



TOOLKIT COVID-19

Action Plans & Resources for running
multi-site operations

Plan.
Prepare.
Succeed.



Are You Prepared?

While the impact of Covid-19 is unique for each business, we all face the **challenge** of keeping our customers and staff **safe** – whether continuing operations or preparing to re-open doors.

With our experience and knowledge, we prepared this **Toolkit** to support multi-site operators in rolling out **Covid-19 response** efforts. I strongly believe that our digital checklist solution will be a valuable tool to streamline these efforts, providing **real-time visibility** into operations on the ground.

Please don't hesitate to contact me directly. We will get through this together, and emerge stronger!

Ram Bukka,
GoAudits CEO & Founder
ram@goaudits.com



Toolkit Checklists – Highlights

1. Covid-19 Preparedness

Recommended: for top management to put into place processes that follow guidelines to mitigate Covid-19 infection spread

Key Points:

- Planning & updating processes to implement social distancing and strict hygiene measures
- Effective internal communication & training in a quickly evolving context
- Customer communication
- Preventative actions with sanitation and Personal Protective Equipment

2. Protect Home workers

Recommended: self-assessment for all staff working from home, to improve working conditions and minimize infection risks

Key Points:

- Keep in touch with remote staff to provide the right level of support and guidance
- Assess work conditions, workstation and tools, and see how they can be improved
- Increase staff awareness on the best practices for health & safety while working from home
- Assess Covid-19 infection risks

3. Checklist for Sanitation

Recommended: to ensure your business is following guidelines for cleaning and hygiene to prevent infection spread

Key Points:

- Reinforced daily cleaning and disinfection processes in the workplace
- Frequent sanitation of high touch points in staff work and rest areas, customer-facing areas, restrooms and food preparation areas

Toolkit Checklists – Highlights

4. Employee Screening

Recommended: for teams to perform daily health checks, streamlining Covid-19 incident reporting

Key Points:

- Daily staff health check and screening for Covid-19 symptoms
- Process to minimize infection spread risks in the team
- Questionnaire to assess infection risks for individual staff members

5. Daily Site Checks

Recommended: for retail / hospitality businesses to keep staff and customers informed and safe every day

Key Points:

- Daily staff communications regarding Covid-19 risk management
- Daily staff health screening to minimize infection risks
- Daily store hygiene and communication measures to ensure preventative steps are consistently enforced

6. Food – Staff Fitness to Work

Recommended: to ensure staff follow good personal hygiene practices to prevent germs from spreading to food

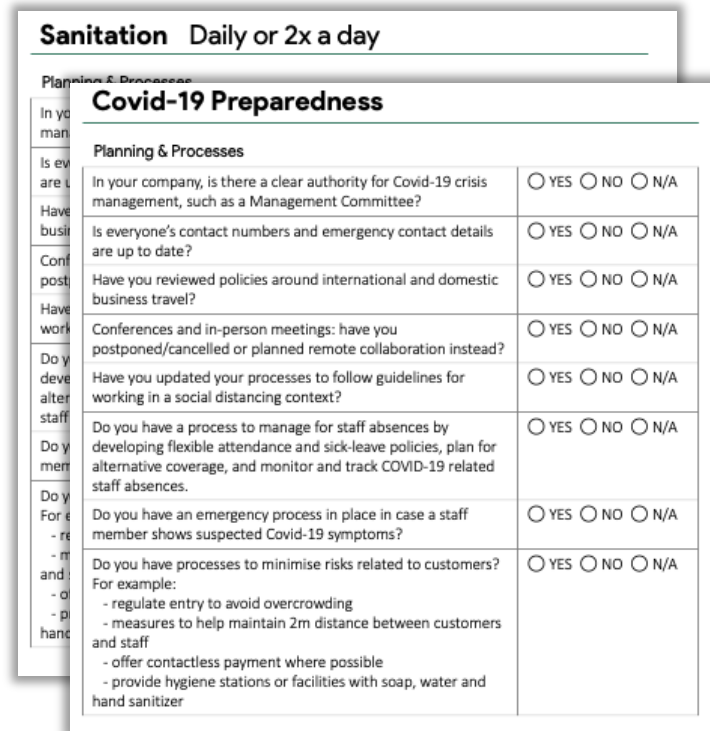
Key Points:

- General hygiene practices: hand washing, adequate clothing and protective equipment for staff handling food
- Covid-19 specific measures to minimize infection risks
- Assessing ‘fitness for work’ and reporting sickness

