



This checklist looks at:

Setting up a safe cafe
 Create space and easy access
 Cut the clutter
 Clear signage
 Hand sanitiser
 Cleaning and sanitising
 Touch-free environment
 Nothing communal
 Single use products
 Hygiene
 Staff protection
 The kitchen
 Take-away windows
 Outdoor seating
 Washrooms

CAFÉ CHECKLIST

SETTING UP A SAFE & CONFIDENCE INSPIRING POST-PANDEMIC CAFÉ

This document contains ideas and suggestions and we do not claim that it is conclusive or final and encourage you to follow guidance and legislation from your local government, health department and legal advisors. Every café is different and not all of these suggestions may be appropriate or applicable to your circumstances.

CREATE SPACE & EASY ACCESS

- The front door is wide open and inviting – no need for patrons to touch the handle
- Clear the entry area and the area in front of the counter of all furniture
- Retain only a minimal amount of furniture in the café leaving ample space around tables
- Remove all unused furniture and fittings from the café
- Maximise the use of natural light

CUT THE CLUTTER

- Café is clutter-free – counters are cleared and clean and open
- Everything is clean and orderly – a place for everything and everything in its place
- Tables are clear – remove all condiments and hard to clean ornaments

CLEAR SIGNAGE FOR SOCIAL DISTANCING (1.5m)

- All business must follow social distancing requirements requested by government
- Clear messaging as to how many people can be in the premises at one time
- Clear floor markers to show where to stand
- Clear directions for the flow of people in and out and queueing, waiting for service

HAND SANITISER PROMINANTLY AVAILABLE

- A hand sanitiser station is placed just inside the door of the cafe
- Signage encourages patrons to sanitise their hands on entering
- Staff are seen to be sanitising their hands after each transaction

REGULAR & VISUAL CLEANING & SANITISING

- Tables are wiped down with food-safe sanitiser after each patron
- Serving counter is wiped down very regularly with food-safe sanitiser
- All touch points such as chair backs, light switches and door handles are sanitised regularly

A TOUCH-FREE ENVIRONMENT

- Cut the number of things customers need to touch to the absolute minimum
- Leave doors open wherever possible
- Encourage (or specify) contactless cashless transactions

NOTHING COMMUNAL

- No shared water jugs
- No lolly jars or nut bowls
- No help-yourself condiment tables
- No take-your-own lids or napkins

REVERT TO SINGLE-USE PRODUCTS

- Politely refrain from accepting reusable, refillable drinkware from patrons
- Use biodegradable single-use cups and take-away packaging

STAFF HYGIENE & PPE

- Staff are all well-presented, tidy and clean
- Staff practice good hand hygiene – wash hands frequently with soap & water for 20 seconds
- Staff wearing disposable gloves showing acknowledgement of hygiene procedures
- Stay home if you're sick – no staff showing even the slightest of symptoms

PROTECT YOUR STAFF

- Consider installing clear Perspex barriers at strategic points to protect your staff
- Ensure that sufficient personal protective gear is available
- Be resolute about not allowing persons displaying symptoms to remain in the cafe

THE KITCHEN IS CLEAN AND TIDY

- Give customers confidence by what they see of your kitchen and food prep areas
- Everyone should practice good hygiene when preparing & handling food
- Sanitise high touch areas such as refrigerator and drawer handles regularly
- Clean and clutter-free kitchen benches, regular cleaning & sanitising of food prep surfaces
- No over-flowing dustbins or debris on the floors
- All eating & drinking utensils must be properly sanitised
- Is your dishwasher working correctly ensuring total temperature sanitisation at 82°C?

A TAKE-AWAY WINDOW IS A GREAT ASSET

- People may avoid entering any premises making a take-away window a bonus for cafes
- Keep the take-away window clutter-free and conduct regular, visual sanitisation
- Have social distancing signage on the sidewalk

A GOOD OUTDOOR SEATING AREA

- Many people will still prefer to sit outside and avoid indoor spaces
- Keep your outdoor area litter-free, clean and well-presented
- Make it as comfortable as possible – outdoor heaters for winter mornings?

YOUR WASHROOM!

- Completely declutter the washroom
- Clean and disinfect the washroom very regularly – clean toilet, taps, basin and mirror
- Empty bins and remove any litter regularly