



BII *guide*

Reopening Checklists

**This guide is
interactive!**

**Find more on
www.bii.org**

Starting Now...

Checklist

- Check Government funding on our "Financial Support page" to ensure that you have applied for everything you are entitled to.

[Click here to visit our Financial Support page](#)

[Click here to read the Government protocols](#)

- Check all of your contracts with suppliers, negotiate wherever possible and make a list of things you need to reopen (utilities and insurance for example).

[Visit our directory of Trusted Partners here](#)

- Test your equipment and ensure everything is working, book in maintenance wherever needed.
- Apply for a pavement licence to extend your capacity.

[Click here to learn more & apply via GOV.UK](#)

- Start to think about the days and times you are going to open, if you are opening outside from Step 2 (no earlier than 12th April).

[Read our guide on each Step to Reopening here](#)

- Register for free training through CPL and the Licensed Trade Charity, available for you & your team.

[Sign up for the free training here](#)

Four weeks to reopening...

- Check Government protocols using the BII's interactive guides.

[Our Support Guides are available here](#)

- Contact staff to discuss their return from furlough:

- Our HR Helpline is always available to help with any queries.

[Find our Helplines number here](#)

Your BII Team can remind you of your membership number:

[Contact us on 01276 684 449](#)

- Ensure all staff contracts are in place:

[Access the BII Staff Contract Builder here](#)

- Order all cleaning and sanitising products that you will need, e.g. PPE:

[Find our "Cleaning & Healthcare" suppliers here](#)

- Deep clean your front and back bar, take everything off shelves & check glassware.

- Look at your P&L & financial model for the first 8 weeks of trading.

[Learn from our Industry Expert Accountants](#)

- Plan your reopening hours for Step 3 of the Roadmap to Reopening.

- Destruction of draught beer - follow BBPA protocols & speak to your supplier.

[Find the Draught Beer Destruction protocols here](#)

Three weeks to reopening...

Deep clean any outdoor kitchen/bar areas.

Deep clean cellar and beer lines, checking any dates on stock.

[Find our Cellar & Bar checklist here](#)

Check stock levels and start to place orders (for delivery the week before reopening).

[Learn more about our Partners IDC here](#)

Review your GPs and pricing, update your bar tariff.

[Find our Business Calculators & Tools here](#)

Plan exactly how you will service the outdoor area in terms of ordering & payment.

[Learn more about our Technology Partners here](#)

Start to plan your staff rotas for the first weeks of reopening.

[Find out more on Roslyns' toolkit](#)

Keep up to date on any changes to legislation via INNfocus (our weekly e-newsletter) and the BII website.

[View our website here](#)

Check all authority guidelines on reopening (e.g. the Food Standards Agency).

[Visit our "Reopening your Business" page here](#)

Two weeks to reopening...

- Complete any online or in-house training with staff after their return from furlough.

[View the free CPL X LTC courses here](#)

- Advise staff on rotas and individual return dates.
- Test till systems and ensure everything is working correctly.
- Check stock levels of extras like toilet rolls and cleaning materials.
- Check outdoor areas, hanging baskets, seating, tidy flower beds, clear leaves etc.

- Fill out your FREE **BII & Shield Safety Group** Reopening Risk Assessment.

[Download your risk assessment here](#)

[Find out more about Shield Safety Group here](#)

- Your social media countdown begins!

[View your BII Social Media guide for more info](#)

- Download your NHS Covid-19 QR code and display at all customer entrances to your venue.

[Download your QR code here](#)

[Download our friendly printable posters here](#)

One week to reopening...

Internal deep clean of all areas, including back of house & beer lines.

Print BII Test & Trace sheets for staff and customers if needed.

[View our Data Collection page here](#)

Complete any face-to-face training sessions so staff are clear on Government protocols.

[Read through our FAQs here](#)

Check all internal and external signage is up to date (like your **BII window sticker!**)

Undertake "Perfect Serve" refresher training for staff (see next page!)

Renovate your glassware & ensure any new equipment has been cleaned before use.

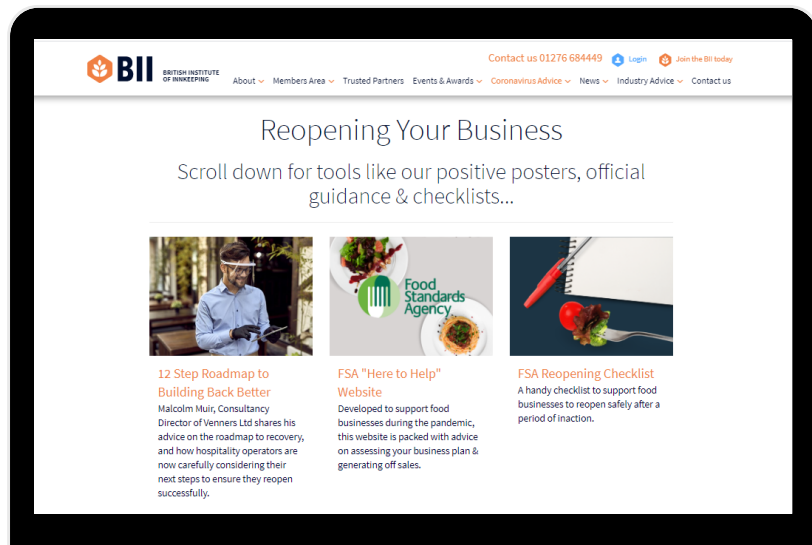
Plan a 7 day countdown on your social media channels.

[View our Social Media guide for more info](#)

Look at your pub through a "customers eye view":

- Website/Google listing
- Is it clear upon entry they need to wait to be seated?
- Will they know to wear a mask while moving through the venue?
- Is hand sanitiser visible?
- Is it clear where outdoor seating is?

Further Reading



[Visit our "Reopening your Business" page here](#)

[View CPL's list of courses \(many are free\) here](#)

[Sign up for the LTC's free Mental Health training](#)



[Diageo training on the "Perfect Serve"](#)



[Click here for our other Guides & Printables](#)

Your BII Team are on hand to help!



Your BII Team - 01276 684449

BII Helplines - 0330 058 3878

Email us: membership@bii.org

WWW.BII.ORG

Keep up to date with the latest news:



[@BIIandBIIAB](https://www.facebook.com/BIIandBIIAB)



[@BritishInstitute ofInnkeeping](https://www.instagram.com/BritishInstituteofInnkeeping)

Grant Type	Rateable Value: Less than £5K	Rateable Value: £5 - £5K	Rateable Value: Greater than £5K	Link to BII Guide	Link to Apply	Application Completed?	Grant Received?
Local Restrictions Support Grant (Open) - Per Month	£934	£1,400	£2,100	Click here to access	Via Local Council - Click here to apply		
Local Restrictions Support Grant (Closed) - Per Month	£1,334	£2,000	£3,000	Click here to access	Via Local Council - Click here to apply		
Local Restrictions Support Grant (Addendum - Announced Jan 2021) - One-Off	£4,000	£6,000	£9,000	Click here to access	Via Local Council - Click here to apply		
Christmas Support Payment (Max Led Grant) - One-Off	£1,000	£1,000	£1,000	Click here to access	Via Local Council - Click here to apply		
Additional Restrictions Grant - Discretionary	Discretionary - dependent on Local Council	Discretionary - dependent on Local Council	Discretionary - dependent on Local Council	Click here to access	Via Local Council - Click here to apply		



[Click here for our other Guides & Printables](#)