

COVID-19 TRADER MANUAL

Trader Risk Assessment – COVID 19

Things you need to do to make your stall safer for shoppers and staff

You need to put the controls listed in the table below into place in your business to reduce the spread of COVID19. If you do not put enough controls in place or if the controls are not good enough then you could be required to close the stall and/ or stop selling certain products.

Go through the list of controls in the table below and for each one think about how you can put the particular control measure in place. Put the control in place in your business then tick off to confirm that you have done this successfully. If you cannot put a particular control in place write down why it is not possible – there must be a valid reason and if the reason is not justified, then you may be instructed to put the control in place anyway.

There is also space at the bottom of the table for you to add you own controls. You will need to keep reviewing the action you are taking and make sure that you are doing everything that you can in your businesses to stop COVID19 spreading. For the latest information on Public Health England advice in workplaces visit <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>

Control Measure	Detail how will this be done	Provide details/tick to confirm you have put the Control Measure in place	If you cannot put the Control Measure in place, explain why?
Control the entry and exit of customers into your stall to limit the number of people inside.	<i>Think about: how you will decide how many people are allowed in? Can you create a one-way system? How many customers can you serve? Put up a sign letting people know how many people are allowed in at a time? Can you work with just a frontage?</i>		
Control the entry and exit of customers into your stall for collection of purchased goods	<i>Think about: how you will decide how many people are allowed in? What system will you use?</i>		
Ensure that people waiting outside the stall stay 2m apart with clear floor markings to help customers keep social distancing.	<i>Think about: how will you do this? Can you put tape or cones on the floor, do you need to remove goods that are on display outside the stall footprint to provide more room?</i>		

Taking steps to review work schedules.	<i>Taking steps to review work schedules including start & finish times. Also relocating staff to other tasks, e.g. ordering, payments, restocking</i>		
Ensure that adequate hand washing facilities are in place.	<i>Are you checking that staff are washing their hands regularly? Are gel sanitisers in any area where washing facilities not readily available?</i>		
Ensure you have hand sanitisers (with a minimum alcohol content of 60+% where possible) on your stall at ALL times	<i>Think about: where will you put this; how will you keep the bottle clean?</i>		
Clean and sanitise heavily touched areas by the public (baskets, hangers etc)	<i>Think about: Who will do this? What cleaning products do you need. Wipes (or other forms of sanitisation) could be provided for customers to clean the handles of shopping baskets...</i>		
Provide clear markings/ signs around your stall to help customers keep 2m apart whilst queuing	<i>You can use tape to do this – Make sure you measure 2m correctly. Can you place signs on the front legs of your stalls?</i>		
Where possible, ensure that staff keep 2m apart when working	<i>Think about how staff will use and move around all areas of the stall, including vehicles.</i>		
Depending on the layout of the stall, set up a one-way system for shoppers to move around. This will be needed if the layout is small and the space does not allow for social distancing measures of 2m	<i>The aim is to keep shoppers and staff 2 meters apart at all times – look around your stall, measure the space – Practice moving around the stall with staff before you open, staying 2m apart and working out how shoppers and staff should use the area. Can you create a one-way system?</i>		

Display posters reminding customers and staff to maintain social distance (you can make announcements while trading as well)	<i>Posters that you can use can be found below and should be visibly clear for customers throughout your stall.</i>		
Regularly clean critical contact areas such as hangers, stock, table-tops, baskets, equipment (anything else that relates to your business)	<i>Think about: how you will organise this? Design a cleaning schedule with a list of tasks and how often this needs to be done, allocate tasks. An example of a cleaning schedule can be found below.</i> <i>Clean potential touch points with disinfectant as a priority.</i>		
Make sure that baked goods (such as bread, croissants, scones) are covered to protect from sneezes and coughs.	<i>Buy in pre-packed items, if you are baking on site then package up your products.</i>		
Install 'cough and sneeze shields' or create a deeper depth serving counter to protect yourself and/or staff when serving customers and taking payment	<i>Buy in sneeze screens or use x2 6x3 portable tables to create depth when taking payment.</i>		
Ask customers to use contactless payment rather than cash	<i>Avoid handling money and encourage the use of contactless payments if possible. When you handle money, it is important to wash hands correctly afterwards and always before handling food.</i>		

