

Visit Safe

Checklist for wholesalers



Introduction

For this checklist to work, your venue will need to compare the current Covid-19 Government of Jersey Guidance which can be found [here](#), to the various areas defined below. You should have **Standard Operating Procedures (SOPs)** written up for every action and eventuality undertaken by your venue and staff. These need to incorporate the latest **Covid-19 recommendations** found on gov.je. This will not only cover the business in terms of due diligence, but also allow the staff to fully understand the scope of the work they are undertaking, and what you have deemed is the safest way for you to do so.

SOPs should detail the way in which tasks should be undertaken, and the minimum standards expected by your staff. By carefully going through each area, you can provide your staff with step by step instruction for safe execution of their duties.

Below is **a checklist of the areas you need to be aware of** and focusing on to adhere to the Visit Safe Charter.

- ✓ Use the checklist to ensure you are aware of the areas you need to focus on within your business.
- ✓ Use the checklist in conjunction with the current Covid-19 Government of Jersey Guidance which can be found [here](#).
- ✓ Sign up to the Visit Safe Charter on www.gov.je/VisitSafe.
- ✓ Use the Visit Safe assets in your marketing activity. You will be provided access to a toolkit, logo and assets once you have signed up to the scheme.

Please be aware that **spot checks** are happening throughout the industry. Failure to have implemented items that have been agreed to, will result in further action being undertaken.

This checklist is not only to protect you and your staff, but also your customers and the island's visitor economy.

Before you begin, we recommend **appointing a member of staff** to oversee hygiene under Covid-19 conditions. That person should be responsible for completing this document.

This checklist has been produced in association with:



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General

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|---|--|--------------------------|
| 1 | Provide your staff with sufficient training to deal with the new protocols. | <input type="checkbox"/> |
| 2 | Risk assess your employees and undertake specific risk assessments for any staff considered vulnerable or very vulnerable to Covid-19. | <input type="checkbox"/> |
| 3 | Create a communication strategy to keep your staff informed of the latest policies and plans available on Gov.je. | <input type="checkbox"/> |
| 4 | Provide further personal hygiene advice and increased notices throughout the business and update as required. | <input type="checkbox"/> |
| 5 | Review delivery procedures to ensure safety for both staff and customers. | <input type="checkbox"/> |
| 6 | Instruct all staff on using appropriate PPE and practise physical distancing. | <input type="checkbox"/> |
| 7 | Increase the number of hand sanitising points throughout the business, particularly for those visiting multiple sites. | <input type="checkbox"/> |
| 8 | Discuss with your customers the most appropriate way of limiting contact when making deliveries i.e. larger but less frequent deliveries, an appropriate handover process. | <input type="checkbox"/> |
| 9 | Undertake a walk-through of your business to assess any pinch points that put employees in close proximity to one another for prolonged periods. | <input type="checkbox"/> |



Measures for staff

- 1 Ensure there is sufficient and relevant PPE for your staff.

- 2 Any necessary documents should be made available for staff regarding the use of PPE.

- 3 Physical distancing measures should be implemented in staff work and recreation areas.

- 4 Make hand washing stations/alcohol gel available in staff areas.

- 5 On a daily basis staff should be asked to confirm they present no symptoms from the following list (please note the last two are not Covid-19 related but should be asked as well):
 - A new continuous cough and/or fever which may be accompanied by one or more of the following:
 - Headaches
 - Tiredness
 - Muscle ache
 - Respiratory symptoms besides cough such as a sore throat, blocked or runny nose
 - Gastro-intestinal symptoms can also be a feature of Covid-19 and these are more common in children than adults
 - Loss of smell and taste (in some cases this may be the only symptom present)
 - Vomiting
 - Diarrhoea.

NB. Review guidance on gov.je for the latest symptoms.

We would also recommend reviewing SOPs for various roles and looking at updating risk assessments where required.

This checklist aims to support your business to operationally adjust to Covid-19 requirements. Government of Jersey Public Health update their guidelines which can be found [here](#), this checklist must be used in parallel with the Government of Jersey information.

Once you have completed the checklist, and implemented as appropriate, you can sign up to the Visit Safe Charter on www.gov.je/VisitSafe. Once you have signed up you will have access to a toolkit, Visit Safe logo and assets for use in your own marketing activity.