

# Checklist

This checklist will help you to put in place safe systems in your shop and to check your systems are working effectively



<b>Personal hygiene and hand washing (assume hands are contaminated)</b>	✓
Are staff wearing clean uniforms? (this is a daily start-up check)	
Are hand washing facilities accessible?	
Is liquid soap and paper towels / blue roll (in dispenser) at wash hand basin in staff toilet compartment?	
Is the toilet area and wash basin clean and ready to use?	
Has hand sanitiser been provided at the counter for staff.  Note: you and your staff must <u>wash your hands properly</u> after blowing their nose or coughing into their hand BEFORE they touch any other surfaces. Hand sanitiser is no substitute	
Have posters been affixed in the shop (one by the till – that encourages contactless payment) the others at the entrance?	
Has hand sanitiser been provided for customers at the entrance to the shop?	
Has sanitiser spray and wipes been provided for customers / staff to clean the basket / trolley handle	

<b>Social Distancing (assume everyone may be infected)</b>	
Have lines been marked on the floor 2m apart (starting at the till)?	
What limit has been placed on the number of people in the shop?  How have you decided this?	
At busy times does a member of staff guide customers and limit entry?	
How are customers kept apart during shopping?	
Do you have a one-way system?	
Have you put arrows on the floor or displayed posters to guide customers?	
When restocking shelves a 2m distance must be respected; what system have you adopted?  Close off the aisle / put up barriers around the worker / briefly close the shop  Is it effective?	

<p><b>Paying at the Till (assume people may be infected and hands and money might be contaminated)</b></p>	
<p>How have you protected you / your staff when operating the till?</p> <p>Have you provided a sneeze screen barrier at the counter (with a gap to pass through money) or an equivalent system (eg an exclusion area)? Has this been marked out and a poster displayed reminding customers not to over step the line?</p>	
<p>Do customers face directly at the till operator (without a barrier) at any time?</p> <p>(assume customers are infected)</p>	
<p>How can customers place their shopping on the counter and stay 2m away from the till operator?</p> <p>Have you cleared the counter area to create a surface for customers to place their goods?</p>	
<p>Do you use a tray / container to slide the shopping towards the till?</p> <p>If not, how are goods scanned without compromising the 2m rule?</p>	
<p>At the till, are you / your staff operating a safe system to receive contaminated money and give change?</p>	
<p>Do you sanitise your hands then wear the glove to scan shopping and receive money?</p>	
<p>Is a quarantine box being used to store money for 3 days? Are the boxes dated?</p> <p>Are the boxes disinfected?</p> <p>If this system is not used, what system is in place? is the money disinfected?</p>	
<p>How is change given? Is the glove removed and money taken from till by hand and placed into the change dish?</p> <p>Is the change dish disinfected?</p>	

Is the glove removed when operator is not at the till ("easy glove" is good for this).	
Are gloves worn in the shop? You should wear a different one in the shop. Do you?	
Are separate gloves provided for each worker (a coloured sticker on the easy glove can be used).	
Has a washable cover been provided for the keys on the till?  Has it been disinfected?	

<b>Access and Exit (assume everyone may be infected)</b>	
Has the shop door been wedged open so customers do not need to touch it?	
Do you have a safe entrance and exit system? If you have 2 doors, one should be the entrance and one for the exit. If only one door, the customer leaving the shop MUST be 2m away from the waiting queue.	
Does the cleaning schedule include the twice daily disinfection of the counter tops, till cover, quarantine box, shopping container, dish for the change, trolley / basket handles, hand-contact surfaces to staff toilet, wash hand basin taps, light switches, card machines, conveyor belts at till, shop door handles and push plate.	

<b>Management</b>	
Has the cleaning schedule been followed, signed and dated?	
Have the start-up and closing checks been completed? Has this been signed and dated?	
Has hand moisturiser and / or barrier cream been provided for staff?	