



Re-opening your workplace after lockdown



Introduction



Over the coming months organisations will continue to re-open



Key message- work from home if you can



Assessing risk is key to ensure appropriate controls are in place

Assessing Risk



This is an example of a Risk Assessment

Date	Task	Hazard	Specific Risk	Who is at Risk	Control Measures in place	Assessed by	Review Date
11/06/20	Covid-19	Potential to cause harm	Exposure to coronavirus	Staff, public, visitors, clients	<ul style="list-style-type: none">• Reduce density of people• Training• Social Distancing• Signage• Hand washing• Increased cleaning regimes• Washing uniforms daily• Single driver• Use own cup• No sharing of food• PPE	Greg Smith	11/07/2020

1 Communicate with staff



- Involve staff with your risk assessment
- Keep staff aware of any changes
- Provide some training prior to staff returning
- Make information available



3 Prepare the workforce



- Decide who returns to the workplace and who continues to work from home
- Develop employee communications - what they should expect on their return?
- Provide information, new policies and procedures
- Develop a return to work plan

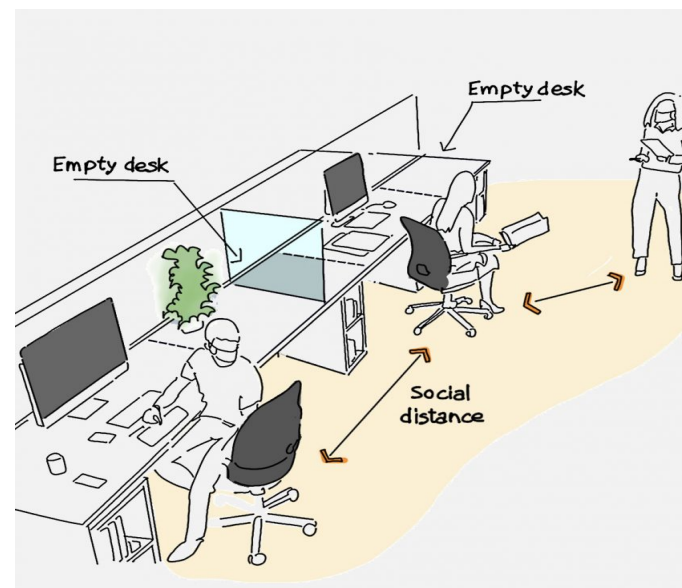
2 Prepare the Building



- Mitigate anxiety of returning to the workplace through change management, planning and communications



- Building owners and tenants must work in partnership
- Focus on worker safety
- Check building systems e.g. HVAC, Fire systems, Water systems
- Update cleaning procedures- changes to cleaning scope or any additional service
- Agree policies with landlord (where appropriate)
- Complete inspections, remediations and repairs prior to re-opening

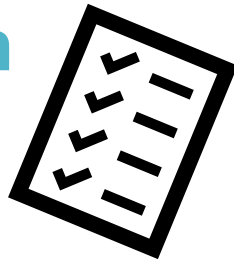


4 Control Access

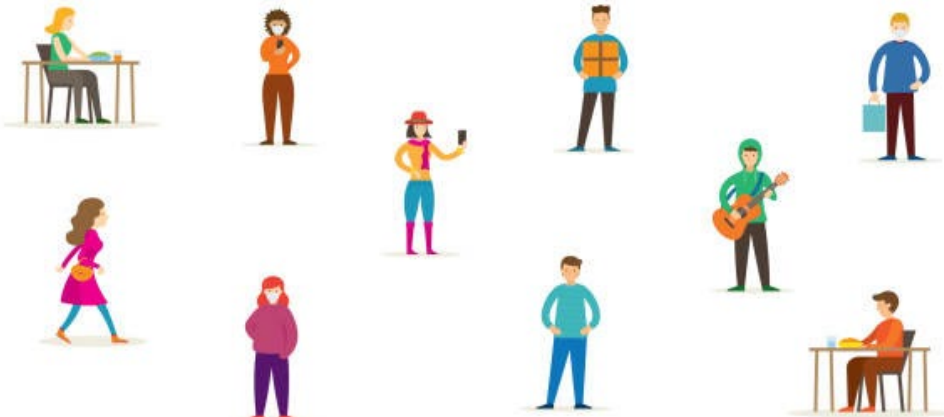
- Control entry points- reception areas, shipping, despatch, goods receive areas
- Reconfigure lobby areas for social distancing
- Install shields (where appropriate & if possible)
- Implement visitor policies
- Provide PPE where appropriate
- Determine Lift protocol e.g. 1 person per lift if appropriate



