



Coronavirus (Covid-19) checklist

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| Trading Name: |
| Address: |
| Tel: |
| Email: |
| Name of person completing checklist: |
| Date: |

Before trading on Colchester Market, you must ensure that you comply with government guidelines to limit the spread of coronavirus. All stalls should take precautions to reduce the risk to both themselves, their customers, fellow traders and the public.

| Employee safety | Done? |
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| <p>Where staff are required to be at work, maintain 2-metre social distancing guidance wherever reasonably practicable.</p> <p>You must assess and put in to place the steps needed to reduce the risk of transmission between staff and customers.</p> | |
| <p>Only come into work if you have no symptoms. Anyone with a persistent cough, loss of smell or high temperature must self-isolate and book a test. If you have been in contact with anyone displaying symptoms, then you must self-isolate and book a test.</p> | |
| <p>Identify employees who are at increased risk of severe illness from coronavirus (COVID-19). This group includes those who are:</p> <ul style="list-style-type: none"> •aged 70 or older (regardless of medical conditions). •under 70 with an underlying health condition | |
| <p>Try to maintain dedicated work teams (cohorting) and keep the number of members as small as possible.</p> | |

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| Provide handwashing stations for you and your customers. All staff to wash their hands regularly using soap and water for at least 20 seconds. Where facilities to wash hands are not available, hand-sanitiser should be used. | |
| Ensure social distancing signage is displayed clearly for your customers. | |
| Where it is not possible to remain 2 metres apart, staff should work side by side or facing away from each other, rather than face to face. | |
| Increase the frequency of cleaning and disinfection. Attention to be given to shared equipment and hand contact surfaces including work surfaces, tables, chairs, switches, door handles, push plates on doors, hand towel dispensers, taps etc. Check that you are using sanitisers that comply with BS EN 1276 and that staff are adhering to the correct contact time and dilution rates. | |
| Public safety | |
| Introduce an ordering service to limit and reduce the risk of queues and long waiting times. | |
| If a click and collect service is offered, provide a designated collection time. | |
| Provide sanitiser with an alcohol content for customers | |
| <p>You should introduce control measures to implement the 2-metre social distancing for your customers</p> <ul style="list-style-type: none"> • Limit the number of people at the stall and control entry so that the stall does not become overcrowded. • Adopt a one-way system and keep left. Customers must not cut across one another • Maintain queue control outside the stall so that the 2metre rule is observed by those waiting in the queue – customers must not be allowed to congregate or loiter. • Use signage and floor markings to direct people around the stall and maintaining a 2-metre distance. • Close the premises and re-assess if it becomes too busy. • Staff may need to act as stewards to advise customers on social distancing. | |
| <p>Customers should not be directly in front of the till operator or server. Options to control risk include:</p> <p>Provide a 'sneeze screen' barrier to protect both customers and the till operative/server. Alternatively, create an exclusion zone around the till area with a customer notice 'Please stand behind the line while being served'</p> <p>Wear a mask when in close proximity (less than 2 metres of customers and colleagues) unless you have an exemption (must display exemption notice).</p> | |
| Contactless payments should be encouraged. Place a sign at the till 'Please use contactless payment if you are able to do so. Contactless payment is available for purchases up to £45' | |

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| Frequent cleaning and disinfection of shared customer touch points including hand-held checkout devices, keypads at check out, fridge/freezer handles. | |
| By signing this checklist you are confirming that you are working within the government guidelines to limit the spread of coronavirus. | |

Further information is available on the above

Lockdown <https://www.gov.uk/guidance/national-lockdown-stay-at-home>

Hand washing <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

Shielding <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

Guidance for pregnant women <https://www.rcog.org.uk/en/guidelines-research-services/guidelines/coronavirus-pregnancy/covid-19-virus-infection-and-pregnancy/>

Guidance for employers & businesses

<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>

Guidance for employees <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-guidance-for-employees>

Guidance for food businesses <https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses>

Working Safely <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

For further help on Risk Assessments www.hse.gov.uk/simple-health-safety/risk/index.htm