

## GUIDANCE FOR RE-OPENING

		YES
Preparation Checklist		Tick as Appropriate
1.	Do I have a covid-19 employee information pack (e.g. what it is, symptoms, course of action to be taken, staff responsibilities etc.)?	
2.	Are my employees aware of the prevention steps that they can take to minimise the risk of a covid-19 infection (e. g. avoiding close contact with those who are sick, cough and sneeze etiquette, avoid touching eyes, nose and mouth, etc.)?	
3.	Have staff been trained on correct hand washing techniques?	
4.	Where possible, have I implemented increased distance (min. 2 m) between workers (e.g. staggered shifts and breaks, table arrangement in the restaurant and public areas)?	
5.	Do I have active employee screening processes in place (e.g. daily questions on health, travel and close contacts)?	
6.	Have I implemented a Visitor and Screening Policy (like employee screening or temporary ban on non-essential visitors)?	
7.	Do I have an assigned cleaning schedule detailing what is to be cleaned, how it is to be cleaned, by whom and how often?	
8.	Are staff aware of the common 'high-touch objects', which will need special attention (e.g. elevator buttons, TV remote controls, door handles, light switches etc.)?	
9.	Do I have a plan to clean and disinfect all water connected equipment such as dishwashers, ice machines, etc. prior to use?	
10.	Do I have adequate stock of cleaning products, tools and personal protective equipment according to the official requirements and to meet the needs of our business (prior to opening)?	
11.	Do I know where to go to access additional support material, training, advice and expertise? (If no, please contact Ecolab or visit <a href="http://www.ecolab.com/coronavirus">www.ecolab.com/coronavirus</a> )	

## GUIDANCE FOR RE-OPENING

	YES
<b>Personal Safety Inventory Checklist</b>	<b>Tick as Appropriate</b>
Personal Protective Equipment (PPE): Medical Masks (If required) Disposable Gloves Goggles Protective Clothing Hand Soap Hand Disinfectant (if no access to hand washing facilities) Body Temperature Detection Equipment e.g. non-contact infrared thermometers	
<b>Environmental Safety Inventory</b>	<b>Tick as Appropriate</b>
1. General cleaning products 2. Disinfection products for general surface 3. Disinfection products for food contact surface 4. Hand disinfection stations 5. Cleaning and disinfection tools e.g. cloths, mops 6. Rope wearing garbage bag 7. Closable trash cans 8. Hygiene plans & Wall charts	