

## Checklist for Restarting an SME Food Business after a Temporary Shutdown

Before re-opening a business, you should ensure your customers and staff will be safe.

The IFST Knowledge Hub <https://www.ifst.org/resources-policy/covid-19-knowledge-hub> contains links to guidance documents covering things such as two-metre-spaced queuing systems, one-way systems within shops, and sneeze-screens at tills.

Before staff return you should remind them of the need to maintain social distancing at all times, including keeping two metres apart when they first report back to work.

### 1 Minimise Coronavirus Transmission

		Date Completed	Who
1	<p>Can staff maintain a safe distance from each other and from customers? Check the latest government &lt;<a href="https://www.food.gov.uk/news-alerts/news/fsa-publishes-guidance-for-food-businesses-on-coronavirus-covid-19">https://www.food.gov.uk/news-alerts/news/fsa-publishes-guidance-for-food-businesses-on-coronavirus-covid-19</a>&gt; and industry &lt;<a href="https://www.ifst.org/resources-policy/covid-19-knowledge-hub">https://www.ifst.org/resources-policy/covid-19-knowledge-hub</a>&gt; guidelines, as these are regularly updated. Before considering PPE, ask, in the following priority order</p> <ul style="list-style-type: none"> <li>• Does the task need to be done at all?</li> <li>• Can the task be done in a different, non-contact, way? (e.g. replacing cash register with contactless payment)</li> <li>• Does it need to be done there? Can tasks be moved, to spread people out?</li> <li>• Can tasks be staggered over time, to spread people out?</li> <li>• Can fixed protection be installed e.g. Perspex screens</li> </ul>		
2	<p>Have you got an easy system for sick staff to self-sign-off? Brief all staff: if they suspect they or someone in their household has coronavirus symptoms, they must not come into work, and should self-isolate for a minimum of 7 days</p>		
3	<p>Have you got a formal cleaning schedule? Review it in light of coronavirus: increase the cleaning frequency (e.g. 2-hourly) for surfaces regularly touched by many people (e.g. door handles, service counters)</p>		
4	<p>Make it as easy as possible for staff to regularly and effectively wash their hands. (e.g. review how sinks are used, reserve some for hand washing)</p>		
5	<p>Install customer hand wash or sanitiser provision, if appropriate and practical.</p>		



## 2 Legal and Financial Compliance

		Date Completed	Who
1	Notify your local authority you are re-starting (if you had notified them of closure)		
2	Notify your insurance company		
3	Notify all contractors carrying out statutory inspections (gas, electrical, legionella, fire, lifts, fork-lift trucks, racking in warehouses).  Remember to keep insurers fully informed of these assessments if appropriate		
4	Notify HMRC of any staff returning from furlough		

## 3 Business Operational Restart

		Date Completed	Who
1	Notify your suppliers		
2	Notify your bank, and arrange for cash float if needed		
3	Internal stock take		
4	Notify key-holding company		
5	Cancel, reset or check any alarm systems		
6	Cancel any temporary re-direction of post		
7	Remove out-of-office e-mail rules, temporary closure notices on website and social media platforms		
8	Notify waste-collection company (or council). Arrange for waste-collection to re-start		
9	Notify your neighbours, as a courtesy		



#### 4 Safety Checklist

***If you took photos prior to shut down, it would be useful to compare these with findings on this re-opening. Any unauthorised entry in the interim should be easier to identify***

		Date Completed	Who
1	Are there any strange smells when you first open the doors? If so, find the cause.		
2	Switch on mains gas supply.		
3	Turn on any gas cylinders. Check for leaks, correct pressures and need to re-order		
4	Arrange for pest contractor visit as soon as convenient. Check status of baits, any sign of pest entry.		
5	Check entire building (including outside areas) for fire hazards. Check smoke detectors. Check emergency exits are unobstructed.		
6	Check entire building for water leaks; both pipes and rainwater leaks. Make appropriate arrangements for rectification if necessary		
7	Check entire building for any out-of-date food (beyond the 'use by' date) or food debris (including ice left in dispensers, other food left in dispensers, waste oil left in drum). Dispose and clean.		
8	Check building for any opened/unprotected food-contact packaging (e.g. takeaway containers). Dispose.		
9	Clean, disinfect and dry all fridges, plus any freezers that were switched off. Switch back on and leave 24-hours before re-stocking. Check for correct operating temperatures, glycol/refrigerant levels and pressures, need for maintenance, etc		
10	Stock-take and inspect all frozen food. Ensure all is within date, and that shortest-dated will be used first. Dispose of food if signs that freezer has defrosted (e.g. freezer is packed with solid ice, ice around door seal).		



#### 4 Safety Checklist cont.

		Date Completed	Who
11	Stock-take and inspect all ambient packaged food. Dispose of any opened or damaged packets. Dispose of any food beyond its use by date. Dispose of (or donate) any food that is of suitable quality that is beyond its Best Before date.		
12	Run any dishwashers and glass washers, empty, through a hot wash programme.		
13	Run water, hot and cold, through all front- and back- of house taps, until water is running clear. Check that plugholes and drains are running freely. Clean and Flush all toilets, and treat with appropriate disinfectant		
14	If you have your own cold water tank or air conditioning coolers, then check with the company that does your legionella inspections whether any testing is needed before systems are switched back on.		
15	Deep-clean all areas. Dish wash (or hand wash, if no dishwasher) utensils that have been left in the open. Clean and disinfect any insulated bags or boxes to be used for food delivery. Ensure adequate supply of ice or ice-packs		
16	Ensure any routine checklists (e.g. cleaning checklists) are printed and in place, hand washes and towel dispensers are full, toilet paper is stocked. Carry out glass and hard plastic inspection		

#### 5 What has changed?

		Date Completed	Who
1	Ask your suppliers to confirm that their recipe or ingredients have not changed.  Check your allergen labelling if they have changed compositions, or source, and amend where necessary.		
2	If you have been forced to change supplier or ingredient, then make sure that your labelling or menu reflects this.		



**5 What has changed? cont,**

		Date Completed	Who
3	If you are asking your staff to perform unfamiliar jobs (e.g. extra cleaning), make sure they are correctly trained.		
4	<p>Have you had to make changes to the workspace or equipment? Consider if they could introduce new food safety hazards (e.g. chips from Perspex screens).</p> <p>Add any new fittings or equipment to your cleaning and other schedules [e.g. maintenance, glass &amp; hard plastic registers], as appropriate.</p>		
5	<p>Have you made changes to processes or the way you work? Consider if they could introduce new food safety hazards (e.g. if you are staggering cooking tasks, make sure that hot food is either used quickly, or is cooled rapidly for future use)</p>		
6	<p>Are you providing a new service? (e.g. home delivery).</p> <p>Check the specific guidance documents on <a href="https://www.ifst.org/resources-policy/covid-19-knowledge-hub">https://www.ifst.org/resources-policy/covid-19-knowledge-hub</a> for new food safety hazards to be aware of.</p>		

