

# Coronavirus (Covid-19) checklist for businesses

It is important that we all follow the government guidelines to limit the spread of coronavirus. This checklist will help you implement measures to keep both employees and customers safe. Guidance is being updated regularly and you should refer to the guidance at [www.gov.uk](https://www.gov.uk).

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

Employee safety	Done?
To protect your staff, you should remind colleagues daily to only come into work if they are well and no one in their household is self-isolating.	
Identify employees who are at increased risk of severe illness from coronavirus (COVID-19). This group includes those who are: <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> <li>• pregnant.</li> </ul> These individuals will need to be particularly stringent in following social distancing measures.	
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.	
Try to maintain dedicated work teams (cohorting) and keep the number of members as small as possible.	
Provide handwashing stations with soap, water and a hygienic means to dry hands - encourage staff to use them. All staff should 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. Where facilities to wash hands are not available, hand sanitiser with an alcohol content of at least 60% 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.	
Communicate with staff on a regular basis to remind them to follow social distancing advice and wash their hands regularly.	
Where possible use digital and remote transfers of material rather than paper formats, such as using e-forms, emails, e-banking and contactless payments.	
Allocate workspaces to employees that are at least 2 metres apart, these can be marked out with tape. Equipment and fittings could be rearranged to accommodate social distancing.	
Where it is not possible to remain 2 metres apart, staff should work side by side or face away from each other, rather than face to face.	
Increase the ventilation within the premises by opening doors and windows.	

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. Use single-use cloths, check that you are using sanitisers that comply with the appropriate British Standard.	
<b>Public safety</b>	
Introduce telephone, email and internet order to limit public access to the premises.	
Provide a delivery service to the public to limit access to the premises.	
If a 'click and collect' service is offered, provide a designated collection time.	
Display a sign/poster at the entrance to remind customers not to enter the premises if they have symptoms.	
Provide sanitiser with an alcohol content of at least 60% for customers/staff to clean the basket/trolley handle and to sanitise hands.	
Where the public access the premises introduce control measures to implement the 2 metre social distancing <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 2 metre rule is observed by those waiting in the queue – customers must not be allowed to congregate or loiter.</li> <li>● Use signage and floor markings to direct people around the premises and maintain 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>● 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>	
Customers should not be directly in front of the till operator. Options to control risk include: <ul style="list-style-type: none"> <li>● Provide a 'sneeze screen' barrier to protect both customers and the till operative.</li> <li>● Alternatively, create a 2 metre exclusion zone around the till area with a customer notice 'Please stand behind the line while being served'</li> </ul>	
Contactless payments are encouraged. Place a sign at the till 'Please use contactless payment if you are able to do so.'	
Frequent cleaning and disinfection of shared customer touchpoints including handheld checkout devices, keypads at check out, fridge/freezer handles, escalator and staircase handrails, on-site ATMs etc. using single-use cloths and a sanitiser that complies with the appropriate British Standard.	
Ensure that sufficient traffic management controls are in place to control cars accessing the business to pick up takeaway items, access 'click and collect' or drive through services so that it doesn't create a build-up of queuing traffic. Include one way systems and stewarding to the traffic routes.	

## Water Safety: Legionella risk

Due to the current Covid-19 pandemic, many businesses and their premises have been temporarily closed. Therefore there is a risk of legionella developing in water systems that remain dormant. Business owners, landlords and any property managers must be aware of this and put into place procedures to control that risk.

Legionella is a bacteria which can develop in standing water in pipes and so any taps or showerheads that are not used for any period of time should be flushed through using your own legionella risk assessment and control measures.

In order to manage the risk, you must implement a suitable flushing regime which is recommended to take place on a weekly basis or other measures such as draining the system if the building is to remain unused for a long period of time.

If there are any lapses in flushing regimes, systems may need to be cleaned and disinfected prior to building reoccupation. This could include removal of showerheads and disinfection in sterilizing solution.

Ensure a legionella risk assessment has been completed and is being followed	
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Please contact the Council's Food and Safety Team via [ers@publicagroup.uk](mailto:ers@publicagroup.uk) if you need additional advice.

The reopening of town centres is supported by:



HM Government



**European Union**  
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