2 ways to use the Toolkit

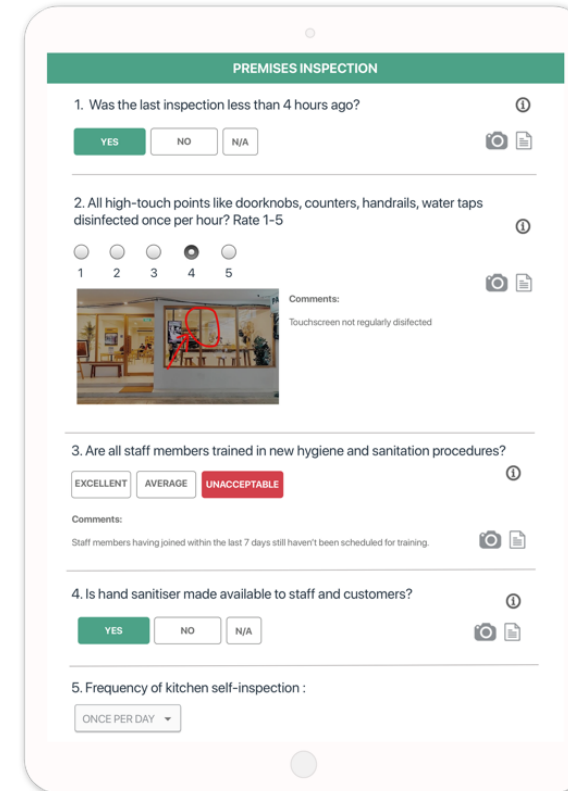
Paper Checklist or Digital Checklist

- ✓ Download from our website
- ✓ Print the templates
- ✓ Share with your team
- ✓ Complete manually



The image shows a paper checklist template for 'Covid-19 Preparedness'. It is divided into sections: 'Sanitation Daily or 2x a day' and 'Planning & Processes'. The 'Planning & Processes' section contains several questions with radio button options for YES, NO, or N/A.

Covid-19 Preparedness	
Planning & Processes	
In your company, is there a clear authority for Covid-19 crisis management, such as a Management Committee?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Is everyone's contact numbers and emergency contact details are up to date?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Have you reviewed policies around international and domestic business travel?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Conferences and in-person meetings: have you postponed/cancelled or planned remote collaboration instead?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Have you updated your processes to follow guidelines for working in a social distancing context?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Do you have a process to manage for staff absences by developing flexible attendance and sick-leave policies, plan for alternative coverage, and monitor and track COVID-19 related staff absences.	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Do you have an emergency process in place in case a staff member shows suspected Covid-19 symptoms?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Do you have processes to minimise risks related to customers? For example: <ul style="list-style-type: none">- regulate entry to avoid overcrowding- measures to help maintain 2m distance between customers and staff- offer contactless payment where possible- provide hygiene stations or facilities with soap, water and hand sanitizer	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A



The image shows a digital checklist app interface for 'PREMISES INSPECTION'. It displays a list of inspection questions with interactive buttons for YES, NO, or N/A. It also includes a rating scale (1-5) and a section for comments with a photo upload icon.

PREMISES INSPECTION

1. Was the last inspection less than 4 hours ago?

2. All high-touch points like doorknobs, counters, handrails, water taps disinfected once per hour? Rate 1-5
1 2 3 4 5
Comments: Touchscreen not regularly disinfected

3. Are all staff members trained in new hygiene and sanitation procedures?

Comments: Staff members having joined within the last 7 days still haven't been scheduled for training.

4. Is hand sanitiser made available to staff and customers?

5. Frequency of kitchen self-inspection :
ONCE PER DAY

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<https://goaudits.com/covid19/>

Covid-19 Preparedness

Location:

Date:

Time:

Planning & Processes

In your company, is there a clear authority for Covid-19 crisis management, such as a Management Committee?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Are everyone's contact numbers and emergency contact details up to date?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Have you reviewed policies around international and domestic business travel?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Conferences and in-person meetings: have you postponed/cancelled or planned remote collaboration instead?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Have you updated your processes to follow guidelines for working in a social distancing context?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Do you have a process to manage staff absences by developing flexible attendance and sick-leave policies, plan for alternative coverage, and monitor and track COVID-19 related staff absences.	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Do you have an emergency process in place in case a staff member shows suspected Covid-19 symptoms?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Do you have processes to minimise risks related to customers? For example: <ul style="list-style-type: none">- regulate entry to avoid overcrowding- measures to help maintain 2m distance between customers and staff- offer contactless payment where possible- provide hygiene stations or facilities with soap, water and hand sanitizer	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A

