
Share the results of your risk assessment with your staff		

PERSONAL HYGIENE PROCEDURES

CHECK	SIGN OFF	DATE
Ensure a frequent and effective handwashing method is understood by staff		
Check all hand washing facilities are well stocked with running water, soap and paper towels		
Display posters to remind staff and customers to wash hands frequently and effectively		
Increase hand washing facilities and install sanitiser stations where necessary		
Implement staff health checks		
Encourage staff to get changed into uniform on site, and provide a private, secure and clean area to do so		

UPDATE FOOD HYGIENE POLICY

CHECK	SIGN OFF	DATE
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These are especially important if you have altered any procedures. Record these in your due diligence report.

Assess the findings of your risk assessment in line with your food hygiene and HACCP procedures		
Implement more frequent cleaning of all areas in your restaurant		
Ensure you have records of critical control point checks for cooking, chilling and cross contamination		

CREATE AN EFFECTIVE CLEANING SCHEDULE

CHECK	SIGN OFF	DATE
<p>Update your cleaning schedule to include cleaning of every area of your premises including:</p> <ul style="list-style-type: none"> ▪ <i>Back of house areas</i> ▪ <i>Front of house areas</i> ▪ <i>Toilets</i> ▪ <i>Store rooms</i> ▪ <i>Outside areas</i> ▪ <i>Cellar</i> ▪ <i>Bin area</i> ▪ <i>Carpark</i> 		
<p>Ensure thorough cleaning checklists are created for each area</p>		
<p>Ensure frequency of cleaning is determined and implemented</p>		
<p>Ensure staff are trained on the use of appropriate cleaning equipment and chemicals</p>		
<p>Identify high contact areas and ensure these are cleaned and sanitised regularly throughout the day</p>		
<p>Reduce contact points by wedging doors open - This does not apply to fire doors</p>		
<p>Use disposable menus, or ensure reusable ones are cleaned after use</p>		
<p>Remind staff to clean as they go and complete a thorough clean down after each task</p>		

RESTARTING CATERING APPLIANCES

CHECK	SIGN OFF	DATE
Conduct deep clean of appliances		
Check warranty and contact information for repairs		
Check for signs of pest infestation, implement controls in accordance with pest procedure		
Service water systems to prevent Legionnaires Disease		
Service ventilation system		

SOCIAL DISTANCING MEASURES

CHECK	SIGN OFF	DATE
Rearrange or reduce customer seating to comply with social distancing mandates		
Rearrange restaurant furniture to adhere to distancing guidelines		
Display signs and posters in and around the premises to remind staff and customers to keep their distance		
Use floor markers to indicate where to stand and the direction of movement whilst on the premises		
Allocate building entry and exit points for specific use by staff and customers - In accordance with fire regulations		
Source gloves, masks and other PPE, if necessary, for staff		
Reorganise workspace to ensure no face to face working		
Install screens at till points		

CONTACTLESS PAYMENTS

CHECK	SIGN OFF	DATE
Encourage contactless payments		