

COVID-19 Back to Work Internal Checklist

Staff Policies

Y / N

Review safety processes and risk assessments in place for employees in line with national government guidance on COVID Secure business

Create a staff plan to reflect working from home, return to work, fixed teams on shift patterns, flexible working and potential support to work from home

Consider: + Prioritising working from home + Vulnerable staff + Safe commuting options available

Circulate new policies on health measures with staff across the workplace

Order the necessary PPE for staff to undertake their work safely

Check if your staff can apply to be tested. <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Check Your Venue

Y / N

Review internal policies to meet with the policies and guidance of landlords, managing agencies and/or head office

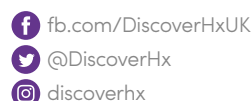
Check and test heating, ventilation, air conditioning and mechanicals ahead of re-opening

Fire/Life safety systems

Review SLA cleansing services and consider increased frequency

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Introduce Physical Distancing

Y / N

Identify and control access points for staff, customers, and providers, consider one way systems to allow for distancing

Work with your local authority, BID and/or managing agency/landlord regarding support managing potential issues with queueing or access

Display health and safety policies across the workspace

Provide PPE as required by the risk assessment

Encourage the increased frequency of hand washing

Limit face to face meetings and use alternative technology whenever possible

Apply social distancing on: + Office space + Separation panels, alternate seating spaces + Communal areas
+ Reduce maximum capacity allowed and introduce flexible time slot usage + Customer facing areas
+ Display social distancing spaces + Consider protective measures for employees where necessary

Review Surfaces & Point of Sale

Y / N

Review cleansing plan including consideration of potential new areas, hot spots, services, frequency and using appropriate products recommended by Public Health England

Disable touchscreens, consider low-touch or no-touch switches, doors, drawers and other fittings

Remove high-touch shared tools such as whiteboard markers and remote controls

Consider restocking with food/beverage single-serving items




Provide sanitiser and cleansing products

Implement a clear desk policy

Identify safe storage areas for personal items

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