

A CHECKLIST OF SOME KEY COVID-19 CONTROLS FOR FOOD & DRINK BUSINESSES

HYGIENE CONTROL PROCEDURES

- Hand hygiene measures implemented through the provision of hot water at every entrance and exit to food production/work and communal areas and at appropriate points within these areas
- Hand hygiene measures implemented through the provision of suitable soap at every entrance and exit to food production/work and communal areas and at appropriate points within these areas
- Hand hygiene measures implemented through the provision of paper towels at every entrance and exit to food production/work and communal areas and at appropriate points within these areas
- Hygiene measures implemented through the provision of hand sanitiser at every entrance and exit to food production/work and communal areas and at appropriate points within these areas
- Measures in place to provide bins for disposal of paper towels/tissues used for cleaning, and measures to instruct all staff that these must be used
- Measures in place to monitor handwashing at key points and at regular intervals on the production lines
- Adequate system and evidence (Posters, leaflets and other materials are available in all applicable languages) in place to make all staff and visitors aware of the need to control the spread of COVID-19 in their workplace
- Protocols in place for adequate PPE to ensure disposal facilities are available to allow single use of items, such as hairnets and gloves. Wherever possible, the necessary laundering services should be provided to ensure reusable items are washed in accordance with HPS guidelines
- Robust increased cleaning and disinfection procedures implemented
- Additional cleaning and disinfection measures in place for communal areas between groups
- Key touch points are identified (including door handles, grab-rails in corridors, stairwells, keypads, vending machines, etc.) and ensure these are being cleaned and disinfected regularly-at least every 2 hours
- Cleaning and sanitising chemicals are certified as effective against enveloped viruses such as coronavirus. Products bearing the EN 14476:2013 standard should have been tested for efficacy against certain coronaviruses (although not specifically the virus responsible for COVID-19).
- Procedures in place to review cleaning of bodily fluids protocols to consider COVID-19. Implemented protocols for the use of disposable gowns and aprons for cleaning in circumstances, where there is a concern of an area possibly contaminated by COVID-19 (e.g. through contact with an infected employee) and the respective protocols for adequate disposal (double bagged and stored securely for at least 72 hours before throwing away in the usual manner)

PHYSICAL DISTANCING PROCEDURES

- Physical (social) distancing protocols implemented on non-food production areas
- Physical (social) distancing protocols implemented to avoid staff to congregate in communal areas such as canteens, clocking-in areas, staff rooms, wash areas and corridors (rota, staggering breaks...)
- Measures in place to increase the distance between employees or segregate them whilst working on the line (reduce staffing levels, reduced speed of line, marking social distancing spaces, fixed teams' or 'partnering' systems...)
- Additional Measures in place when physical distancing is not possible to achieve due to the work carried out (Perspex panels, back-to-back or side-to-side work pattern, additional PPE)
- Measures for employees to be encouraged to bring their own food and catering teams move to a take away system where there are on site canteens
- Physical (social) distancing protocols implemented within food production areas
- Re-design of workflow measures in place to minimise movements between areas (Consider the implementation of 'one way' traffic flows)
- Working from home procedures for office staff where possible
- Measures to ensure trips to work comply with physical (social) distancing and hygiene measures. This applies for public/private transport and for businesses which currently offer staff transport

HEALTH MONITORING PROCEDURES

- Implemented procedures for monitoring the health of staff in relation to COVID-19
- Declaration measures which specifically refers to absence of COVID-19 symptoms available for staff and visitors to site, including delivery drivers.
- Measures in place to isolate and remove symptomatic individuals and take any follow up action that may be required

- Measures for Test and Protect strategy-ensuring staff are not dis-incentivised to report symptoms and self-isolate and are supported when they are off work.
- Measures to encourage staff to get tested and for employers to notify health protection teams if a cluster of cases or outbreak is suspected in their workforce.
- Measures to prohibit non-essential visits from external parties where possible
- Measures in place to minimise contact between essential visitors to site and employees
- Procedures for all essential visitors to the site to be made aware of the Government guidelines and requirements to adhere to company protocols
- Expanded employee policies and procedures to include COVID-19 considerations taking into account:
 - The need for managers to ensure they are not incentivised to work when they are feeling unwell
 - The need for staff to be aware of their responsibility to stay at home and follow government advice on self-isolation if they are unwell and they or any of their household are showing symptoms of COVID-19;
 - The need for managers to monitor the health of their staff in relation to COVID-19.
- Measures in place to ensure anyone experiencing symptoms self-isolates immediately. To be sent home in personal transport if available
- Designated isolation room available for people presenting symptoms
- Return to work procedures in place regarding Covid-19

TRAINING PROCEDURES

- Staff training protocols on hygiene control procedures in place including hand washing techniques and followed
- Staff training protocols on cleaning and disinfection procedures in place and followed
- Staff training protocols on physical (social) distancing measures in place and followed
- Staff training procedures on health monitoring protocols in place and followed

ADDITIONAL AREAS TO CONSIDER

- Develop comprehensive risk assessment and risk management – to be provided as evidence to IMT
- Ensure adherence to risk management procedures – **be sure you are doing what you say you are doing and can evidence it**
- COVID champions / marshals
- Develop and implement operational bubbles and cohorts – also consider how all staff enter and exit establishment
- Face covering guidance - <https://www.gov.scot/publications/coronavirus-covid-19-phase-3-staying-safe-and-protecting-others/pages/face-coverings/>