



**COTSWOLD**  
DISTRICT COUNCIL



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# Coronavirus (Covid-19) checklist for businesses

The Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 require the closure of particular businesses. Restrictions are also imposed on businesses which are permitted to remain open. It is important that we all follow the government guidelines to limit the spread of coronavirus. Where workplaces are open precautions need to be taken to reduce risks to both the workers and the public. This checklist will help you to put in place measures in your workplace to keep both employees and customers safe. Guidance is being updated regularly and you should refer to the guidance on the <https://www.gov.uk/>. Some trade associations have also produced useful guidance.

**Where you are unable to introduce measures to control the risk from coronavirus you will need to consider closing your business.**

Employee safety	Done?
<p>Businesses and workplaces should encourage their employees to work at home. Where staff are required to be at work 2-metre social distancing guidance needs to be adhered to. You must assess the steps needed to reduce the risk of transmission between staff and any customers who may be on the premises. You must put these steps in place.</p>	
<p>To protect your staff, you should remind colleagues daily to only come into work if they are well and no one in their household is self-isolating.</p>	
<p>Identify employees who are at increased risk of severe illness from coronavirus (COVID-19). This group includes those who are:</p> <ul style="list-style-type: none"> <li>•aged 70 or older (regardless of medical conditions).</li> <li>•under 70 with an underlying health condition (i.e. anyone instructed to get a flu jab as an adult each year on medical grounds).</li> <li>•pregnant.</li> </ul> <p>These individuals will need to be particularly stringent in following social distancing measures.</p>	
<p>Specific individuals who are at severe risk are to be ‘shielded’ and will have received a medical letter informing them to isolate themselves. It is important that these employees stay at home.</p>	
<p>Try to maintain dedicated work teams (cohorting) and keep the number of members as small as possible.</p>	
<p>Provide handwashing stations with soap, water and a hygienic means to dry hands - encourage staff to use them. All staff to wash their hands regularly using soap and water for at least 20 seconds, particularly after blowing their nose, sneezing or coughing, before/after using shared equipment and prior to eating. Where facilities to wash hands are not available, hand sanitiser with an alcohol content of at least 60% should be used. Workers should cover any coughs or sneezes with a tissue, then dispose of the tissue in a bin and immediately wash their hands. Anyone with a persistent cough should not be at work.</p>	

Communicate with staff on a regular basis to remind them to follow social distancing advice and wash their hands regularly.	
Where possible use digital and remote transfers of material rather than paper formats, such as using e-forms, emails and e-banking.	
Allocate workspaces to employees that are at least 2 metres apart, these can be marked out with tape. Equipment and fittings could be re-arranged to accommodate social distancing.	
Where it is not possible to remain 2 metres apart, staff should work side by side or face away from each other, rather than face to face.	
Increase the ventilation within the premises by opening doors and windows.	
Increase the frequency of cleaning and disinfection. Attention to be given to shared equipment and hand contact surfaces including work surfaces, tables, chairs, switches, door handles, push plates on doors, toilets, hand towel dispensers, taps etc. Use single-use cloths, check that you are using sanitisers that comply with the appropriate British Standard.	
<b>Public safety</b>	
Introduce telephone, email and internet order to limit public access to the premises.	
Provide a delivery service to the public to limit access to the premises.	
If a 'click and collect' service is offered, provide a designated collection time.	
Display a sign/poster at the entrance to remind customers not to enter the premises if they have symptoms.	
Provide sanitiser with an alcohol content of at least 60% for customers/staff to clean the basket/trolley handle and to sanitise hands.	
Where the public access the premises introduce control measures to implement the 2-metre social distancing <ul style="list-style-type: none"> <li>● Limit the number of people in the shop and control entry so that the premises do not become overcrowded.</li> <li>● Maintain queue control outside of shops and other essential premises so that the 2metre rule is observed by those waiting in the queue – customers must not be allowed to congregate or loiter.</li> <li>● Use signage and floor markings to direct people around the premises and maintaining a 2-metre distance.</li> <li>● Create a 'one-way' system, by closing off aisles and using signage to direct customers to move in the same continuous direction.</li> <li>● Close the premises if it becomes too busy.</li> <li>● Staff may need to act as stewards to advise customers on social distancing.</li> </ul>	
Customers should not be directly in front of the till operator. Options to control risk include: Provide a 'sneeze screen' barrier to protect both customers and the till operative. Alternatively, create a 2-metre exclusion zone around the till area with a customer notice 'Please stand behind the line while being served'	
Contactless payments are encouraged. Place a sign at the till 'Please use contactless	

payment if you are able to do so. Contactless payment is available for purchases up to £45'	
Frequent cleaning and disinfection of shared customer touchpoints including handheld checkout devices, keypads at check out, fridge/freezer handles, escalator and staircase handrails, on-site ATMs etc. using single-use cloths and a sanitiser that complies with the appropriate British Standard.	
Ensure that sufficient traffic management controls are in place to control cars accessing the business to pick up takeaway items, access 'click and collect' or drive through services so that it doesn't create a build-up of queuing traffic. Include one way systems and stewarding to the traffic routes.	
<b>Water Safety: Legionella risk</b>	
Due to the current Covid-19 pandemic, many businesses and their premises have been temporarily closed. Therefore there is a risk of legionella developing in water systems that remain dormant. Business owners, landlords and any property managers must be aware of this and put into place procedures to control that risk.	
Legionella is a bacteria which can develop in standing water in pipes and so any taps or showerheads that are not used for any period of time should be flushed through using your own legionella risk assessment and control measures.	
Ensure a legionella risk assessment has been completed and is being followed	
In order to manage the risk, you must implement a suitable flushing regime which is recommended to take place on a weekly basis or other measures such as draining the system if the building is to remain unused for a long period of time.	
If there are any lapses in flushing regimes, systems may need to be cleaned and disinfected prior to building reoccupation. This could include removal of showerheads and disinfection in sterilizing solution.	

**Further information is available overleaf:**

## **FURTHER INFORMATION AVAILABLE**

**Hand washing:** <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

**Self-isolation:** <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

**Social distancing:** <https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others> (Includes pdf document to download.)

**Shielding:** <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

**Guidance for pregnant women:** <https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/>

**Coronavirus FAQ's:** <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>

### **Guidance for employers & businesses:**

- <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>
- <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>

**Guidance for employees:** <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-guidance-for-employees>

**Guidance for food businesses:** <https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses>

**Guidance on food delivery and takeaway:** <https://www.cieh.org/policy/coronavirus-covid-19/resources/>

### **Guidance on legionella during the Covid-19 pandemic:**

- [https://www.escmid.org/fileadmin/src/media/pdfs/3research\\_projects/esgli/esgli\\_guidance\\_for\\_managing\\_legionella\\_in\\_building\\_water\\_systems\\_during\\_the\\_covid-19\\_pandemic\\_20200418\\_v02.00.pdf](https://www.escmid.org/fileadmin/src/media/pdfs/3research_projects/esgli/esgli_guidance_for_managing_legionella_in_building_water_systems_during_the_covid-19_pandemic_20200418_v02.00.pdf)
- <https://www.pwtag.org/guidance-on-temporary-pool-closure/>
- <https://www.hse.gov.uk/legionnaires/>
- <https://www.legionellacontrol.org.uk/>

### **Guidance on cleaning products:**

<https://standardsdevelopment.bsigroup.com/search/Standards?Term=Disinfectants%20and%20antiseptics&Source=category>

Please contact the Food and Safety Team via [ers@publicagroup.uk](mailto:ers@publicagroup.uk) if you need additional advice.