



Covid-19 - Post Lockdown Reopening Checklist

With the end in sight (we hope) for the COVID-19 Level 4 lockdown it is important to stay ahead of the game and start thinking about reopening your food business.

There is always going to be the possibility of another outbreak, so safety of staff and customers will be paramount and there are several measures food business managers/owners and workers can take before they re-open.

Staff Communication

Do we have COVID-19 staff protocols in place?

- ☐ Have staff been trained in these protocols?

Do we have COVID-19 exposure protocols in place?

- ☐ Have staff been trained in these protocols?

Do we have clear procedures for staff social distancing?

- ☐ Have staff been trained in these protocols?

Have staff been trained in correct handwash techniques?

- ☐ Have staff been trained in coughing and sneezing etiquette?

Do we have a documented cleaning and sanitising schedule?

- ☐ Have staff been training in this schedule including cleaning and sanitising procedures?

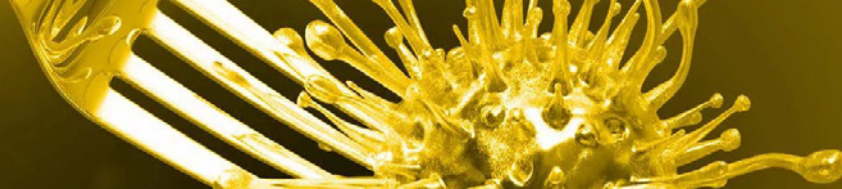
Kitchen & Equipment Checks:

Kitchen clean down

- ☐ All vents are cleaned
- ☐ Extraction hood is cleaned filters removed and flue checked
- ☐ All ceiling fans and lights are clean
- ☐ Walls back splashed and switches are cleaned and sanitised
- ☐ All equipment is cleaned and sanitised
- ☐ All fridges are free of mould
- ☐ All equipment and utensils have been cleaned and sanitised

Pest Inspection

- ☐ Pest control agent has undertaken a full service
- ☐ All areas of the operation have been checked for pest activity
- ☐ Baits are in place



Drains

- ☐ All sinks are cleaned out and drains treated
- ☐ All floor grates are thoroughly cleaned with waste catchment baskets emptied

Equipment

- ☐ Cold storage devices are switched on
- ☐ All storage devices are running effectively with temperatures checked with a probe for accuracy
- ☐ All fridge and freezer seals are intact and undamaged
- ☐ All gas fed equipment is working correctly
- ☐ Combination steamers have been cleaned and are running effectively
- ☐ Dishwasher has been descaled and is dosing correct amount of chemical and running at optimal wash and rinse temperatures
- ☐ Glass washers are clean and are running at correct temperatures
- ☐ Ice Machines are clean, have been sanitised and are running effectively
- ☐ All hot and cold Bains are working effectively
- ☐ All heat lamps are working and are providing adequate heat

Pre-Opening:

Cleaning & Sanitizing

- ☐ All front of house areas are cleaned and sanitised
- ☐ High risk zones are included in the cleaning and sanitising schedule
- ☐ Clear signage is placed in public and staff view detailing cleaning and sanitising processes

Handwashing

- ☐ Signage is erected in staff and public view
- ☐ No contact hand sanitiser stations are available to the public and staff
- ☐ There are adequate handwashing stations available to staff

Social Distancing

- ☐ Signage is erected in clearly visible locations
- ☐ Social distancing indicators are placed on ground indicating where customers can stand to maintain safe distances

Supplier Controls

- ☐ A current supplier agreement is in place and this includes new requirements for COVID-19
- ☐ An incoming goods recording sheet is available and staff have been trained in its use
- ☐ Adequate thermometers are available for staff to check stock temperatures