Communication & Training

Do you have a process to provide relevant real-time public health updates to your staff (noticeboards, internal communications)?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Have you provided training to your Managing Teams on measures related to Covid-19 they may need to take (staff screening, sanitation...)?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Have all staff members been briefed on ways to prevent the spread of infection?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Are all staff members aware of the symptoms of Covid-19?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Have you briefed all staff members on the new ways of working in a social distancing context?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A

Customer Communication

Do you have a communication plan to reassure your customers on the strict hygiene measures your company has taken?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Do you need signage and announcements to remind customers social distancing advice and ask not to enter if they have symptoms?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A

Cleaning and Disinfection

Have you planned adequate cleaning measures to ensure regular disinfection of high risk contact areas and touch points?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Have you put in place appropriate cleaning/disinfection procedures for cases where a sick person has visited the workplace?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Have you updated your procedures to follow health authority guidance for cleaning and disinfecting different surfaces (hard surfaces, soft surfaces, laundry...)?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Have you trained all staff members on the new cleaning and disinfection procedures?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Did you make hand soap and hand sanitizer (containing at least 60% alcohol) widely available for all staff members as well as customers?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A

Personal Protective Equipment (PPE) and Personal Hygiene

Are all staff members following the WHO recommended hand washing protocol?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Have you procured adequate quantities of PPE such as disposable gloves, gowns or face masks for the employees performing cleaning tasks?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Are staff members wearing disposable gloves, gowns or masks for all tasks in the cleaning process, including handling trash?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Are staff members following preventive actions while at work, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Any comments or issues to report?	

Homeworkers

Name:

Date:

Time:

General

Do you have the contact information (name, email, phone number) of a manager or supervisor who you can get in touch with easily?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Does your employer have a system to regularly ‘check in’ with you, if you are not visibly online each day?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Is your home kept secure whilst you’re working there?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Have you ensured that important files and laptops are kept locked away securely when not in use?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A

Workspace

Which option best describe your home office: <input type="radio"/> DEDICATED OFFICE SPACE <input type="radio"/> DESK/TABLE IN SHARED ROOM <input type="radio"/> WORK FROM BED <input type="radio"/> OTHER	How likely are you to be distracted by others while working from home? <input type="radio"/> NOT AT ALL <input type="radio"/> SOMETIMES, NOT OFTEN <input type="radio"/> FREQUENTLY <input type="radio"/> OTHER
Please provide some photos of your work area	<input type="radio"/> PHOTO PROVIDED
Is there anything that can be done to improve your home office?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A

Workstation

Do you have a table or desk to work from?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Is your chair set up correctly? Is your lower back supported and are your feet flat on the floor?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Do you have enough surface space on your desk to work comfortably?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Are your keyboard and mouse clean and within easy reach, without having to stretch?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Can you easily reach everything that you need without twisting and straining your upper body?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Is your display screen positioned so there is no glare from a window or light?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Is your display screen level with your eyes so it doesn’t cause discomfort to your neck or head?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A

Fire & Electrical Safety

Do you have an emergency assembly point outside of your home in place in case of fire?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Are your smoke detectors working and checked regularly, e.g. every month?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Do you regularly dispose of waste, including papers, to prevent a build- up of fire ‘fuel’?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Have you checked electrical equipment for spark, signs of damage or deterioration?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Do you switch off equipment when not in use?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A

Slips, trips & fall hazards

Are floor coverings, such as carpets and rugs, secure?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Are walkways and corridors clear of trip hazards?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Is the floor area around your desk clear of boxes, papers and wires?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A

Stress & Welfare

Do you sit with a good posture and not hunched over the desk?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Are you able to carry out regular stretches at your to avoid stiff or sore muscles?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Do you have easy access to first aid equipment if required?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Do you have a window or long distance view to look at every 15 minutes to give your short sighted muscles a rest?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
During the work day, do you feel disconnected or isolated?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A

Personal Health & Hygiene

Do you have any flu symptoms such as headaches, running nose, sore throat, cough or fever?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Has anyone in your home travelled overseas in the past two weeks?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Do you have hand sanitizer and face masks on hand?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A

Sanitation

Location:

Date:

Time:

Cleaning Process

Staff is aware of the updated cleaning & sanitisation procedures	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Updated cleaning schedule on display & implemented	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Necessary PPE such as disposable gloves, gowns or masks are made available for staff members performing cleaning tasks	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Staff members use the relevant PPE for all cleaning tasks, including handling trash	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A

