

The Essentials

Getting Your Business Ready



Preparation is vital for a smooth transition from lockdown across the UK.

Halifax BID have put this information together to help you get your business, venues and workforce ready.



Key things to keep in mind:

The infection is spread by people and places

Person to Person, Person to Surface

Three elements to consider

Physical distancing,
Surfaces, Point of Sale

Communication is key for a smooth process

In order to keep employees, customers and providers up to date with your policies and to have measures in place to help provide reassurance, meet expectations, minimise anxiety and make a simple transition

Review your staff policies

Staff and schedule plan Risk assessments Internal communications

- 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 premises

Policies review SLA review Facility inspections

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

Review surfaces & point of sale

Cleansing plan Sanitising availability Minimising risks

- 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

Introduce physical distancing

Health and safety checks Office traffic management Access points

- 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 queuing 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

Please see current UK Government's COVID-19 Secure Guidelines available on: [gov.uk/guidance/working-safely-during-coronavirus-covid-19](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)



If you have any questions,
please visit us online at:

discoverhalifax.co.uk