<p>If you or a staff member becomes unwell with a new continuous cough or a high temperature, they need to be sent home and advised to follow the stay at home guidance.</p>	<p><i>If advised that a member of staff has developed Covid-19, you must contact Public Health England to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</i></p>		
<p>You should promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and offer whatever support you can to help</p>	<p>Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress</p>		
<p>Tables & Chairs</p>	<p><i>Ensure that no tables and chairs are left out for customers to use</i></p>		
<p>Are staff fit for work?</p>	<p><i>What measures are in place to check/ confirm? (Can you have staff sign a disclaimer?)</i></p>		
<p>Use of PPE should be undertaken where needed. Staff should be provided PPE.</p>	<p><i>Use of masks and gloves where you feel necessary. Understand how to dispose of PPE correctly.</i></p>		

How to clean and disinfect:

Cleaning:

- Using a disposable cloth, first clean surfaces with **warm soapy water** or **detergent**.
- Increase routine cleaning and disinfection of **frequently touched surfaces** which include:
 - Equipment and Infrastructure
 - Card reader pin pads
 - Table-tops
 - Stock (hangers/ coverings etc.)
 - Basket handles. etc.
- Frequently touched surfaces should be cleaned and disinfected regularly-at least every **2 hours**.
- Cleaning with soap and water reduces the number of germs, dirt and impurities on the surface. Disinfecting kills germs on surfaces.

Disinfection:

- You then need to use a **disinfectant** to clean the surface.
- **Antiviral disinfectants** which have been tested to British Standard **BS EN 14476:2019** should be used.
- **Alcohol solutions with at least 70% alcohol may also be used.**
- If the above products are not available, then disinfect these surfaces with the **products you normally use** in your food business, e.g. sanitiser (evidence shows that similar viruses can be deactivated using commonly used disinfectants in the food industry)
- Diluted household bleach is also known to kill similar viruses if appropriate for the surface:
 - **Follow manufacturer's instructions** for application and use, e.g. gloves/ventilation...
 - Guidance produced recommend a 1:50 dilution of household bleach products which usually have an initial concentration of 5% sodium hypochlorite.

Always follow manufacturer's instructions for dilution, application and contact times for detergent and disinfectant products. Contact time is the time that the disinfectant/ bleach solution must be in contact with the surface.

Guidance regarding how to clean effectively can be found via the links below:

- <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>
- www.rsph.org.uk/uploads/assets/uploaded/942ce2bb-cdd0-41d4-9a3cdc84adb07aa6.pdf
- www.food.gov.uk/business-guidance/cleaning-effectively-in-your-business

Cleaning Rota

Trader Name/ Business:

	TASK	PRODUCT	FREQUENCY	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Initial
1	Stock	Sanitiser Wipe	2hrs								
2	Debit card PIN pads										
3	Infrastructure										
4	Trolley/basket handles										
5	Tables and work tops										
6	Refrigerator/freezer handles in back of house										
7	Food prep surfaces & chopping boards										
8											
9											
10											
11											
12											
13											
14											
15											

SAUNDERS
MARKETS

KEEPING OUR
COMMUNITY
SAFE

ATTENTION!

**SOCIAL DISTANCING
MEASURES IN
PLACE
PLEASE KEEP A
SAFE DISTANCE**

 01483 277 640

 saundersmarkets.co.uk

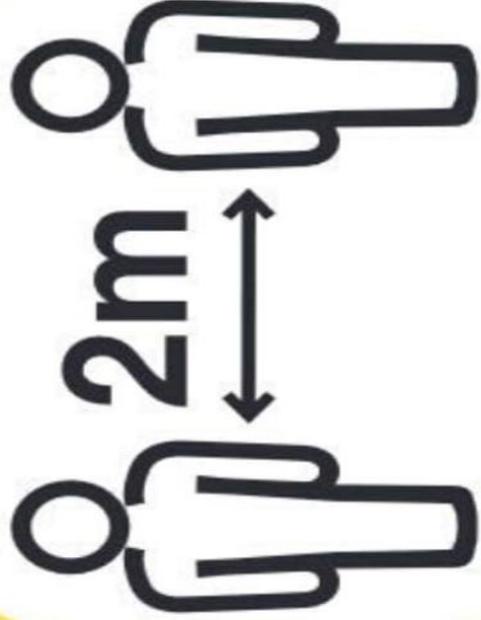
www.gov.uk/coronavirus

**SOCIAL
DISTANCING**

**SAVES
LIVES**

STOP THE SPREAD

Coronavirus **COVID-19**



Distance
yourself at least 2 metres (6 feet)
away from other people