



## Safe Opening Checklist

**Get workplace ready - reopening provides a good opportunity to look afresh at everything within the business to ensure all guidance is being followed and the setting is COVID-secure.**

- Ensure staff do not come into work if they think they have symptoms of COVID-19**

Why? To ensure symptomatic staff are isolated quickly and tested in order to protect others.

- Plan to use consistent workforce groups**

Why? Ensuring colleagues remain in consistent groups as much as possible minimises the risk of infection, makes contact tracing more straightforward and helps with business continuity.

- Put a plan in place for all staff to attend workforce screening ahead of opening and every 8 weeks after**

Why? Testing staff ensures protection to the wider workforce and customers ensuring positive cases are detected and isolated. To book an appointment, call the Coronavirus helpline on 445566.

- Complete a Covid-19 risk assessment and review at least monthly. Make available and share to all staff**

Why? Each setting and business environment is unique and the tailored risk assessment enables the relevant guidance on gov.je to be applied appropriately for your particular business.

- Ensure all staff have access to and are wearing a mask or visor and are familiar with their safe use and cleaning**

Why? Masks will reduce the spread of COVID-19.

- Regularly clean touch points and all shared equipment in work and staff areas in accordance with cleaning guidelines**

Why? To prevent the risk of viral spread on surfaces that may be on touch points and shared equipment. Particularly things that are touched by multiple users such as handles, keyboards, EPOS, credit card machines, etc.

- Continue practicing mitigations such as physical distancing and hygiene practices especially during break times**

Why? These are a known common point of transmission within the local workplace. Local evidence, from the Contract Tracing team, has shown that people can let their guard down when they take breaks and can forget to follow the guidance and mitigation measures.

**Maintain a 2 metre distance, keeping any interaction of less than 2 metres as brief as possible**

Why? When we breathe, speak, cough or sneeze small liquid droplets from our nose or mouth spread which may contain COVID-19. If you are too close, you can breathe in these droplets.

**Limit the number of customers allowed at any one time to ensure a 2 meter or more distance can be maintained**

Why? Where people come together in close proximity, they are more likely to come into close contact with someone that has COVID-19.

**Manage queues inside and outside**

Why? Being near others increases the likelihood of the transmission of COVID-19.

**Businesses should remind customers or visitors to wear a mask when indoors and when queuing outside**

Why? Masks will reduce the spread of COVID-19.

**Maximise ventilation. For those without mechanical systems keep doors and windows open or by opening several doors/windows briefly at several points throughout the day**

Why? Increasing ventilation helps to reduce any airborne risk and reduces the chances of infection.