Checklist for operating 1m physical distancing

*From 15th July 2020 (Phase 3)*

*(Note: Subject to change pending updates from Scottish Government)*

The 2m physical distance remains the preferred control for Covid-19. However **from 15th July 2020 (Phase 3)** it can be reduced to at least 1m for the following sectors provided there are additional controls:

* **Inside & outside hospitality**
* **Retail - including personal retail services**
* **Public transport**

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| **Mandatory requirements** |
| 1. Display signage advising customers they are entering a 1m physical distancing zone   *Download here:* <https://www.eastlothian.gov.uk/supportyourreopening> |
| 1. Provide additional staff training to ensure effective implementation of your increased 1m controls |
| 1. Complete a workplace risk assessment   *Download template here:* [*https://www.eastlothian.gov.uk/supportyourreopening*](https://www.eastlothian.gov.uk/supportyourreopening) |
| 1. Display the Test and Protect information poster and record the customer details from each household   Download here: [*https://www.eastlothian.gov.uk/supportyourreopening*](https://www.eastlothian.gov.uk/supportyourreopening) |

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| **Strongly recommended** |
| In addition to the 4 mandatory requirements above, you must also adopt further controls. Using the relevant box for your business, tick the controls you are going to adopt. You should aim to have as many controls as possible in place. You must be able to demonstrate these in practice. |

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| **Inside & outside hospitality** | Selected? | Comments |
| Change the layout – including location of furniture and workstations |  |  |
| Control use of entrances, passageways, stairs and lifts |  |  |
| Control the use of shared facilities such as toilets and kitchens |  |  |
| No standing – all customers seated |  |  |
| Providing staff with PPE if appropriate |  |  |
| Provide information to all persons on how to control Coronavirus |  |  |
| One way system |  |  |
| Increased handwashing regime & hand sanitiser for employees |  |  |
| Controls for ordering and payments |  |  |
| Installing barriers or screens |  |  |
| Good ventilation |  |  |
| No background sound including music & TV |  |  |
| Any other controls for your premises:  *E.g. hand sanitiser for customers entering the premises* |  |  |

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| **Retail** | Selected? | Comments |
| Face coverings are mandatory in retail premises | | |
| Control use of entrances, passageways, stairs and lifts |  |  |
| Change the layout – including location of furniture and workstations |  |  |
| Control the use of shared facilities such as toilets and kitchens |  |  |
| Provide information to all persons on how to control Coronavirus |  |  |
| One way system |  |  |
| Contactless payments |  |  |
| Hand sanitiser at entry/exit points and common areas |  |  |
| Installing barriers or screens  *e.g. at till points* |  |  |
| Good ventilation |  |  |
| Other controls implemented in your premises: |  |  |

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| **Public transport** | Selected? | Comments |
| Back-to-back or face-to-back seating |  |  |
| Good ventilation |  |  |
| Perspex screens (in some situations) |  |  |
| Mounted sanitisers, wipes and bins |  |  |
| Other controls implemented in your premises: |  |  |