



REOPENING CHECKLIST FOR FOOD BUSINESSES
DURING COVID-19



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PLANNING AND PREPARATION FOR START-UP

CHECK	COMPLETED	DATE	BY
Check your Local Authority is informed of current food activities			
Notify your Local Authority of your intention to restart operations			
Notify your Local Authority of any change to the business activities you are registered for. This includes the introduction of any new delivery or takeaway service			
Update your Food Safety Management System for any new procedures			
Consider any risks to food safety introduced by changes to procedures.			
Review and document new procedures in relation to takeaway or delivery services e.g. allergen management, cook-chill-reheat, temperature control awaiting collection or during delivery			
Manage risks of cross-contamination between raw and ready-to-eat foods.			
Ensure food packaging for takeaways and delivery is food grade, and appropriate for the purpose and food type.			
Store food packaging hygienically. Check that the hygiene and integrity of any packaging stored through a period of closure has been maintained and dispose of unsuitable packaging			
Check staff are fit for work and wearing clean work clothes			
Consider adjustments to fitness for work procedures to take account of COVID-19 symptoms. Initial telephone interviews with staff may be beneficial in assessing fitness to work			



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CHECK	COMPLETED	DATE	BY
Review the government advice on use of Personal Protective Equipment (PPE) outside of medical and care settings. Working safely during coronavirus (COVID-19) has further guidance for restaurants offering takeaway or delivery			
If your business requires staff to wear PPE, check you have adequate stocks available			
Review any PPE laundering procedures, where appropriate, to ensure PPE worn by staff can be safely changed and cleaned regularly			
Ensure any changes to procedures are communicated to staff and training is provided where appropriate, including training of any new staff			
Check registered waste carrier services			
Ensure that your registered waste carrier services are running and available as required, to ensure there is no build-up of waste on site			



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SITE CHECKS

CHECK	COMPLETED	DATE	BY
Check food preparation areas are clean and disinfected (this includes work surfaces, equipment and utensils)			
Carry-out a full site assessment to determine if you can undertake a thorough clean or if a professional deep clean is needed			
Source suitable cleaning and disinfection consumables and check existing stocks are within their use-by date. Cleaning products made-up or diluted before any closure should be disposed of as effectiveness reduces over time. See our guidance on cleaning if your regular cleaning products are not available			
Assess if staff need re-training on dilution rates and cleaning procedures			
Increase frequency of cleaning and disinfection, paying particular attention to shared equipment and high throughput and touch areas			
Check all areas are free from evidence of pest activity			
Look for evidence of pests, and take action if necessary, before restarting your operations. Check for: <ul style="list-style-type: none">○ signs of damage or smearing to walls and doors○ gnawed or stained packaging○ footprints in dust○ animal droppings or urine smell○ insect bodies, larvae, cocoons and egg/pupal casings○ feathers			
Consider resetting your pest-control schedule if necessary.			
Arrange for contractors to undertake a pre-opening site survey, if required.			



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CHECK	COMPLETED	DATE	BY
Check handwashing and cleaning materials' availability (this includes soap, sanitiser and paper towels)			
Make sure all consumables are within dates for use			
Obtain enough of your regular cleaning consumables such as soap, sanitiser and paper towels. Provide suitable alternatives if your regular products are unavailable.			
Consider updating staff training in line with government advice that staff should wash their hands more frequently than usual. This should be for 20 seconds with warm water and soap.			
Check hot and cold running water is available at all sinks and hand wash basins			
Make sure adequate hand-washing stations are provided at all appropriate points within the food production and communal areas			
Consider providing hand sanitiser additional to hand-washing facilities at appropriate locations			



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EQUIPMENT CHECKS

CHECK	COMPLETED	DATE	BY
Check your fridges, chilled display equipment and freezers are working properly			
Thoroughly clean equipment before restarting and restocking.			
Check required temperatures and any temperature control records, if kept during closure period.			
Review whether equipment requires maintenance after a period of inaction.			
Allow sufficient time for equipment to reach required temperature before restocking			
Remove and refresh any ice left in machines and dispensers.			
Check your other equipment (e.g. oven) is working properly			
Thoroughly clean all equipment before reopening.			
Inspect for maintenance requirements, verify temperatures and re-calibrate where necessary for time or temperature			
Run dishwashers and glasswashers empty on hot cycle before use			
Flush through taps and other equipment with water systems (e.g. bain marie)			
Consider Legionella risks and take action in line with Legionella guidance from the Health and Safety Executive to reduce risks.			
Check probe thermometer is working properly, and probe wipes are available			
Consider whether probe thermometers need to be recalibrated			



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INGREDIENT AND PRODUCT CHECKS

CHECK	COMPLETED	DATE	BY
Check raw materials and ingredients			
Check for any damage to packaging which might affect safety of food or result in loss of allergen information			
Check for any evidence of temperature abuse which may render the food unsafe. Refer to temperature control records where available			
Check the use-by and best before dates on existing stock. Ensure that storage has been in-line with manufacturer's instructions. For example, check that any opened or unsealed product has been stored in line with labelled instruction such as 'Once opened consume within'			
For foods frozen by you on closure, check that labelling and records are sufficient to allow the safe use of the food			
Check that the length of storage is in-line with your assessment at point of freezing			
Check that you can obtain your usual raw materials and ingredients so that your product specifications can be met			
Ensure that any new suppliers are reputable and can meet your requirements. Safer food, better business guidance is available on the selection of suppliers and contractors			
Check allergen information is accurate and available for all items on sale			
Review your allergen management system, allergen matrices and menus to account for changes of supplier and any new raw materials or products			
Review new takeaway or delivery services to ensure risk of allergen cross-contamination is managed			
Ensure allergen information is available to customers at time of ordering and at delivery of food			



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SOCIAL DISTANCING MEASURES

CHECK	COMPLETED	DATE	BY
Review the government advice on social distancing in the workplace in Working safely during coronavirus (COVID-19)			
Provide where possible for 2 meter social distancing. See Social distancing at work and Food preparation			
Consider steps to minimise staff-customer interactions. See Managing your customers, visitors and contractors			
Consider how you will communicate with, update and where necessary train staff in new procedures. See Communications and training			
Identify staff at higher risk. See Protecting people at higher risk			
Cohort working teams to lower staff mixing. See Workforce management			
Increase ventilation. You should assess the possibility to do this without introducing new risks or hazards to food safety and hygiene. See Before reopening			
Refer to government guidance on social distancing, customer interaction and communication or instructions to the public			