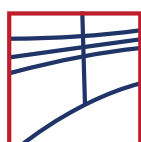


# COVID-19

## STAFF CHECK LIST

Hand sanitiser units are replenished frequently and <b>always available</b> for use	<input type="checkbox"/>
Routine <b>Clean As You Go</b> in place on the sales floor & backstage with heightened focus & visibility	<input type="checkbox"/>
High touch point areas are <b>visibly</b> wiped down regularly on the sales floor & backstage e.g. till points, till screens PIN pads, serving tools, baskets, lift buttons, door handles, etc.	<input type="checkbox"/>
Ensure social distancing is implemented throughout the store, including in backstage areas <ul style="list-style-type: none"> <li>• Ensure décor is displayed across the store to reinforce social distancing</li> <li>• Door hosts to reinforce social distancing where possible</li> </ul>	<input type="checkbox"/>
Ensure external customer queues are managed and are not restricting pedestrian access to other units/pavements, with appropriate décor displayed – if possible the metre rule applied	<input type="checkbox"/>
Customer capacity numbers are being controlled at all entry and cross over points	<input type="checkbox"/>
All open entrances have hand sanitizer stations available and are supported with cleaning for baskets (where appropriate)	<input type="checkbox"/>
Ensure hosts in Cafes are in place and are informing customers on visiting the café and that all cleaning is completed as per Hospitality guidelines	<input type="checkbox"/>
Ensure customers are providing their contact details, on entry to the Hospitality areas, by scanning either the NHS App QR Code	<input type="checkbox"/>
Ensure you are aware of the most up to date face covering guidance for your nation. Face Covering guidance & FAQ's can be found on the COVID-19 Operational Retail Guidance Site or in the COVID-19 Section on the My Safety App	<input type="checkbox"/>
Appropriate steps have been taken to offer reasonable adjustments to any colleagues with an underlying ill health condition relevant to Coronavirus	<input type="checkbox"/>



# STAYING **COVID-19** SECURE IN 2021

We can confirm we have complied with the Governments Guidance on managing the risk of COVID-19



We have carried out a COVID-19 risk assessment and shared the results with our colleagues



We have cleaning, hand washing and hygiene procedures in line with guidance



We have taken all reasonable steps to maintain a 2m distance in the workplace



Where people cannot be 2m apart, we have done everything practical to manage transmission risk



STAYING **COVID-19** SECURE IN 2021

# PLEASE WEAR A FACE COVERING\*

\* Unless you have a suitable reason to be exempt



**Let's keep everyone safe**  
**Thank you**



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STAYING **COVID-19** SECURE IN 2021

# UNDER 25?

**Face coverings make checking age more difficult.  
You may need to remove yours when buying age  
restricted products.**



#### **Acceptable form of ID**

- Photographic drivers licence
- Cards showing PASS hologram
- Passport

**PASS**

[drinkaware.co.uk](https://www.drinkaware.co.uk)

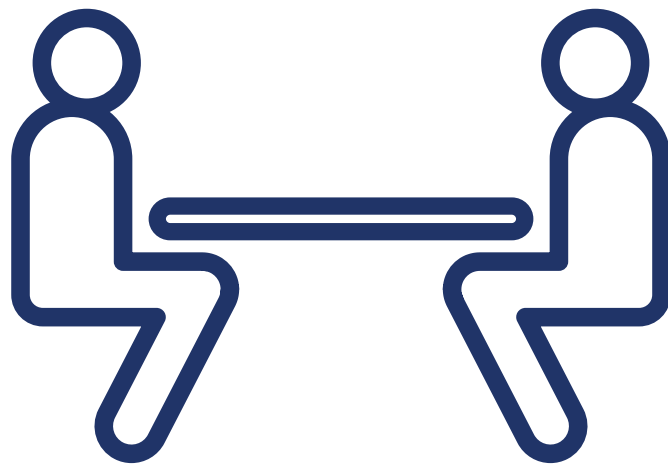


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PLEASE PRACTICE  
**SOCIAL DISTANCING**

This room seats



**Let's keep everyone safe**  
**Thank you**

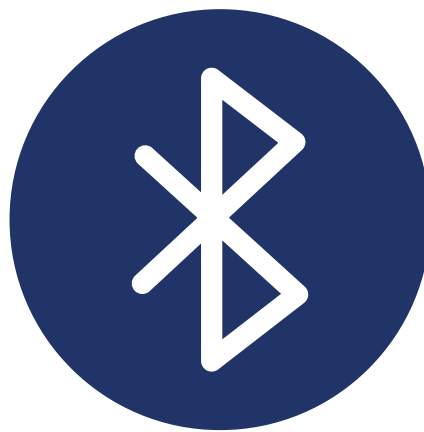


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STAYING **COVID-19** SECURE IN 2021

**PHONE IN YOUR LOCKER?  
SWITCH OFF YOUR BLUETOOTH!**



If you have a Contact Tracing app installed on your phone, remember to switch off your phone or Bluetooth or enable the Pause function on your app, when your phone is not on your person.

**Let's keep everyone safe**  
**Thank you**



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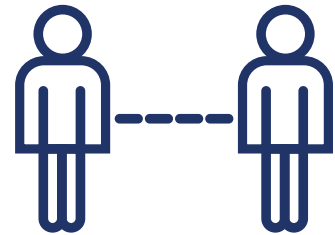
# STAYING **COVID-19** SECURE IN 2021



**Avoid touching your face**



**Maintain good personal hygiene** Wash your hands



**Maintain social distancing**  
Keeping a safe distance from others in all areas of the store or business



**Wear a face covering in all areas** unless you are exempt or eating and drinking



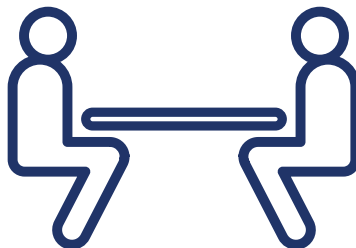
Carry out **additional cleaning** on surfaces and high touch points



**Do not share devices** or please sanitise between uses



**Switch off phone or Bluetooth** on your **Contact Tracing** app when it is in your locker to prevent false readings



**Maintain social distancing** in offices and in team briefings



**Open windows** when possible



**Display capacities** for meeting rooms and offices



Complete your store **COVID-19 Self Assessment**



Ensure **Social Distancing Décor** is displayed clearly

