Please find below a 'checklist' that may be of benefit when considering your work activities during the Covid-19 pandemic.

This could be used to form part of your Health and Safety risk assessment, to confirm compliance with your legal requirements.

If you need further information or would like to discuss your specific requirements further please contact EnvironmentalHealth@eastrenfrewshire.gov.uk

Aspects to consider	Tick if considered
Must complete and implement full risk assessment in consultation with employees.	☐
Physical distancing: signage and markings	
Use tape or paint to mark appropriate distances on the floor to help people comply with physical distancing requirements.	☐
Signage should be used to communicate key health and safety points, such as hygiene, physical distancing and that there is no unintended impacts on people with disabilities or caring responsibilities. Messages should be clear and easy to understand.	☐
Consider using physical distance floor markings for other common areas such as toilets, showers, lockers and changing rooms and in any other areas where queues may typically form.	☐
Physical distancing: store capacity	
Limit the number of customers in store at one time.	☐
Decide upon the number of customers that can reasonably follow physical distancing rules within the store. Take into account total floor-space as well as likely pinch points and busy areas and then implement relevant measures.	☐
Lifts should only be used by people with disabilities, for essential purposes, or on a one person per lift basis where possible.	☐
Physical distancing: staff and customer	
If your premises has more than one access point, introduce a one-way system at entry and exit points if possible.	☐
Stagger arrival and departure times of staff to reduce crowding into and out of the workplace, if this is an issue.	☐
Where possible, take measures to reduce the potential crowding of people, for example by having more entry points for employees into the workplace or change opening hours.	☐
Review layouts to let employees work further apart from each other where possible.	☐
Enforce staggered collection times or appointments for customers collecting items with a queuing system in place to ensure a safe distance.	☐
Identify high risk areas such as pinch-points like entrances or stairs where close physical contact is likely and/or obstructions force close physical contact. Take measures to reduce risk, including using drop-off points or transfer zones.	☐
Physical distancing queue management	
Check for new traffic and street management plans from local authorities, and consider adjustments that might be required to your own queue management system. Businesses will need to think outside the normal trading environment to implement innovative measures such as numbering systems, and changed opening hours to manage queues. Businesses must take all reasonable measures to ensure that there is physical distancing within queuing systems.	☐
Communicate with nearby premises to manage shared queueing areas or where outside space is not available.	☐
Use outside premises for queuing where available, such as car parks.	☐
Physical distancing: adapting services	
Face to face services which currently cannot maintain physical distancing cannot be offered and should stop, i.e. make-up counters, other beauty treatments. Where physical contact is necessary and cannot be avoided appropriate measures should be considered as part of the risk assessment e.g. PPE. This does not prohibit items being sold but relates to the nature of the customer interaction.	☐
Put in place pick-up and drop-off collection points where possible.	☐

Hygiene	
Customers should be encouraged to use contactless or cashless payment where possible.	☐
If staff have to use touch-based security devices such as keypads to enter the business through controlled areas, you should either seek alternatives or implement cleaning and diversification arrangements.	☐
Use signage, tannoy announcements and any other relevant communication tools to remind customers to maintain hygiene standards e.g. hand washing, coughing etiquette	☐
Encourage customers to use sanitisers where provided, include signage to indicate these locations.	☐

Cleaning	
Work areas, staff rooms, canteens and equipment should be cleaned frequently between uses. A cleaning schedule should be designed and staff trained to implement the schedule.	☐
Frequent touch points should be identified and disinfected regularly including all objects and surfaces that are touched regularly such as self-service checkouts, trolleys, coffee machines, or staff handheld devices. Adequate disposal arrangements should be made available for any additional waste created.	☐
Workspaces should be kept clear and all waste should be removed. All personal belongings must be removed from work areas at the end of a shift, i.e. water bottles, mugs, stationary etc.	☐
Set clear use and cleaning guidance for toilets to ensure they are kept clean.	☐
Consider whether you can provide additional waste facilities and more frequent rubbish collection.	☐

Other methods of reducing transmission	
Use screens to create a physical barrier between people, for example at till points.	☐
Provide a nearby supply of hand sanitiser for employees to use when boarding vehicles or handling deliveries when handwashing is not practical and ensure staff have access to and are able to regularly wash their hands. Provide hand sanitiser if hand washing is not practical.	☐
Keep returns separate from displayed merchandise / stock to reduce the likelihood of transmission through touch. Where possible, this should include items that have been tried on but not purchased and minimise handling of goods where possible.	☐
Increase ventilation where possible and were it is safe to do so. i.e. do not keep fire safety doors open.	☐

Customer and staff support	
Provide written or verbal communication of the latest guidelines to both staff and customers inside and outside the store.	☐
You should take reasonable steps to ensure that people with disabilities are informed about new procedures, and are able to access facilities, i.e. handwashing facilities at wheelchair height, verbal direction for those unable to see floor markings or signage etc.	☐
Provide active travel facilities, to encourage staff and customers to walk or cycle to premises, such as bike racks where possible. Building arrangements will determine whether this is appropriate.	☐

Staff safety: additional measures	
Use remote working tools to avoid in-person meetings.	☐
Stagger break times and make use of outdoor space for breaks where possible.	☐
Use a consistent pairing or grouping system where employees work on shifts together.	☐