



# Reopening checklist for food businesses during COVID-19

## Planning and preparation for start-up

Check	Completed	Date
<b>Check your Local Authority is informed of current food activities</b>		
Notify your Local Authority of your intention to <a href="#">restart operations</a> .		
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.		
<b>Update your Food Safety Management System for any new procedures</b>		
Consider any risks to food safety introduced by changes to procedures.		
Review and document new procedures in relation to <a href="#">takeaway or delivery services</a> 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 <a href="#">fit for work</a> and wearing clean work clothes.		



Check	Completed	Date
Consider adjustments to fitness for work procedures to take account of <a href="#">COVID-19 symptoms</a> . Initial telephone interviews with staff may be beneficial in assessing fitness to work.		
Review the <a href="#">government advice on use of Personal Protective Equipment (PPE)</a> outside of medical and care settings. <a href="#">Working safely during coronavirus (COVID-19)</a> 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.		
<b>Check registered waste carrier services</b>		
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
<b>Check food preparation areas are clean and disinfected (this includes work surfaces, equipment and utensils)</b>		
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 <a href="#">cleaning if your regular cleaning products are not available</a> .		
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.		
<b>Check all areas are free from evidence of pest activity</b>		
Look for evidence of pests, and take action if necessary, before restarting your operations. Check for: <ul style="list-style-type: none"><li>• signs of damage or smearing to walls and doors</li><li>• gnawed or stained packaging</li><li>• footprints in dust</li><li>• animal droppings or urine smell</li><li>• insect bodies, larvae, cocoons and egg/pupal casings</li><li>• feathers.</li></ul>		
Consider resetting your pest-control schedule if necessary.		



Check	Completed	Date
Arrange for contractors to undertake a pre-opening site survey, if required.		
<b>Check handwashing and cleaning materials' availability (this includes soap, sanitiser and paper towels)</b>		
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 <a href="#">wash their hands more frequently than usual</a> . This should be for 20 seconds with warm water and soap.		
<b>Check hot and cold running water is available at all sinks and hand wash basins.</b>		
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
<b>Check your fridges, chilled display equipment and freezers are working properly</b>		
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.		



Check	Completed	Date
Allow sufficient time for equipment to reach required temperature before restocking.		
Remove and refresh any ice left in machines and dispensers.		
<b>Check your other equipment (e.g. oven) is working properly</b>		
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 <a href="#">Legionella guidance from the Health and Safety Executive</a> 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
<b>Check raw materials and ingredients</b>		
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.		



Check	Completed	Date
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 <a href="#">foods frozen by you on closure</a> , 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. <a href="#">Safer food, better business</a> guidance is available on the selection of suppliers and contractors.		
<b>Check allergen information is accurate and available for all items on sale</b>		
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 <a href="#">allergen information is available to customers at time of ordering and at delivery of food</a> .		



## Social distancing measures

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