

WEEK -4

Follow Government Protocols for Safe Re-opening	
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.	

WEEK -3

Follow Government Protocols for Safe Re-opening	
Equipment Check	
Turn on your PDQ (Card/Contactless) machine. Complete a penny transaction to make sure its working.	
Check your lines are clean and sparkling!	
Check for OOD Stock	
Complete your first deep clean of all public areas. Inside and out.	
Order Spirits, Minerals, Crisps/ Nuts	
Review pricing; consider increasing your prices	

WEEK -2

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	

WEEK -1

Follow Government Protocols for Safe Re-opening	
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	






WEEK -4

To access useful documents and links, please click on the icons below





COVID19 SECURE

Follow government protocols for safe reopening.	
Risk Assess your business - see example templates	
Consider your COVID19 cleaning and sanitising materials needs	
Begin dialogue with Furloughed Employees.	




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 - Please follow communicated protocol (see Admiral Taverns website link)	
Week commencing June 15 th place your stock order (see Admiral Taverns website link)	
Sanitise cellar	
Check and order cellar gas	
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	





WEEK -3

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COVID19 SECURE

Follow government protocols for safe reopening.	
Welcome your staff back to the workplace – 1on1 conversation	
Assess future signage requirements for walls, floors & doors	
Let your Risk Assessment live. Plan out your sanitiser points and hygiene plan	




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

Week commencing June 15 th place your stock order (see Admiral Taverns website link)	
Check for out-of-date (OOD) Stock	
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)	
Follow Food Safety Guidelines	
Consider increasing prices to improve cash margin and gross profit. Check all retail pricing (via GP calculator)	 






MARKETING & MESSAGING

Begin social media countdown	
Publish activity plan	
Display COVID-19 posters and signage	




WEEK -2

To access useful documents and links, please click on the icons below


COVID19 SECURE

Follow government protocols for safe reopening.	
Complete the (free CPL) COVID H&S Training Platform and review staff training plans.	 
Manage your environment, tables, chairs: inside & outside. Follow the Rules.	
Let your Risk Assessment live. Set out your Sanitiser Points & Hygiene Plan	







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	
Gaming Machines and Pool Tables	 
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	







WEEK -1

To access useful documents and links, please click on the icons below



COVID19 SECURE

Follow government protocols for safe reopening.	
Train staff on implementing your COVID19 business Risk Assessment	
Ensure you have sufficient cleaning materials for reopening: sanitizer stations at the ready	
Place your Posters and Notices	

PROPERTY READINESS

Follow government protocols for safe reopening	
Full Site Water Flush	
Compliance Testing	
Equipment Checks	
Full Site Clean	
Fix Hand Sanitisers	

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

WEEK 0 (Open and Trading)

To access useful documents and links, please click on the icons below

COVID19 SECURE

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

