

# Deli Reopening Checklist

*The information provided should be adjusted as necessary to suit your own business*

1	Personal hygiene	Yes	No	N/A	Partially met	Action required	By whom:	By when	Completed
a	Staff to change into clean protective overclothing at the premises prior to commencing work.								
b	2 metre social distancing maintained in changing areas.								
c	WC wash hand basins equipped with all requisites and hand sanitiser.								
d	Disposable paper towel preferred to reusable, and air dryers not to be used.								
e	Staff breaks staggered to maintain 2 metre social distancing in the canteen.								
f	Shifts arranged to minimise cross over of staff.								
g	Protective overclothing preferably professionally laundered.								
h	Protective overclothing to be washed at 60°C, or with sanitising detergent, and washed separately to other items, if washed by staff.								
i	Staff WC, changing areas and canteen included on the cleaning programme and associated schedules, with the completion of cleaning verified daily by management.								
j	No staff members displaying symptoms of Covid-19.								
k	Staff to observe coughing/sneezing guidelines.								
2	Deli area pre-requisites in the days prior to reopening	Yes	No	N/A	Partially met	Action required	By whom:	By when	Completed
a	All preparation and storage areas cleaned and sanitised.								
b	Any retained stock to be checked for shelf-life and quality.								
c	All equipment, utensils and boards cleaned and sanitised.								

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		Yes	No	N/A	Partially met	Action required	By whom:	By when	Completed
d	All storage and display containers cleaned and sanitised.								
e	Wash hand basins equipped with all requisites and hand sanitiser.								
f	Disposable paper towel preferred to reusable, and air dryers not to be used.								
g	Wash-up facilities equipped with all requisites and surface sanitiser.								
h	Commercial dishwasher tested (reaching required temperature) and cleaned.								
i	Check that all cooking equipment is operational.								
j	Operating temperature of refrigerated storage and display equipment verified as within specification.								
k	Operating temperature of hot holding units verified as within specification.								
l	Probe thermometer calibration dates checked.								
m	An adequate supply of probe wipes available.								
n	Reinstate contract cleaners if used.								
o	Reinstate commercial waste contract if put on hold.								
p	Check for pest activity and follow Corporate guidelines on professional pest control services.								
q	Check if there have been changes in the allergen content of foods used, and update customer allergen information according.								
r	Ensure up to date allergen information is available for customer reference.								
s	Consider encouraging customers to place orders online or by phone.								

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3	Deli area operations	Yes	No	N/A	Partially met	Action required	By whom:	By when	Completed
a	Practical steps to ensure 2 metre distancing is maintainable put in place, e.g. separate workstations, time separation, physical separation measures.								
b	Staff trained and supervised on any new control measures.								
c	2-stage cleaning and disinfection technique used for surface cleaning. Manufacturer instructions on the contact time required for the sanitiser to be effective to be followed.								
d	Increased cleaning and disinfection of hand contact points and preparation surfaces to be put in place.								
e	Deli cleaning schedule to be reviewed and updated.								
f	If using gloves, hands are washed before putting gloves on, between glove changes and after gloves are removed.								
g	Gloves changed frequently and between different tasks.								
h	Social distancing measures implemented where customers are likely to queue before ordering.								
i	Social distancing measures implemented where and when customers place orders.								
j	No open food where customers are likely to queue, e.g. on counter tops.								
k	If operating a till in the deli, encourage contactless payment.								
l	Stagger collection times if operating a click and collect service.								
m	Refer to Corporate or Governmental guidance on customer seating areas.								
n	Ensure outgoing deliveries are temperature checked, with records retained as per Corporate guidelines.								

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4	Management	Yes	No	N/A	Partially met	Action required	By whom:	By when	Completed
a	Notify HSE/ local authority if the nature of your food business has changed.								
b	Ensure your HACCP plan is fully updated and includes any recently introduced takeaway or delivery services.								
c	Carry out a risk assessment and put in place practical steps to reduce the risk to staff or customers contracting the virus.								
d	Corporate protocols for instances of staff with suspected Covid-19 to be available and ready for implementation.								
e	Follow corporate guidelines on the requirement of staff to complete 'return to work' questionnaires.								
f	Keep up to date with Corporate and <a href="#">FSA</a> Covid-19 guidance.								
5	Training: Ensure all staff training is recorded and updated/refreshed as per Corporate guidelines.	Yes	No	N/A	Partially met	Action required	By whom:	By when	Completed
a	Deli staff trained on all relevant hygiene protocols and Corporate updates, such as								
	1. Governmental or consolidated Corporate Covid-19 guidance.								
	2. Hand hygiene, handwashing, and glove usage.								
	3. Cleaning and disinfection technique, including the correct use of the surface sanitiser.								
	4. Corporate customer engagement guidelines.								