

Reopening checklist for food businesses during COVID-19

Planning and preparation for start-up

| Check | Completed | Date |
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| Check your Local Authority is informed of current food activities | | |
| Notify your Local Authority of your intention to restart operations . | | |
| Notify your Local Authority of any change to the business activities you are registered for. This includes the introduction of any new delivery or takeaway service. | | |
| Update your Food Safety Management System for any new procedures | | |
| Consider any risks to food safety introduced by changes to procedures. | | |
| Review and document new procedures in relation to takeaway or delivery services e.g. allergen management, cook-chill-reheat, temperature control awaiting collection or during delivery. | | |
| Manage risks of cross-contamination between raw and ready-to-eat foods. | | |
| Ensure food packaging for takeaways and delivery is food grade, and appropriate for the purpose and food type. | | |
| Store food packaging hygienically. Check that the hygiene and integrity of any packaging stored through a period of closure has been maintained and dispose of unsuitable packaging. | | |
| Check staff are fit for work and wearing clean work clothes. | | |

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| Consider adjustments to fitness for work procedures to take account of COVID-19 symptoms . Initial telephone interviews with staff may be beneficial in assessing fitness to work. | | |
| Review the government advice on use of Personal Protective Equipment (PPE) outside of medical and care settings. Working safely during coronavirus (COVID-19) has further guidance for restaurants offering takeaway or delivery. | | |
| If your business requires staff to wear PPE, check you have adequate stocks available. | | |
| Review any PPE laundering procedures, where appropriate, to ensure PPE worn by staff can be safely changed and cleaned regularly. | | |
| Ensure any changes to procedures are communicated to staff and training is provided where appropriate, including training of any new staff. | | |
| Check registered waste carrier services | | |
| Ensure that your registered waste carrier services are running and available as required, to ensure there is no build-up of waste on site. | | |

Site checks

| Check | Completed | Date |
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| Check food preparation areas are clean and disinfected (this includes work surfaces, equipment and utensils) | | |
| Carry-out a full site assessment to determine if you can undertake a thorough clean or if a professional deep clean is needed. | | |
| Source suitable cleaning and disinfection consumables and check existing stocks are within their use-by date. Cleaning products made-up or diluted before any closure should be disposed of as effectiveness reduces over time. See our guidance on cleaning if your regular cleaning products are not available . | | |
| Assess if staff need re-training on dilution rates and cleaning procedures. | | |
| Increase frequency of cleaning and disinfection, paying particular attention to shared equipment and high through-put and touch areas. | | |
| Check all areas are free from evidence of pest activity | | |
| Look for evidence of pests, and take action if necessary, before restarting your operations. Check for: <ul style="list-style-type: none"> • signs of damage or smearing to walls and doors • gnawed or stained packaging • footprints in dust • animal droppings or urine smell • insect bodies, larvae, cocoons and egg/pupal casings • feathers. | | |
| Consider resetting your pest-control schedule if necessary. | | |

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| Arrange for contractors to undertake a pre-opening site survey, if required. | | |
| Check handwashing and cleaning materials' availability (this includes soap, sanitiser and paper towels) | | |
| Make sure all consumables are within dates for use. | | |
| Obtain enough of your regular cleaning consumables such as soap, sanitiser and paper towels. Provide suitable alternatives if your regular products are unavailable. | | |
| Consider updating staff training in line with government advice that staff should wash their hands more frequently than usual . This should be for 20 seconds with warm water and soap. | | |
| Check hot and cold running water is available at all sinks and hand wash basins. | | |
| Make sure adequate hand-washing stations are provided at all appropriate points within the food production and communal areas. | | |
| Consider providing hand sanitiser additional to hand-washing facilities at appropriate locations. | | |

Equipment checks

| Check | Completed | Date |
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| Check your fridges, chilled display equipment and freezers are working properly | | |
| Thoroughly clean equipment before restarting and restocking. | | |
| Check required temperatures and any temperature control records, if kept during closure period. | | |
| Review whether equipment requires maintenance after a period of inaction. | | |

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| Allow sufficient time for equipment to reach required temperature before restocking. | | |
| Remove and refresh any ice left in machines and dispensers. | | |
| Check your other equipment (e.g. oven) is working properly | | |
| Thoroughly clean all equipment before reopening. | | |
| Inspect for maintenance requirements, verify temperatures and re-calibrate where necessary for time or temperature. | | |
| Run dishwashers and glasswashers empty on hot cycle before use. | | |
| Flush through taps and other equipment with water systems (e.g. bain marie). | | |
| Consider Legionella risks and take action in line with Legionella guidance from the Health and Safety Executive to reduce risks. | | |
| Check probe thermometer is working properly, and probe wipes are available | | |
| Consider whether probe thermometers need to be recalibrated. | | |

Ingredient and product checks

| Check | Completed | Date |
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| Check raw materials and ingredients | | |
| Check for any damage to packaging which might affect safety of food or result in loss of allergen information. | | |
| Check for any evidence of temperature abuse which may render the food unsafe. Refer to temperature control records where available. | | |

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| Check the use-by and best before dates on existing stock. Ensure that storage has been in-line with manufacturer's instructions. For example, check that any opened or unsealed product has been stored in line with labelled instruction such as 'Once opened consume within'. | | |
| For foods frozen by you on closure , check that labelling and records are sufficient to allow the safe use of the food. | | |
| Check that the length of storage is in-line with your assessment at point of freezing. | | |
| Check that you can obtain your usual raw materials and ingredients so that your product specifications can be met. | | |
| Ensure that any new suppliers are reputable and can meet your requirements. Safer food, better business guidance is available on the selection of suppliers and contractors. | | |
| Check allergen information is accurate and available for all items on sale | | |
| Review your allergen management system, allergen matrices and menus to account for changes of supplier and any new raw materials or products. | | |
| Review new takeaway or delivery services to ensure risk of allergen cross-contamination is managed. | | |
| Ensure allergen information is available to customers at time of ordering and at delivery of food . | | |

Social distancing measures

| Check | Completed | Date |
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| Review the government advice on social distancing in the workplace in Working safely during coronavirus (COVID-19) . | | |
| Provide where possible for 2 metre social distancing. See Social distancing at work and Food preparation . | | |
| Consider steps to minimise staff-customer interactions. See Managing your customers, visitors and contractors . | | |
| Consider how you will communicate with, update and where necessary train staff in new procedures. See Communications and training . | | |
| Identify staff at higher risk. See Protecting people at higher risk . | | |
| Cohort working teams to lower staff mixing. See Workforce management . | | |
| Increase ventilation. You should assess the possibility to do this without introducing new risks or hazards to food safety and hygiene. See Before reopening . | | |
| Refer to government guidance on social distancing, customer interaction and communication or instructions to the public . | | |