WEEK -	4
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WEEK -3

WEEK -2

WEEK -1

Follow Government

Follow Government Protocols for Safe Reopening	
Undertake training for you and your staff on new government guidance	
Ensure you have sufficient materials for reopening. Get your sanitiser, wipes plus any other cleaning products required.	
Draught stock destruction (Please follow correct protocol)	
If No PDQ Terminal (Card/Contactless), ORDER ONE	
Start social media campaign with reminders of what people have been missing – pictures of fun times past	
Spring clean the bar – front & back. Remove clutter.	

	w Government cols for Safe Re- ing	
Equip	oment Check	
(Card mach penny	on your PDQ I/Contactless) line. Complete a y transaction to e sure its working.	
	k your lines are and sparkling!	
Chec	k for OOD Stock	
clean	olete your first deep of all public areas. e and out.	
	r Spirits, Minerals, s/ Nuts	
	ew pricing; consider asing your prices	

Follow Government Protocols for Safe Re- opening	
Check all lights working internal & External	
Turn on cellar coolers	
Call Staff and plan whether to bring back from furlough	
Social media countdown	
Prepare chalkboard	
Turn on your cash registers and back of house computer. Check the links!	
Energise and engage yourself, your staff and your Community	
Check your garden furniture and inside furniture is laid out in a compliant manner	
Order Dry Food	

Protocols for Safe Reopening	
Take delivery of your gaming machines a make sure they are floated up	
Internal cleaning checks	
Check toilets Soap/ Toilets Rolls etc.	
Engage your team: new uniforms?	
Order Fresh Food	
New rules relayed via training sessions	
Pull those first pints through and test!!	
Display all compliance signage	
Display opening hours	
Display price lists	

See following pages for week-by-week plan by workstream, inclusive of specific content links

WEEK 0

Follow Government Protocols for Safe Re- opening	
Final walkaround checklist?	
Have all the staff been trained	
Ice on the back bar	
Lemons and limes sliced and ready	
Take some pictures and update your social media	
Complete your Health and Safety checks	



Follow government protocols for safe reopening.

Risk Assess your

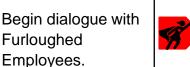
business - see



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Consider your COVID19 cleaning and sanitising materials needs

example templates



PROPERTY READINESS

Follow government protocols for safe reopening



Full Clean of the Site



Equipment Checks



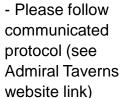
Full Site Water Flush



Understanding the **Compliance Checks** and what is required for your pub

CELLAR AND STOCK

Out-Of-Date **Draught Stock** process



Week commencing June 15th place your stock order (see Admiral Taverns website link)



Check and order cellar gas



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薑

Order Consumables

Check Stock Dates

RETAIL **OFFER**

Re-opening Checklist



If no PDQ terminal (Card/Contactless); order one!



Ordering App ordered and set up



Renovate Glassware



Order Staff Uniforms (via Shop on My Pub Support)



Spring clean the bar – front & back. Remove clutter.

MARKETING & MESSAGING

Start social media campaign with reminders of what people have been missing – pictures of fun times past!

4 Week Plan -

Social Media

Campaign





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COVID19 SECURE

Follow government protocols for safe reopening.

Welcome your staff

workplace - 1on1

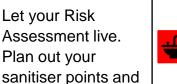
back to the

conversation

hygiene plan



Assess future signage requirements for walls, floors & doors





(1-1)

PROPERTY READINESS

Follow government protocols for safe reopening



Full Site Water Flush



Repair Site Checks for any Plumbing/Roof Leaks etc.

Compliance Testing



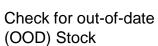
Energy Site Evaluation



CELLAR AND STOCK

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Week commencing June 15th place your stock order (see Admiral Taverns website link)



Order Spirits, Minerals

Order Crisps / Nuts

RETAIL OFFER

Back office checks. Check PDQ is working and terminals switched on.

Review food menus (via Food & Drink on My Pub Support)



Consider increasing prices to improve cash margin and gross profit.

Check all retail

gross profit.
Check all retail
pricing (via GP
calculator)

MARKETING & MESSAGING

Begin social media countdown



Publish activity plan



Display COVID-19 posters and signage





Follow government protocols for safe reopening.



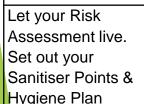
CPL) COVID H&S Training Platform and review staff training plans.

Complete the (free



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Manage your environment, tables, chairs: inside & outside. Follow the Rules.





PROPERTY READINESS

Follow government protocols for safe reopening



Full Site Water Flush



Compliance Testing



CELLAR AND STOCK

Order Draught Stock

Cellar & Draught Dispense Best Practice



Stock Back Bar and Bottle Fridges



Order dry and frozen food

RETAIL OFFER

Call Staff and consider bringing them back from furlough



Confirm PDQ (Card/Contactless) terminal status.



Ordering App ordered and set up



Relaunch Offers

External clean







Renovate Glassware



MARKETING & MESSAGING

Social media countdown



Prepare Chalkboards

Publish any opening offers on Social Media and amendments to food menus

Publish COVID19 safety measures on Social Media



Ensure website is still functional and updated



Follow government protocols for safe reopening.

Train staff on

implementing your

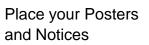
COVID19 business

Risk Assessment



1-1

Ensure you have sufficient cleaning materials for reopening: sanitizer stations at the ready

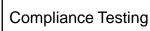


PROPERTY READINESS

Follow government protocols for safe reopening



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Flush







CELLAR AND STOCK

Draught Dispense check



Post-Mix Check



Order Fresh Food

RETAIL OFFER

Programme tills as appropriate and implement any product and price changes.

Have all staff been trained in COVID H&S procedures.





MARKETING & MESSAGING

Social media countdown



Publish any opening offers on Social Media and amendments to food menu

Publish COVID19 safety measures on Social Media



Prepare Chalkboard

Ensure website is still functional and updated



Follow government protocols for safe reopening.

Work Through your

LIVING Risk

Assessment



Use your COVID19 Secure Cleaning Materials



Review your COVID Posters and Notices



PROPERTY READINESS

Final Walk round – Trade/Re-open

CELLAR AND STOCK

Ice, lemons/limes etc.

RETAIL OFFER

Review training plan and identify any training needs.

Re-opening Checklist (one-pager!)



MARKETING & MESSAGING

Take some pictures show the world you are ready



Continuously update Social Media feeds and website



Publish COVID19 safety measures on Social Media



Display COVID-19 posters and signage



Ensure your Google Business Page has the correct opening times



