**SINGHEALTH RETAIL**

**COVID SAFE MANAGEMENT MEASURES COMPLIANCE CHECKLIST GUIDE**

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| Date: |
| Auditee: |
| Auditor(s) Name/Department: |

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| **Part 1: Safe Management Measures for Front-of-house** | **Y** | **N** | **NA** | **Remarks** |
| SafeEntry has been implemented for dine-in customers. |  |  |  |  |
| Temperature screening is conducted for customers of outlets that are located outside of institution’s temperature screening zone. |  |  |  |  |
| 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. |  |  |  |  |
| Queue is demarcated to ensure at least one-metre spacing between customers such as entrances and cashier counters (e.g. through floor markers). |  |  |  |  |
| Staff to ensure customers maintain safe distance of one-metre when queuing and seated. |  |  |  |  |
| Staff to ensure customers wear a mask at all times, unless eating or drinking. |  |  |  |  |
| Hand sanitizers are placed at high touch areas (i.e. tray return, collection point, outlet entrance/exit). |  |  |  |  |
| Outlet promotes use of cashless payment modes. |  |  |  |  |

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| **Part 2: Staff Hygiene & Safe Management Measures** | **Y** | **N** | **NA** | **Remarks** |
| All staff to wear a mask at all times, unless eating or drinking. |  |  |  |  |
| Mask worn by staff is in the correct manner (i.e. cover nose **and** mouth, no hanging of mask under the chin/neck). |  |  |  |  |
| All staff to record their temperature daily. |  |  |  |  |
| Staff to maintain safe distance of one-metre (where possible) and not congregate, including at common areas, and during break/meal times. |  |  |  |  |
| Check with supervisor that all staff record SafeEntry check-in and check-out (Note: Supervisor is accountable for adherence) |  |  |  |  |

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| Comments: |