

Safe Workplaces

Safe and Social Mealtime Checklist

We've created this checklist to accompany our guide to help you navigate the challenges of managing mealtimes during the pandemic.

We hope you can use this checklist to start formulating your plan for providing mealtimes safely, whilst allowing for staff to relax and socialise.

Our guide and checklist should only be considered a starting point in adapting your plan for workplace mealtimes - beyond our resources there's plenty more reading out there provided by [IWFM](#) and other organisations.

If you would like to book a free online consultation with a senior member of our team, schedule a booking on [our website](#).



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Eating spaces

The Six Elements	
Scan: Look around your dining area and kitchen and make an analysis of it's virus safety.	
Rules: Establish a rule of conduct for both catering staff and employees that puts safety first.	
Routing: Plan a safe route for your employees to navigate the dining space, with clear signage.	
Eating Areas: Establish seating arrangements in advance, setting out where people can and can't sit.	
Training: Make sure your catering staff are trained up on the latest health and safety guidelines.	
Certification: Display your food safety certifications to reassure employees, including your Food Standards Agency rating.	

Other considerations	
Sneeze screens: Install sneeze screens at cashier points, so your cashier staff can provide a safe and friendly face-to-face service.	
Hands-free payment: Consider banning cash payments, but with plenty of notice for staff so they don't get caught out by the change.	
Staggered kitchen shifts: Stagger the amount of staff working in the kitchen to make social distancing more manageable.	
Hand washing points: Create a dedicated space for customers to disinfect their hands before they enter the dining area.	

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Food journeys

Assess supply chain safety:

Discuss: Set a meeting with your caterers to find out what improvements they've made to keep their supply chain safe	
Check: See what accreditations your food suppliers currently hold regarding food safety.	

Safer meal preparation:

Kitchen viability: Make a frank assessment if your onsite kitchen can operate safely. Look into delivered catering models if not.	
Offsite kitchens: Ensure that off site kitchens used are in compliance with hazard analysis and critical control point (HACCP) protocols.	

Safer deliveries:

Observe: Spot-check deliveries coming in to make sure they're done safely and with proper social distancing in place.	
Report: If something isn't being done right, report it back to the supplier, so they can tighten up on their safety protocol.	

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Serving food

Packaged Foods: Instead of open buffets, develop a packaged food option.	
Medical updates: Schedule weekly reviews on the latest medical advice surrounding COVID-19 from the government and/or WHO	
Consumer behaviour: Ensure that your food service is keeping on top of the latest consumer trends.	
The Environment: Consider what you can do to minimize the negative environmental impact from mealtimes at work.	

Keep it social

Noise disruption: Consider how you can keep the noise down in the dining area, to allow for people to easily talk from a distance.	
Slot bookings: Create a slot booking system for a more manageable flow of people, allowing colleagues to book a place to eat together.	
Slack channel: Start a Slack channel for lunchtimes, so staff can keep in touch whilst they eat - wherever they are.	
Good food: Keep your menu varied and exciting to encourage people to come into the office and socialise.	

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Get in touch

Fuel by Fooditude

If you would like to discover more about Fuel by Fooditude, Cristina Covello is ready to provide you with an overview of Fooditude's catering service.

[Contact now](#)

Free Online Consultation

If you would like expert advice on making mealtimes safe and social in the workplace, schedule a consultation with a senior member of our team.

[Book now](#)

