

Document Control Number:	BCP-CL-00	Revision Number:	2020/001
Date Developed/Reviewed:	01 June 2020	Next Review Date:	1 August 2020

Restaurant Reopening Checklist

Below is a checklist that managers can utilities as a guideline to ensure that their managerial requirements are up to date to minimize the spread of any form of communicable diseases within their establishments.

Restaurant Reopening Checklist				
#	Question	Y	N	Comments
1	Have you set a date and time for the reopening of your establishment?			
2	Do you have a list of employees permitted to return to work?			
3	Have you done a vulnerable employee assessment?			
4	Have ways of minimizing the number of workers at the workplace at any one time been developed?			
5	Have you drawn up a COVID-19 policy, has it been communicated to all employees and displayed?			
6	Have you drawn up a COVID-19 return to work policy, has it been communicated to all employees and displayed?			
7	Has the COVID-19 Specific Risk Assessment been developed and communicated to all employees?			
8	Do you have a tracking system in place of staff and customers?			
9	Have all risk been adequately eliminated, mitigated or controlled?			
10	Have all employees and delivery staff undergone COVID-19 training and induction?			
11	Have all employees and delivery staff been trained on the COVID-19 specific Safe Work Procedures?			
12	Is physical distancing of 1.5 meters been implemented and where distancing not be able to be maintained screens installed?			
13	Are delivery staff being monitored to ensure that they are always wearing the Correct PPE?			
14	Are the cleaning staff conducting their daily cleaning checklists?			
15	Has the seating arrangements been spaced out correct inside the restaurants?			
16	Is there adequate amount of sanitizer available at entrances and exits for clients and staff?			
17	Is their adequate amount of disinfectant / cleaning solution for employees to clean correctly?			
18	Have all employees been issued with adequate PPE based on the risk identified in the risk assessment?			
19	Have employees been trained on how to use the PPE correctly?			
20	Are spot checks being done to ensure that employees are using their PPE?			
21	Are there adequate posters displayed, notifying employees of good hygiene practices?			
22	Do you and the employees understand what to do should an employee shows symptoms?			
23	Have you appointed a manager to be the Compliance Officer?			
24	Are their details displayed at a conspicuous place?			
25	Is your current Health & Safety System (File) up to date?			

Should you require any further information on the above questions please contact

IHSS Group / dale@ihssgroup.co.za / +27 (0) 74 020 4157