COVID-19 (Coronavirus) Checklist for Community Food Projects

The Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 require the closure of particular premises. Restrictions are also imposed on premises which are permitted to remain open. It is important that we all follow the government guidelines to limit the spread of Coronavirus. Where premises are open precautions need to be taken to reduce risks to both the staff and volunteers and the public. This checklist will help you to put in place measures in your project to keep employees, staff and service users safe.

Where you are unable to introduce measures to control the risk from Coronavirus (COVID-19) you will need to consider closing your project.

Organisation safety	Checked?
Community Food Projects should encourage their staff and volunteers to work at home. Where volunteers and staff are required to be at work, 2 metre social distancing guidance needs be adhered to. You must assess the steps needed to reduce the risk of transmission between staff, volunteers and any service users who may be in the premises. You must put these steps in place.	☐
To protect your staff and volunteers, you should remind them daily to only come into work if they are well and no one in their household is self-isolating.	☐
Identify staff and volunteers who are at increased risk of severe illness from Coronavirus (COVID-19). This group includes those who are: • aged 70 or older (regardless of medical conditions) • under 70 with an underlying health condition (i.e. anyone instructed to get a flu jab as an adult each year on medical grounds). These individuals will need to be particularly stringent in following social distancing measures.	☐
Specific individuals who are at severe risk are to be 'shielded' and will have received a medical letter informing them to isolate themselves. It is important that these employees or volunteers stay at home.	☐
Try to maintain dedicated teams and keep the number of members as small as possible.	☐
Provide handwashing stations with soap, water and a hygienic means to dry hands - encourage staff and volunteers to use them. All staff and volunteers to wash their hands regularly using soap and water for at least 20 seconds, particularly after blowing their nose, sneezing or coughing, before / after using shared equipment and prior to eating. Where facilities to wash hands are not available, hand sanitiser should be used (over 60% alcohol recommended). Staff and volunteers should cover any coughs or sneezes with a tissue, then dispose of the tissue in a bin and immediately wash their hands. Anyone with a persistent cough should not be working or volunteering.	☐
Communicate with staff and volunteers on a regular basis to remind them to follow social distancing advice and wash their hands regularly.	☐

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	Checked?
Where possible use digital and remote transfers of material rather than paper format, such as using e-forms, emails and e-banking.	☐
Allocate workspaces to employees and volunteers that are at least 2 metres apart, these can be marked out with tape. Equipment and fittings could be rearranged to accommodate social distancing.	☐
Where it is not possible to remain 2 metres apart, staff and volunteers should work side by side or facing away from each other, rather than face to face.	☐
Increase the ventilation within the premises by mechanical or natural means, e.g. opening doors and windows.	☐
Increase the frequency of cleaning and disinfection with a sanitiser or antibacterial cleaner. Attention to be given to shared equipment and hand contact surfaces including work surfaces, tables, chairs, switches, door handles, push plates on doors, toilets, hand towel dispensers, taps etc. Please ensure that sanitiser and antibacterial cleaners are used in accordance with the manufacturer's instructions (correct contact time and dilution rates are important to ensure effective cleaning).	☐
Public safety	**Checked?**
Introduce telephone, email and internet ordering to limit public use of the premises.	☐
Provide a delivery service to the public to limit access to the premises.	☐
If a click and collect service is offered, provide a designated collection time.	☐
Display a sign / poster at the entrance to remind service users not to enter the premises if they have symptoms.	☐
Provide suitable sanitisers for service users, staff and volunteers to clean and disinfect baskets / trolleys / hands near to the entrance as possible.	☐
Where the public access the premises introduce control measures to implement the 2-metre social distancing rule: • Limit the number of people in the premises and control entry so that the premises do not become overcrowded. • Maintain queue control outside of the building and other essential premises so that the 2-metre 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 premises and maintain a 2-metre distance. • Create a 'one way' system, by closing off aisles and using signage to direct service users to move in the same continuous direction. • Close the premises if it becomes too busy.	☐
Staff and volunteers may need to act as stewards to advise service users on social distancing.	☐
Frequent cleaning and disinfection of shared touch points including hand-held checkout devices, keypads at check out, fridge / freezer handles, escalator and staircase handrails, on-site ATMs etc.	☐
Reporting	**Checked?**
You must report certain instances of COVID-19 illness or exposure to the virus which is believed to have occurred through work; please see guidance below.	☐

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Further information is available on the following websites:

Reporting: https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm

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

Self-isolation: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance

Social distancing: https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others (includes pdf document to download)

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/

Coronavirus FAQs: https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do

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

If you need additional advice on social distancing measures needed to control the risk presented by Coronavirus please contact the Environmental Health Team in your locality:

Ashfield District	food@ashfield.gov.uk
Bassetlaw Borough	Environmental.Health@bassetlaw.gov.uk
Broxtowe Borough	health@broxtowe.gov.uk
Gedling Borough	FoodHealthHousingHandover@gedling.gov.uk
Mansfield District	EnvironmentalHealth@Mansfield.gov.uk
Newark and Sherwood District	environmental.health@nsdc.info
Rushcliffe Borough	environmentalhealth@rushcliffe.gov.uk

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