



## COVID SAFE MANAGEMENT MEASURES COMPLIANCE CHECKLIST GUIDE

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Name of Auditor : Tom

Name of Auditor's department : Risk

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Part 1: Safe Management Measures for Front-of-house :

SafeEntry has been implemented for dine-in customers. : yes

Temperature screening is conducted for customers of outlets that are located outside of institution's temperature screening zone. : yes

Table and seating arrangement adheres to the one-metre spacing between tables or groups. Where tables/seats are fixed, tables/seats should be marked out, ensuring at least one-metre spacing. : yes

Queue is demarcated to ensure at least one-metre spacing between customers such as entrances and cashier counters (e.g. through floor markers). : no

Staff to ensure customers maintain safe distance of one-metre when queuing and seated. : no

Staff to ensure customers wear a mask at all times, unless eating or drinking. : NA

Hand sanitizers are placed at high touch areas (i.e. tray return, collection point, outlet entrance/exit). : yes

Outlet promotes use of cashless payment modes. : yes

Part 2: Staff Hygiene & Safe Management Measures :

All staff to wear a mask at all times, unless eating or drinking. : no

Mask worn by staff is in the correct manner (i.e. cover nose and mouth, no hanging of mask under the chin/neck). : yes

All staff to record their temperature daily. : NA

Staff to maintain safe distance of one-metre (where possible) and not congregate, including at common areas, and during break/meal times. : yes

Comments : lol