

# Corona Virus (Covid 19) Store Check

**IMPORTANT:** You MUST wear protective gloves when performing these tasks.

**NOTE:** Sufficient sanitiser surface contact time is required to kill the virus, e.g. at least 10 minutes contact time may be required, refer to manufacturers instructions.

**SUGGESTED FREQUENCY:** Minimum 3 Times Per Day

Date	Time	Time	Time	Time	Time
Time of Check					
<b>Customer Entrance</b>	Y/N	Y/N	Y/N	Y/N	Y/N
Have you cleaned and sanitised all trolley handles?					
Have you cleared the trolleys of rubbish?					
Have you cleaned and sanitised used basket handles? <b>HINT:</b> Ensure you keep proper basket rotation within store to minimise the need to clean and sanitise only baskets customers have previously used					
Have you cleared the used baskets of rubbish?					
Is the floor clear of debris?					
Have you cleaned and sanitised all entrance and exit doors (Front and Back)?					
<b>Checkout Area</b>					
Have you topped up hand sanitiser at the checkout? <b>HINT:</b> Hand sanitiser should be used at the registers after servicing each customer					
Have the checkouts including registers, conveyor belts, touch EFTPOS pinpads, scales and counters been cleaned and sanitised?					
Have you replenished disposable gloves?					
Have you cleared all rubbish bins at the checkout?					
<b>Bathroom Facilities</b>					
Is there an adequate level of handwash?					
Is there toilet paper (This includes back stock of toilet paper)					
Are there adequate hand towels/dispensers?					
Are floors swept and cleared?					
Is toilet clean and sanitised?					
Have you wiped down door handles?					
<b>Staff Common Area</b>					
Are all counters cleaned and sanitised?					
Are all dishes cleaned, sanitised and put away?					
Are all rubbish bins emptied?					
Have all dirty towels been thrown away?					
Are there adequate levels of soap (This includes dish soap and hand soap)?					
Are there sufficient hand towel/air dryer working?					
Are floors swept and cleared?					
Have you cleaned and sanitised all cabinets?					
Have you updated the staff notice board with latest Covid-19 Notifications?					
<b>Other Key High Touch Areas</b>					
Are all lights switches and power points cleaned and sanitised?					
Are all handles on fridges, freezers and cold rooms in store cleaned and sanitised?					
Are all customer self-serve areas cleaned and sanitised? Includes Hot Box, outside of deli cabinet, scales, etc					
<b>Offices</b>					
Are all computer screens and keyboards cleaned and sanitised?					
Are all door handles, key pads, cash handling areas, benchtops, cabinet doors cleaned and sanitised?					
<b>Staff Member Initials</b>					

Note: This is guidance document only, your facility may have other high touch areas that also need to be cleaned and sanitised. As events unfold locally, nationally and internationally it is important to monitor the advice from the World Health Organisation and Australian Department of Health in respect to appropriate responses to the coronavirus (COVID-19).

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