Restrooms

Frequent touch surfaces regularly disinfected: door handles, sink taps, toilet handles/buttons, light switches, hand rails	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Air blower or paper towel dispenser disinfected and functional	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Soap / sanitizer dispensers disinfected and refilled	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Baby changing station disinfected	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Trash receptacles disinfected and frequently emptied	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Ventilation working properly	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Handwashing and other personal hygiene information displayed	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A

General staff work and rest areas

Frequent touch surfaces regularly disinfected: door handles, light switches, elevator buttons, hand rails...	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Offices : Shared electronic devices regularly disinfected: phone keypad & handset, computers, keyboards, mobile devices, order screens and dispatch stations	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Staff kitchen: cupboard and refrigerator handles, counter surfaces disinfected	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Staff kitchen: shared utensils and dishes properly disinfected, removed or replaced with single-use items	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Vending machine buttons disinfected	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Hand sanitizer made widely available and regularly refilled across the workplace: at the staff entrance, staff rest areas and elsewhere	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A

Customer-facing areas

Frequent touch surfaces regularly disinfected: door handles and knobs, hand rails, elevator buttons, trolleys/baskets	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Front counter & register area disinfected: counter surfaces, credit card machines, pens used by customers	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Customer kiosks/terminals, ATM machines, vending machine touch areas & buttons disinfected	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Customer tables, chairs, high chairs, napkin/condiment dispensers disinfected	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Handles & buttons of refrigerators, beverage coolers, drink dispensers disinfected	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Trash receptacles frequently disinfected and emptied	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Sanitizer dispensers available for customers and staff, refilled and disinfected	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A

Food preparation area

Frequent touch surfaces regularly disinfected: door handles and knobs, light switches, counters	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Handles and buttons of all equipment disinfected: coolers, refrigerators, ovens, hood vent controls, etc	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Walk-in / freezer vinyl curtains disinfected	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Utensils, ice scoops, bucket handles etc disinfected	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Sinks and faucets disinfected	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Shared tech devices regularly disinfected: phone keypad & handset, computers, keyboards, mobile devices, order screens and dispatch stations	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Cleaning tools & personal protection such as gloves are available and in a good state	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Soap / sanitizer dispenser refilled and disinfected	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Regularly change cloths, towels and aprons	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Sanitize delivery materials and vehicles	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A

Daily Staff Health Checks

Are employees checked or self-assessing for COVID-19 symptoms daily? The main symptoms to look out for are: 1. A cough 2. A high temperature 3. A shortness of breath	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Management fully aware of procedures to follow in the event of staff illness?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Have any employees reported or shown any signs of sickness?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Was the employee(s) quarantined immediately?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Was the employee(s) sent home?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Did the employee(s) have any contact with fellow employees or customers? Describe contact in detail	<input type="radio"/> YES <input type="radio"/> NO - FREE TEXT

Individual Screening

Site Location	
Date	
Employee's full name	
Employee's phone number (best way to reach)	
Have you been in contact with anyone who has been experiencing the following symptoms? 1. Cough 2. High temperature 3. Shortness of breath	
Possible exposure details	
Did you recently travel?	
Are you currently experienced any of these symptoms?	<input type="radio"/> Cough <input type="radio"/> High temperature <input type="radio"/> Shortness of breath <input type="radio"/> Other: list symptoms
Will you be getting a test for Coronavirus / Covid-19?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Report to Senior Management	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A

Daily Site Checks

Location:

Date:

Time:

Staff Communication

Are there any updates to be shared on public health announcements or new internal processes?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Does staff have any questions or concerns to report regarding their health and safety?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A

Daily Staff Health Screening

Have any employees reported or shown any signs of COVID-19 symptoms? The main symptoms to look out for are cough, high temperature, shortness of breath.	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Was any employee(s) with symptoms immediately quarantined or sent home?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Did the employee(s) with symptoms have any contact with fellow employees or customers? Describe contact in detail	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
In case of employee(s) with symptoms, have you taken extra measures to minimize infection transmission?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Did any returning employee(s) complete the Return to work sickness form / questionnaire?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A

Daily Site Hygiene

Was the store properly sanitised and ventilated prior to opening?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Is the store's overall impression neat and clean?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Are the sanitation responsibilities required throughout the day clearly allocated (responsible staff, schedule etc)?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Are customer & staff restrooms and hygiene stations/facilities adequately supplied with soap, water and hand sanitizer for the day?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Is required PPE readily available to staff?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Are Covid-19 customer communication signage and announcements properly displayed?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Is the customer flow properly managed throughout the day to avoid overcrowding and respect social distancing?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Are staff taking turns to wash their hands at set intervals throughout the day?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Any comments or issues to report?	

