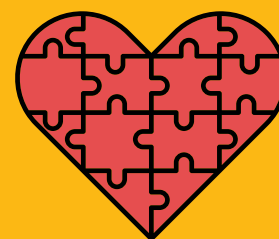


Covid-19: Keeping safe

A guide for shopkeepers



Physical changes

- Consider installing plastic screens at service counters and checkouts, and where possible provide masks to staff to assist with preventing face touching.
- Erect signs to tell customers about your coronavirus precautions.
- Cover unpackaged, ready to eat food such as baked goods (bread, croissants etc) to protect it from sneezes and coughs.

Cleaning

- Clean and sanitise trolleys and baskets between use.
- Provide hand sanitisers (with a minimum alcohol content of 60+%) at entrances and exits.
- Clean contact areas such as screens on self-service checkouts, debit card PIN pads, and doors.

Changes to the shopping process

- Limit customer numbers allowed in the shop to ensure customers can easily maintain a 2 metre distance between each other and your staff.
- Before your shop is at customer capacity, control the entry and exit of customers to operate a one in, one out policy.

- Ensure social distanced queuing inside and outside, by using the floor to mark a safe distance from other shoppers.
- If possible have a one-way system.
- Encourage contactless payment.
- Close any checkouts less than 2 metres from each other to protect staff and queuing customers.

Changes to staff procedures

- Continue to practice good hand washing practices, using soap and water. Staff must wash their hands when they arrive at work, after using the bathroom, between tasks, before they leave and where possible between customers.
- Minimise direct hand contact with food by using available tongs and utensils.
- Remind staff not to touch their faces.
- Ensure staff practice social distancing at all times.
- Consider shorter opening hours to enable stock to be replenished to prevent stock and staff from interfering with special distancing measures.

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