

COVID – 19 Retailers Checklist

Area	Control measure	Checked	Action required
Organisation	Regular checks for updates to corporate guidance. See www2.hse.ie/coronavirus/		
Entrance	Frequent cleaning and sanitizing of baskets and trolleys.		
	Sanitizing wipes available for customer to clean baskets and trolleys.		
	Hand sanitizer available at each customer entrance.		
	COVID-19 posters displayed at entrance.		
	Doors kept open where possible to minimise hand contact.		
	Dedicated times for elderly customers.		
	Customer numbers to be controlled, as per HSE and corporate guidelines.		
	Spacing measures (e.g. floor markers) if customers queue at the entrance.		
	Gloves and sanitizer wipes available for customers at forecourts.		
	Frequent cleaning and sanitizing of car park ticket dispensers and ATMs.		
Customers	Close dining areas and remove in-store seating if possible.		
	Spacing measures (e.g. floor markers) at counters.		
	One-way system implemented in the aisles if possible.		
	Customers encouraged not to linger or interact socially while shopping.		
	Customers encouraged to maintain a distance of 2 metres (6.5 feet).		
	Full hand washing facilities in customer toilets.		
Food displays	While there is currently little scientific information about the survival of the COVID-19 (coronavirus) on the surface of open food (FSAI website 23/03/2020), please check FSAI website: (There is also a good Q & A on Covid -19) see www.fsai.ie		
	Daily check of corporate guidelines on open food displays.		
	No open food where customers are likely to queue, e.g. by counters, tills.		
	Frequent cleaning and sanitizing of surfaces, serving utensils and condiment containers.		
	Frequent cleaning and sanitizing of coffee machine surfaces, hand contact points and condiment containers.		
Shop floor	Frequent cleaning and sanitizing of hand contact points.		
	Frequent cleaning and sanitizing of surfaces.		
	Cleaning programme to include all potential hand contact points.		
Handwashing	Hot water, antibacterial hand soap, paper towel, hand sanitizer at wash-hand basins.		
	All staff to follow correct handwashing procedure.		



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	If using gloves, hands are washed before putting gloves on, between glove changes and after gloves are removed.		
	Gloves changed frequently and between different tasks.		
Check-outs	Spacing measures (e.g. floor markers) at tills or queues.		
	Frequent cleaning and sanitizing of hand contact points.		
	Contactless payment encouraged.		
	Customers and check-out operators to maintain a distance of 2 metres (6.5 feet) if no physical separation measures in place.		
	Staff handwashing facilities and/or hand sanitizing facilities available and used.		
	Hand hygiene measures used after handling cash or cards.		
	Cleaning and sanitizing of self-service checkouts between customers.		
Home deliveries	Staff trained on corporate home-delivery guidelines.		
	All delivery crates to be sanitized and re-lined between uses.		
Staff facilities	Staff maintain a distance of 2 metres from each other (6.5 feet).		
	Frequent cleaning and sanitizing of canteen surfaces and hand contact points.		
	Frequent cleaning and sanitizing of toilet, rest and changing facility hand contact points.		
	Breaks staggered to discourage overcrowding of the canteen.		
Staff personal hygiene	No staff members displaying symptoms of Covid-19		
	Staff to observe coughing/sneezing guidelines.		
	Clean protective overclothing worn by food handlers prior to starting work.		
	Staff do not arrive to work wearing their protective overclothing.		
	Staff maintain a distance of 2 metres from each other (6.5 feet).		
	Corporate protocols to be followed for suspected or confirmed cases.		
Training	Staff trained on all relevant hygiene protocols and corporate updates, such as;		
	HSE Covid-19 guidance.		
	Hand hygiene, handwashing and glove usage.		
	Cleaning and disinfection technique.		
	Customer engagement guidelines.		
	Staff training recorded.		