Food - Staff Fitness to Work

Location:

Date:

Time:

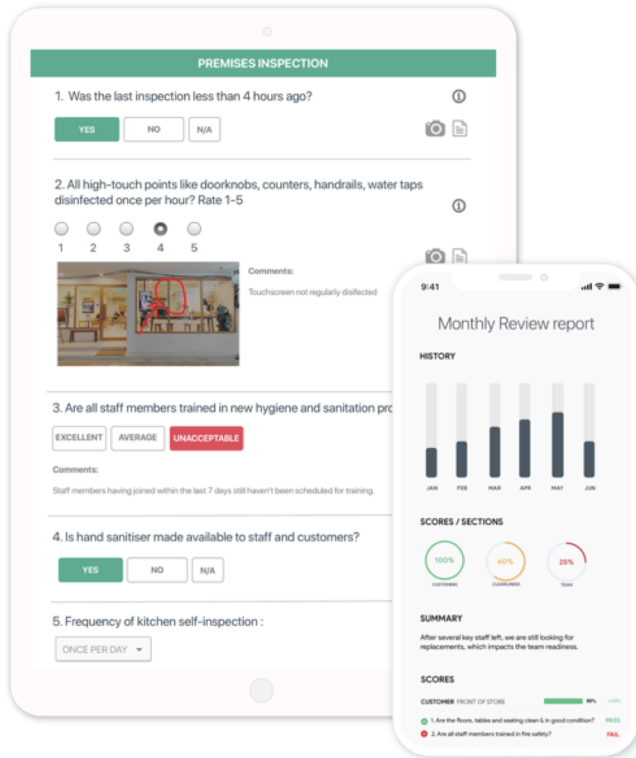
General Hygiene

Are all staff trained to wash/dry their hands and use sanitizer before preparing food?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Are all staff trained on the reinforced Covid-19 sanitation/disinfection procedures in Food Preparation Areas and follow them correctly?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Do your staff wear clean work clothes? Do your staff change clothes before starting work?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Where do staff change and store their outdoor clothes? Is there a separate area where staff can change and store their outdoor clothes?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
What type of aprons do you use? Which tasks do you use them for?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Where do you keep clean uniforms/ disposable aprons? Is there a clean set of work clothes or disposable aprons for visitors?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Do staff keep hair tied back?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Do staff wear hats or hairnets when preparing food?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Do your staff take off watches and jewellery before preparing food?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Are staff wearing any additional PPE (gloves, face masks/coverings, and protective gear) required?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Are staff trained to avoid touching their eyes, nose, and mouth? Are they instructed to not smoke, drink, eat or chew gum while handling food?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A

Fitness to work

Do all staff understand the importance of being 'fit for work' and what they need to report?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Are staff trained to immediately report to their manager if their experience symptoms of diarrhoea and/or vomiting or Covid-19 and either stay at home or go home straight away?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Management fully aware of procedures to follow in the event of staff illness, including Covid-19?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Is there a process in place to ensure that staff who have had diarrhoea and/or vomiting do not return to work until they have had no symptoms for 48 hours?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Are staff trained to tell their manager if they have any cuts or sores, and these are completely covered with a brightly coloured waterproof dressing?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Are any staff deemed not 'fit for work', moved out of food handling areas or sent home?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Are any unwrapped foods handled by staff "not fit for work" thrown away?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A
Are return to work sickness forms / questionnaires consistently completed?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> N/A

Roll out & monitor the Covid-19 Standards across your sites, for free



1 Flexible platform helps customize your own questions and share with sites & the team easily

2 Easy to use App Requires no training. Works with & without internet. GDPR Compliant

3 Instant notifications & reports triggered to head office management

4 Real-time visibility Monitor any failures or growing risks and act immediately

100% FREE

Roll-out & use our digital platform across your sites until June 2020

We will customize checklists, setup the system and onboard your team for FREE. You will receive all benefits of our enterprise system at zero costs, with no strings attached or obligation through the end of June 2020.

Download Now

<https://goaudits.com/covid19/>



Please don't hesitate to contact me **directly**.

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 **ram@goaudits.com**

Ram Bukka

GoAudits CEO & Founder
<https://GoAudits.com>