

Coronavirus (COVID-19) Checklist for Businesses

It is important that we all follow the Government guidelines to limit the spread of coronavirus and save lives. As the owner of a business you can help do this.

As your business is open you must put in place control measures to reduce risks to your employees and the public.

This checklist will help you keep both your employees and customers safe. You may want to include other control measures. Make sure you regularly check the Government website www.gov.uk/coronavirus

	Employee safety	Have you done this?
1	You must put in place control measures to reduce the risk of transmission between staff and any customers who may be in the premises.	
2	Identify employees who are at increased risk of severe illness from coronavirus (COVID-19). For example: <ul style="list-style-type: none"> • aged 70 or older (regardless of medical conditions) • under 70 with an underlying health condition (i.e. anyone instructed to get a flu jab as an adult each year on medical grounds) These individuals will need to be particularly stringent in following social distancing measures.	
3	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 or has any coronavirus symptoms.	
4	Where possible you must ensure that staff follow the Government social distancing guidance whilst at work. Mark these areas with tape. Equipment and fittings could be re-arranged to accommodate social distancing.	
5	Where possible try to maintain dedicated work teams and keep the number of members as small as possible.	
6	Provide hand wash basins with hot water, soap, and a hygienic way to dry hands.	
7	Ask staff to wash their hands regularly for at least 20 seconds.	
8	Where possible use contactless/card payment.	
9	Increase the ventilation within the premises by opening doors and windows.	
10	Increase the frequency of cleaning and disinfection. Increase the cleaning frequency of shared equipment and hand contact surfaces, e.g. work surfaces, tables, chairs, switches, door handles, 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		Have you done this?
11	Display a sign/poster at the entrance to remind customers not to enter the premises if they have symptoms.	
12	<p>Where the public access the premises introduce control measures to implement the current Government social distancing guidance including:</p> <ul style="list-style-type: none"> • Limit the number of people in the shop • Maintain queue control outside of shops • Use signage and floor markings to direct people around the premises • Create a 'one way' system, by closing off aisles and using signage • Close the premises if it becomes too busy • Staff may need to act as stewards to advise customers on social distancing 	
13	<p>Customers should not be directly in front of the till operator.</p> <p>Options to control risks include:</p> <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' or create a physical barrier. 	
14	<p>Where possible ask customers to use contactless payments.</p> <p>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>	
15	Frequent cleaning and disinfection of shared customer touch points including handheld checkout devices, keypads at check out, fridge/freezer handles, escalator and staircase handrails, on site ATMs etc.	

Contact Enfield's Consumer Protection Team via environmental.health@enfield.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.

www.enfield.gov.uk/Covid19Businesses



HM Government



European Union
European Regional
Development Fund

