

## 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 ATM's should be emptied and moved off-site for safe storage
- 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
- 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 to not establish a pattern)

Contacts:

- Emergency: 911
- Winnipeg Police Service Non Emergency: 204-986-6222
- Winnipeg Police Service Online Reporting: <https://www.winnipeg.ca/police/report/default.stm>
- Downtown Winnipeg BIZ Community Homeless Assistance Team (CHAT): 204-806-5095
- Downtown Winnipeg BIZ Watch Ambassadors (including SafeWalk): 204-958-SAFE (7233)