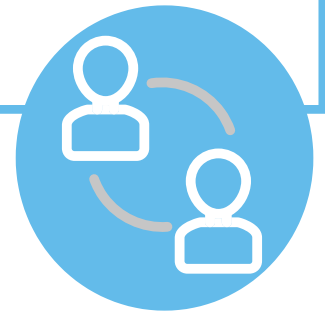


REOPENING YOUR PUB, BAR OR RESTAURANT

A FINAL CHECKLIST TO HELP YOU, YOUR BUSINESS AND YOUR WORKFORCE GET READY FOR RE-OPENING FROM 4TH JULY.

RISK ASSESSMENT AND TEAMWORKING

- Conduct an internal risk assessment, share it with all team members and if possible add it to your website.
- Print and display prominently the governments "Staying Covid-19 secure in 2020" poster.
- Finalise working groups, fixed shift patterns and flexible working hours you wish to implement with your team.
- Create working groups, fixed rotas and flexible working hours for teams as required and share with teams across the workplace.
- Speak to team members about any fears they have returning to work and how you are minimising risks.
- Have you provided your team with all the necessary PPE they need to safely return to work?
- Have you minimised access to certain team member and minimised contact at handover points to keep staff safe?



HYGIENE AND SOCIAL DISTANCING

- Do you have suitable signage in place outlining expected customer behaviours, social distancing and hygiene measures for visitors?
- Are your hand washing facilities accessible and stocked?
- Do you have an increased daily cleaning schedule including disinfection of all surfaces in place and cleaning of surfaces and objects between each customer use?
- Are you providing PPE such as screens and hand sanitiser for team members at contact points such as tills or bars?
- Are you providing disposable gloves for your team when handling cash?
- Are you providing hand sanitiser for customers at the entrance to the business?
- Can you wedge your door open to avoid customers touching it?
- Do you have a safe entrance and exit system and or one way systems if possible?
- Have you reconfigured furniture to maintain distancing guidelines?
- Do you have a safe queuing system for those waiting to enter?
- Do you have lines marking a 1 metre plus distance?
- What limits are you placing on the number of people in your business & how are you communicating this?
- Do you have a team member designated to limit customer numbers at busy times?
- Are you set up for ordering through an app, or through table service from a safe social distance?
- Are you making plans to wash items such as condiment containers or can you use disposable alternatives?
- Have you considered extra precautions for customers using toilets, such as social distancing markings, limited entry and extra ventilation?
- Have you taken steps to avoid people raising their voice (due to potential risk of infection) by lowering the volume of music or TV?



ASSISTING NHS TEST AND TRACE

- Do you have a manageable system in place to keep temporary records of all customers for 21 days after visiting?

At the time of writing the UK government has stated it will be working with the industry to design this system in line with data protect and will set out the details shortly. If you need further advice on this please call a member of the BID team on 01256 331010 or email info@basingstoketogether.co.uk



PLANNING FOR PAYMENTS

- Are you set up for contactless payment or even payment in advance e.g through your website?
- Have you protected those operating the till? Do you have a screen in-front of the till and or marked out 2 metres from the counter?
- Do customers face directly at the till operator without a barrier, can you amend this?
- Are you providing gloves for team members who have to handle cash?
- Have you provided a washable cover for the keys on the till and will this be disinfected regularly?



DAILY CHECKS

- Ensure all team members are fit and well. They should not be working if they, or anyone within their household, is displaying symptoms of COVID-19
- Has the daily cleaning schedule been followed, dated and signed?
- Have the start-up and closing checks been completed, signed and dated?
- Check you and your teams PPE and replace when required



COMMUNICATION IS KEY FOR A SMOOTH PROCESS IN ORDER TO KEEP EMPLOYEES, CUSTOMERS AND PROVIDERS UP TO DATE WITH YOUR POLICIES AND MEASURES IN PLACE TO HELP PROVIDE REASSURANCE, MEET EXPECTATIONS, MINIMISE ANXIETY AND MAKE A SIMPLE TRANSITION SAFELY.

Disclaimer: This information was correct at time of writing. The information within this document does not constitute legal, tax or accounting advice but is designed to provide general information and signposting for business support. This information is not a substitute for obtaining advice from a competent professional in law, finance or other.