

Retail Store Daily Opening Checklist

Retail

CLEANING AND DISINFECTION

Store entrance

Yes

No

Na

Parking spaces

Yes

No

Na

Restrooms

Yes

No

Na

Cash counters and desks

Yes

No

Na

Are employees informed about proper protocols for sanitization and disinfection?

Yes

No

Na

Are shopping trolleys and baskets disinfected?

Yes

No

Na

Are counters and shelves clean and disinfected?

Yes

No

Na

Are chairs, tables/stools clean and disinfected?

☐ Yes☐ No☐ Na

Are frequently touched surfaces (including door handles, display surfaces, check outs, change rooms, restrooms) regularly sanitized ?

☐ Yes☐ No☐ Na

Are employee areas including POS stations, stockrooms, shared items like keys, tablets, etc. regularly sanitized?

☐ Yes☐ No☐ Na

Are payment machines/registers sanitized?

☐ Yes☐ No☐ Na

Is the trash emptied at regular intervals?

☐ Yes☐ No☐ Na

In which of the following areas sanitizer (alcohol-based) is present?

☐ Yes☐ No☐ Na

Support counter

☐ Yes☐ No☐ Na

Each floor of the store

☐ Yes☐ No☐ Na

Are sanitization responsibilities assigned to designated employees?

☐ Yes☐ No☐ Na

EMPLOYEE AND CUSTOMER SAFETY

Is self-checkout encouraged?

Yes

No

Na

Are hand sanitizer and wipes available for customers?

Yes

No

Na

Do self-service areas have proper hygiene equipment?

Yes

No

Na

Are employees aware of COVID-19 prevention protocols?

Yes

No

Na

Do employees follow hand washing protocol?

Yes

No

Na

Is COVID-19 symptoms and prevention information posted and accessible to all employees?

Yes

No

Na

Do staff have access to protective equipment?

Yes

No

Na

Recommendations

Images

UPLOAD

Images

UPLOAD

Images

UPLOAD

Inspection Date:

DATE

2017-01-01

Inspector's Name/Signature:

SIGNATURE

SOCIAL DISTANCING AND CONTACTLESS PAYMENT

Are there proper signs of social distancing?

Yes

No

Na

Are there ground markings to maintain social distance?

Yes

No

Na

Is the access to stores regulated?

Yes

No

Na

Are customer counts monitored at entrance?

Yes

No

Na

Is there store limit signage displayed?

☐ Yes☐ No☐ Na

Are signs of social distancing promoted at counters, desks etc?

☐ Yes☐ No☐ Na

Are cashless payments promoted?

☐ Yes☐ No☐ Na

STORE PROTOCOL

Are sanitization, handwashing protocols properly communicated to stores?

☐ Yes☐ No☐ Na

Is there a designated manager or team in case of emergency?

☐ Yes☐ No☐ Na

Is illness reporting protocol in place and communicated to stores and staff members?

☐ Yes☐ No☐ Na

Is work from home and sick leave rules in place and communicated to stores and staff?

☐ Yes☐ No☐ Na