



The Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 required the closure of some businesses and placed restrictions on those permitted to trade. With proposed changes there will be a phased relaxation of the rules and businesses will begin to trade, providing they are able to comply with government guidelines to limit the spread of coronavirus. You **must** take the required precautions to reduce the risk to both employees and the public. This checklist will help you put in place measures to keep everyone 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?
<p>Employers should support staff who are able to work from home, (providing IT and equipment as necessary);</p> <p>Consider how many staff you need on site to operate safely. Where staff are required to be at work 2 metre social distancing guidance needs be adhered to.</p> <p>You must assess the steps needed to reduce the risk of transmission between staff and any customers who may be in the premises. You must put these steps in place.</p>	
<p>To protect your staff, remind colleagues daily 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 includes those who are, aged 70 or older (regardless of medical conditions) and under 70 with an underlying health condition (i.e. anyone instructed to get a flu jab as an adult each year on medical grounds).</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>Stagger arrival and departure times at work to reduce crowding by staff and in staff rooms.</p>	
<p>Hygiene</p> <p>Remind staff regularly basis to follow social distancing advice and wash their hands regularly.</p> <ul style="list-style-type: none"> • Provide handwashing stations with soap, water and a hygienic means to dry hands. • Where facilities to wash hands are not available, hand sanitiser should be used. • 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>Layout & Workspace</p> <ul style="list-style-type: none"> • Workspaces should be at least 2 metres apart, these can be marked out with tape. • Operate a one-way system - Equipment and fittings could be re-arranged to accommodate social distancing. • Where it is not possible to remain 2 metres apart, staff should work side by side or facing away from each other, rather than face to face. • Increase the ventilation within the premises by opening doors and windows. 	
<p>Payment/Invoicing</p> <ul style="list-style-type: none"> • Where possible use digital and remote transfers of material rather than paper format, such as using e-forms, emails and e-banking. 	
<p>Cleaning and Disinfection</p> <ul style="list-style-type: none"> • 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. 	

Public safety	
Display signs at the entrance to remind customers not to enter the premises if they have symptoms and to follow social distancing guidelines.	
Diversify <ul style="list-style-type: none"> • Introduce telephone, email and internet ordering to limit public access to the premises. • Provide a delivery service to the public to limit access to the premises, ensure controls are implemented for drivers. • If a click and collect service is offered, provide a designated collection time 	
Public access to the premises <ul style="list-style-type: none"> • Introduce control measures to implement the 2 metre social distancing • Limit the number of people in the shop and control entry to reduce risk of overcrowding. • Maintain queue control outside, so that the 2 metre rule is observed, customers must not be allowed to congregate or loiter. • Create a 'one way' system, by closing off aisles and using signage to direct customers to move in the same continuous direction using floor markings (using 2 metre rule) • Close the premises if it becomes too busy. • Staff may need to act as stewards to advise customers on social distancing. • Provide sanitiser with an alcohol content of at least 60% for customers/staff to clean the basket/trolley handle and to sanitise hands. 	
Till area Customers should not be directly in front of the till operator. <ul style="list-style-type: none"> • 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' • 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' 	
Cleaning & Disinfection You must frequently clean and disinfect shared customer touch points including handheld checkout devices, keypads at check out, fridge/freezer handles, escalator and staircase handrails, on site ATMs etc.	

Further information is available on the following websites

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

Working Safely: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19> includes pdf documents to download for business sectors.

Business Support: <https://www.gov.uk/coronavirus/business-support>

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

Restore drinking water: <https://www.water.org.uk/publication/recovering-drinking-water-supplies-in-buildings-and-networks-after-prolonged-inactivity/>

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

Coronavirus Risk Assessment

Contact Borough Council of Kings Lynn & West Norfolk Food Safety Team via Food.Safety@West-Norfolk.gov.uk if you need further advice on social distancing measures, needed to control the risk presented by coronavirus.