

NT COVID-19 food business checklist

About this service

This checklist should be completed by food businesses, for example: restaurants, cafes, bars (food service). Before completing this form, read the guidelines for reopening at <https://coronavirus.nt.gov.au/steps-to-restart/business/food>.

You will need to complete this checklist which will form the basis of your COVID-19 safety plan. You must show how you will meet your obligations around physical distancing and hygiene. For example: "How will you ensure tables and chairs are appropriately spaced?" and "What additional cleaning methods will you carry out on top of your current processes?"

Fields marked with asterisk (*) are mandatory.

Organisation details

Organisation or business name:*

Kakadu Lodge and Caravan Park

Owner name or site manager:*

Tony Quatermass

Phone number:*

0417 815 705

Email address:*

tquatermass@auroraresorts.com.au

Note: Ensure your email address is correct, it will be used for correspondence in relation to this checklist.

Organisation address

Street address:*

Jabiru Drive

Suburb:*

Jabiru

Postcode:*

0886

Other information

Food business registration number (if applicable):

03076JA

Australian Business Number (ABN):

76 657 221 482 - 003

Type of food premises (e.g café, restaurant, bar, food truck):*

Outdoor Bistro

Workplace physical distancing measures	
You need to consider what measures are implemented to ensure staff and customers maintain appropriate physical distancing of 1.5 metres.	
Have you provided education on physical distancing to staff?*	<input checked="" type="checkbox"/> Y / N
Have you provided clear guidance on physical distancing to customers?*	<input checked="" type="checkbox"/> Y / N
Can physical distancing be managed in dining areas (e.g. 1.5 metres between tables)?*	<input checked="" type="checkbox"/> Y / N / NA
Do you have a booking system to stagger seating times to ensure customers stay for 2 hours or less (stage 2 only)?*	<input checked="" type="checkbox"/> Y / N / NA
Are you managing physical distancing as part of your takeaway or delivery service?*	<input checked="" type="checkbox"/> Y / N / NA
Are you managing physical distancing when picking up goods or having food stocks delivered?*	<input checked="" type="checkbox"/> Y / N
<p>List the measures you will use to manage physical distancing.*</p> <p>Dining tables and chairs set at a minimum distance apart - 1.8m Floor indicators to assist with physical distancing where queuing occurs at the bar and main menu area. Posters at bistro arrival gates indicating social distancing measures on site. Menu provided at each table. One person per table to place drink and meal orders. Encourage patrons to pay by contactless credit card transactions. Four entries available to the bistro area to encourage physical distancing on arrival and departure.</p>	

Hygiene measures	
You need to consider what measures are implemented to ensure staff and customers maintain appropriate hygiene.	
Can your staff and customers wash or sanitise their hands regularly?*	<input checked="" type="checkbox"/> Y / <input type="checkbox"/> N
Have you provided education on COVID-19 hygiene protocols and practices to staff?*	<input checked="" type="checkbox"/> Y / <input type="checkbox"/> N
Have you provided information on COVID-19 hygiene protocols and practices to customers?*	<input checked="" type="checkbox"/> Y / <input type="checkbox"/> N
Do you have adequate supplies of cleaning and sanitiser products?*	<input checked="" type="checkbox"/> Y / <input type="checkbox"/> N
Have you identified high touch surfaces (e.g door handles, service counters) and increased your regular cleaning schedule?*	<input checked="" type="checkbox"/> Y / <input type="checkbox"/> N
Do you have adequate waste management facilities including rubbish bins?*	<input checked="" type="checkbox"/> Y / <input type="checkbox"/> N
<p>List the measures you will use to manage hygiene.*</p> <p>Kakadu Lodge COVID 19 processes in place to ensure appropriate practices for food safety, personal hygiene, shared hand contact surfaces, waste management, use of PPE and physical distancing.</p> <p>Hand sanitiser available in all public spaces.</p> <p>Bar/bistro tables and chairs sanitised at the opening of each day, between guests seating and the end of daily trading.</p> <p>Sanitise bar counter, eftpos, high touch areas and public facilities each hour.</p> <p>Handwashing procedure posters displayed in toilet facilities and all appropriate staff areas.</p> <p>Encourage payment by contactless card payment.</p>	

Monitoring and identification of unwell staff	
You need to consider what measures are implemented to ensure employees remain well at work.	
Do you have protocols for staff to not attend work if they are unwell?*	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
Have you have provided education or information about COVID-19 transmission and symptoms to staff?*	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
Staff requirements	
<p>Employer Employers are responsible for ensuring food handlers and other staff maintain strict requirements around health and hygiene. If any staff member displays COVID-19 symptoms (such as coughing, sneezing or fever), you must tell them to seek medical advice.</p> <p>Employee If you are a food handler, you must follow all health and hygiene requirements when preparing food. Do not work if you are unwell. If you feel sick, you should tell your manager immediately and seek medical advice.</p>	
Have you considered how you will communicate the above with your staff?*	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N
<p>List the measures you will use to manage the health of your staff.*</p> <p>Staff are instructed to wash or sanitise their hands at least every 60 minutes for 20 seconds and after any of the following activities: use of toilet, sneezing, touching face, blowing nose, cleaning, sweeping, waste management, smoking, eating, drinking, going on break, and before and after shift. Follow current advice from the NT Govt and Dept of Health. If staff are unwell they must stay home and not attend work. Staff living on site must self isolate if not feeling well. Seek medical advice if COVID19 symptoms.</p>	

Further information

Phone: 1800 095 646

Email your completed form to environhealth@nt.gov.au