



# REOPENING YOUR RESTAURANT AFTER A CLOSURE: A CHECKLIST.

Reopening your restaurant will require a renewed risk assessment of your existing ways of operation. Each business is unique in its operations, premises design and in their offering, so each one will face different challenges.

This checklist is designed to be used as a guide and an example of some of the key areas you need to look at in your business as you implement new procedures to make your business covid-secure. There is space for you to add further checks specific to your setting so that you can ensure a thorough assessment has been carried out.

# RISK ASSESSMENT ●

CHECK	SIGN OFF	DATE
<p>Complete a COVID-19 risk assessment of your workplace:</p> <ul style="list-style-type: none"><li>▪ <i>Identify what work activity or situations might cause transmission of the virus</i></li><li>▪ <i>Think about who could be at risk</i></li><li>▪ <i>Decide how likely it is that someone could be exposed</i></li><li>▪ <i>Act to remove the activity or situation, or if this isn't possible, control the risk</i></li></ul>		
<p>Share the results of your risk assessment with your staff</p>		
<p>Share the results of your risk assessment with your customers, for example on your website</p>		

# PERSONAL HYGIENE PROCEDURES .

CHECK	SIGN OFF	DATE
Ensure a frequent and effective handwashing method is understood by staff, use training records to demonstrate this		
Check all hand washing facilities are well stocked with running water, soap and paper towels		
Display posters to remind staff and customers to wash hands frequently and effectively		
Increase hand washing facilities and install sanitiser stations where necessary		
Implement staff health checks		
Ensure your staff 'Return to Work' form is up to date		
Implement a laundry policy to have all uniform and restaurant laundry professionally cleaned		
Encourage staff to get changed into uniform on site, and provide a private, secure and clean area to do so		

# UPDATE FOOD HYGIENE POLICY.

CHECK	SIGN OFF	DATE
<b>These are especially important if you have altered any procedures. Record these in your due diligence report.</b>		
Assess the findings of your risk assessment in line with your food hygiene and HACCP procedures		
Implement more frequent cleaning of all areas in your restaurant		
Ensure you have records of critical control point checks for cooking, chilling and cross contamination		

# CREATE AN EFFECTIVE CLEANING SCHEDULE .

CHECK	SIGN OFF	DATE
Update your cleaning schedule to include cleaning of every area of your premises including: <ul style="list-style-type: none"><li>▪ <i>Back of house areas</i></li><li>▪ <i>Front of house areas</i></li><li>▪ <i>Toilets</i></li><li>▪ <i>Store rooms</i></li><li>▪ <i>Outside areas</i></li><li>▪ <i>Cellar</i></li><li>▪ <i>Bin area</i></li><li>▪ <i>Carpark</i></li></ul>		
Ensure thorough cleaning checklists are created for each area		
Ensure frequency of cleaning is determined and implemented		
Ensure staff are trained on the use of appropriate cleaning equipment and chemicals		
Identify high contact areas and ensure these are cleaned and sanitised regularly throughout the day		
Reduce contact points by wedging doors open - This does not apply to fire doors		
Use disposable menus, or ensure reusable ones are cleaned after use		
Remind staff to clean as they go and complete a thorough clean down after each task		

# RESTARTING CATERING APPLIANCES .

CHECK	SIGN OFF	DATE
Conduct deep clean of appliances		
Check warranty and contact information for repairs		
Check for signs of pest infestation, implement controls in accordance with pest procedure		
Service and disinfect water systems to prevent Legionnaires Disease		
Service ventilation system		

# SOCIAL DISTANCING MEASURES .

CHECK	SIGN OFF	DATE
Install screens between tables		
Install screens at till points		
Rearrange restaurant furniture to adhere to distancing guidelines		
Display signs and posters in and around the premises to remind staff and customers to keep their distance		
Use floor markers to indicate where to stand and the direction of movement whilst on the premises		
Allocate building entry and exit points for specific use by staff and customers - In accordance with fire regulations		
Source gloves, masks and other PPE, if necessary, for staff		
Create work stations for chefs in the kitchen		
Map out a kitchen flow system to prevent staff crossing paths		
Reorganise workspace to ensure no face to face working		
Organise staff training on new measures		
Display signs to remind staff of new procedures		

# CONTACTLESS PAYMENTS .

CHECK	SIGN OFF	DATE
Encourage contactless payments		
Promote use of an app for ordering and paying		
Train staff on cleaning cash		