

Covid-19 Daily Monitoring Form

The following ongoing checks should be carried out by the person responsible for monitoring Covid -19 controls each working day. Any non-compliance must immediately be notified to management for action.

Date:

STAFF	YES	NO	N/A
Are any staff members self-isolating (Ensure they do not return prior to end of isolation period)			
Are any staff displaying Covid-19 symptoms			
Observations: Are staff adhering to physical distancing requirements			
Have any new staff been trained in relation to covid controls			

GROUPS/HOUSEHOLD GATHERINGS	YES	NO	N/A
Is there a system in place to prevent group bookings which exceed the maximum number permitted			
Are customers reminded of the need to comply with the rules for meeting other households			
Is visitor information taken for each household			
Is there evidence of groups not adhering to the rules			

PHYSICAL DISTANCING	YES	NO	N/A
Does the layout allow for the required distance between all groups			
Does the layout allow for physical distancing between households within the same group			
Is there evidence of mixing between households/groups			
Observations: Are the rules being adhered to			

NOISE	YES	NO	N/A
Has music, including background music, been stopped			
Are all televisions on mute			
Does the noise level require people to move closer/shout to be heard			
Observations: Are the rules being adhered to			

QUEUING	YES	NO	N/A
Is queueing at the bar prohibited			
Are effective measures in place to prevent queueing to enter the premises			
Observations: Are the rules being adhered to			

CLEANING	YES	NO	N/A
All specified equipment and areas cleaned as per cleaning schedule			
Increased frequency cleaning carried out for hand contact surfaces			
Cleaning of customer tables/chairs between use			
Cleaning Schedule includes contact time, frequency and dilution			

FACE COVERINGS	YES	NO	N/A
Are face coverings available for staff			
Are staff wearing face coverings where required			
Are staff wearing face coverings correctly			

INFECTION CONTROL	YES	NO	N/A
Hand washing facilities operational			
Adequate hand sanitiser available at appropriate locations			

SIGNAGE	YES	NO	N/A
Is all covid related signage in place			

NON COMPLIANCE OBSERVED	CORRECTIVE ACTIONS TAKEN

Manager/Proprietor's Signature

Date