Reopening after the COVID-19 Shutdown? Information for Food Businesses

Meet public safety requirements and ensure compliance with the Food Act 2008.

Do you have an action plan for the reopening of your food businesses? The City's Health Services has created a guide to assist you. Use only what is applicable to you, plan your strategies *now*. Find below and attached (1) a guide to social distancing in your food business, (2) a checklist for getting your food business clean and ready to trade and (3) an action plan template.

Social Distancing:

 Ensure social distancing measures for patrons can be managed within your venue. For movable furniture - space out chairs and tables. For fixed table/seating – mark separation distances with tape or similar. Consider plastic screening/partition sheets if needed. Are your staff healthy? It is essential that all staff understand not to work while sick. Check in with staff on a daily basis on their health. Ensure staff report feeling unwell with any flu like symptoms (sore throat, fever, cough).
Review shift arrangements: Limit contact between workers as much as possible. You may wish to roster staff shifts into groups (e.g. where group A will never overlap with group B to reduce the impact if a staff member tests positive for COVID-19). Also consider the types of work that can be conducted before and after standard operating hours to stagger shifts. Consider also increasing time between shifts or service periods (e.g. breakfast and lunch; day/night shifts) to minimize staff interaction and allow for increased cleaning.
Hygiene, Cleaning and Disinfecting:
Provide and promote hand sanitiser for patron use on entering your business.
Reinforce good hand hygiene and ensure staff wash their hands : Proper hand washing is one of the most effective tools in preventing the spread of novel coronavirus. Handwashing should be increased under the current circumstances (especially after going to the bathroom, touching your face, after handling raw food) and should be done effectively according to guidance from the <u>Department of Health</u> . Additional handwashing and sanitising points should be set up throughout the business.
Clean and disinfect/sanitise regularly: Cleaning removes dirt and grease, sanitising or disinfecting will kill germs. Clean and sanitise high contact and food contact services regularly.
ore guidance on social distancing can be found on the <u>Australian Government Department of Health</u> bsite. Should you have any queries in relation to the above or require further information please do not



hesitate to contact Health Services on 9528 0333.



		Safely Reoper	ı Yo	ur	Food Businesses	
В	usiness				Completed by:	
Α	ddress					
	STAFFING:		√		PREMISES MAINTENANCE:	√
	when. Ask each for work'. Recruite new solution imune system Organise Staff Draft a staff reguide.	gh-risk staff memebrs (elderly, compromised etc). Roster: ster taking into account the social distancing ate tasks for 'high risk' staff minimising their		15	Floor/Walls/Ceiling: ☐ Ensure floor, walls and ceiling are in a good state of repair (regrout, repaint or repair if needed). Grease Trap: ☐ Organise grease trap to be emptied if required or contact provider to ensure routine emptying will continue. Source new provider if required. Air-Conditioning: ☐ Check in working order and clean filters/outlets. EQUIPMENT MAINTENANCE: Dishwasher:	
	STOCK:				☐ Check is operating >77°C. Organise service if required. Hot Water System:	
3.	operating. Source new s Check Existing Check 'Best-E food products Check food pr condiments th room tempera Dispose of an been stored ir Check dates of UB date. (It is	uppliers if needed. g Stock: Before' (BB) and 'Use-By' (UB) dates of all roducts have been stored correctly (e.g. have last specify 'store below 5°C been left out at lature?) y products past their UB date or that have		18	□ Check system and temperature. Repair if required. Fridges/ Freezers: □ Check temperatures of all fridges (<5°C) and freezers (-18°C). Organise service if required. □ Check seals on doors. Repair if required. Fire Equipment: □ Ensure fire blanket/extinguisher are within service dates. Organise service if required. Cleaning Equipment: □ Replace overused/damaged cleaning equipment (e.g. broom, mop, sponges, and tea towels).	
	☐ Inspect food p	products (esp. flour and rice) for insects, pest ther signs of contamination. Dispose of any			OPERATIONAL:	
	contaminated If supplying tal take away con	ke away food ensure an appropriate stock of			Pest Control: ☐ Update pest control measures (after a period of closure it is likely a pest control contractor will be required).	
5.				23.	. Hand Washing: □ Ensure hand wash stations are provided with soap and paper	
6. 7.	□ Declutter the properties of	e floor, covings and corners iles and grouting)		25.	towels. Staff Training: Ensure new staff receive appropriate in house training. Ensure staff have completed the City's FREE Food safety training rockingham.wa.gov.au/your-city/business-and-investment/business/food-businesses and click on the link to free food safety training courses.	
9.	shelving/benct Equipment: (ind Microwave(s) Toaster(s) All other equi Customer Area Remember to	nes and equipment. cluding inside, under and behind) pment			NOTES:	
11. 12.	SANITISE: Clea sanitising/disinfect Check Sanitise Restock up or Sanitise/disinfect After cleaning, preparation ar	ning removes dirt and grease, ing will kill germs.				

Action Plan Template:

Action Plans are useful tools to ensure tasks are completed within a given timeframe. An Action plans is a well-defined description of:

- 1. A goal
- 2. Tasks / steps to be taken to reach goal,
- 3. The person(s) in charge of each task (for accountability and direction)
- 4. A timeframe when these tasks will be completed (deadlines)
- 5. Resources needed to complete the tasks
- 6. Tasks should be "SMART" i.e. Specific, Measurable, Attainable, Relevant, Timely

For Example:

Goal: Prepare for Food Business to Reopen										
Task	Task Owner	Timeframe	Resource	Budget	Comments					
Example: Contact staff to check availability for reopening	Store Manager	Within 2 days (prior to 30/04/20)	Mobile/land line							