

SAFETY CHECKLIST FOR BUSINESSES CLOSING

For businesses whose operations are closed during the COVID-19 pandemic, here is a safety checklist to ensure your shop or restaurant remains secure. Recommendations include:

- Keep the lights on**
- Remove ALL cash and receipts**
- Do not leave any valuables clearly visible or accessible**
- All safes and tills should be emptied and moved off-site for safe storage**
- Keep all cash drawers open to show that nothing is in the drawers**
- All alcohol products removed from bar and put in secured storage areas (no alcohol left visible from outside)**
- Consider posting “NO CASH OR VALUABLES ON PREMISES” signage**
- All ATMs should be emptied and moved off-site for safe storage**
- Deactivate all scheduled FOB door openings (ie. cleaners, deliveries etc.)**
- Disconnect all kitchen gas lines from their gas source**
- Make regular site visits to monitor your shop/business and to manage inventory and storage conditions (consider scattering the times this is done not to establish a pattern)**

COVID-19