Social Distancing plan



- Decrease density- less people in one place together
- Designate foot traffic plan e.g. 1 way system
- Install shields where appropriate e.g. counters, reception desks
- Manage schedules- vary start and finish time
- Prohibit shared use of small spaces
- Use technology e.g. Zoom, Teams
- Minimise face to face meetings
- Specific seating arrangements for employees
- Redesign spaces - alternate desk, chair use
- Add panels between desks if appropriate/possible
- Enforce stringent cleaning protocols for shared spaces



- Reduce capacity of spaces - remove some chairs from meeting rooms
- Small rooms- convert to single-occupant use only
- Designate and signpost the directions of foot-traffic in main circulation paths



6 Reduce touch points



- Enhance cleaning and disinfecting practices
- Utilise touchless options for access where possible
- Enforce cleaning protocols- sanitise hands, disinfect door handles etc
- Clean desk policy-introduce self cleaning practices e.g. disinfectant wipes
- Remove high touch tools and equipment such as marker pens/remote controls
- Establish a food/kitchen rota
- Designate enclosed room to isolate anyone with symptoms



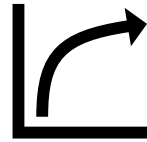
7 Communicate for confidence



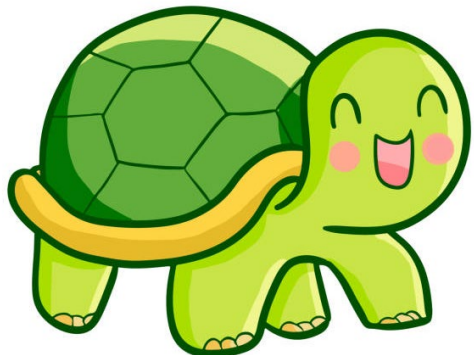
- Ensure managers and trustees are aligned on return to work plans
- Establish two-way communications
- Create a trusting and transparent culture
- Set clear employee expectations to make them feel secure e.g. info on new protocols, working from home options, visitor policies, travel policies
- Recognise fear and anxiety in those returning consider signposting to mental health support
- Continue to test, measure, validate adapt as time progresses



8 Return Phases



Progress is unlikely to be linear - contamination, a second wave of infection could slow things down **or** new medication, a vaccine or herd immunity could accelerate plans.



Short term:
Prepare, day 1,
new normal

Mid term
Test and validate plans

Long term
The new business as
usual

Summary



- Provide adequate physical distancing
- Home working should be maintained where possible
- Ensure people remain engaged & feel supported
- Consider flexible working arrangements to reduce peak commuting times
- Staggered use of shared facilities e.g., canteens, kitchens, toilets
- Maintain good hand hygiene & clean working areas
- Redesign space-longer time solution
- Look out for people becoming overloaded
- Communicate changes before returning to reduce anxiety
- Establish protocols before returning to ensure safe practices



Reminder of the basics



- Carry out Covid-19 risk assessment
- Develop cleaning, handwashing and hygiene procedures
- Help people to work from home
- Maintain 2m social distancing, where possible
- Where people cannot be 2m apart, manage transmission risk



Further Information



We are aware that things change rapidly both in terms of the rate of infection and the ease of lockdown. Please keep informed of the latest Public Health guidance [here](#)

Further links to the latest advice:

- <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>
- <https://www.gov.uk/coronavirus>
- <https://www.iwfm.org.uk/coronavirus-resources/covid-19-guidance-returning-to-work.html#PBFR>



For an example of a simple Covid-19 Risk Assessment please contact info@bvsc.co.uk – we will email you a copy.