

SAFE

OPENING CHECKLIST

GET WORKPLACE READY

To help ensure we are working safely together

- ✓ Attend workforce screening (every 8 weeks)
- ✓ Do not come into work if you have symptoms of COVID-19
- ✓ Wear a mask or visor and familiarise yourself with safe use and cleaning
- ✓ Maintain 2 metre distancing
- ✓ Keep to consistent workforce groups
- ✓ Regularly clean touch points and all shared equipment in work and staff areas
- ✓ Practice physical distancing and maintain hygiene practices during break times
- ✓ Maximise ventilation. Open doors and windows briefly throughout the day
- ✓ Familiarise yourself with COVID-19 workplace risk assessments
- ✓ Remind customers or visitors to wear a mask when indoors and when queuing outside
- ✓ Limit the number of customers to allow for 2 metre distancing
- ✓ Manage queues inside and outside

Translations can
be found here:

