

GETTING YOUR BUSINESS READY FOR REOPENING

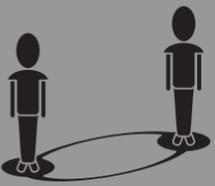
The essentials

REVIEW YOUR POLICIES AND PROCEDURES



- Create a new risk assessment for employees in line with national government guidance on COVID-19 (information on how to do this can be found on the Brighthouse BID website)
- Create a staffing plan to reflect working from home, return to work, fixed teams on shift patterns, flexible working and potential support to work from home
- Prioritise working from home when possible
- Consider vulnerable staff
- Circulate new policies, health measures and timescales with staff and across the workplace
- Devise advice on safe commuting
- Order the necessary PPE for staff to undertake their work safely
- Check if your staff can apply to be tested for COVID-19

INTRODUCE SOCIAL DISTANCING



- Identify and control access points for staff, customers and suppliers
- Consider one-way systems to allow for distancing
- Order your social distancing floor graphics from Brighthouse BID
- Consider ways to manage potential issues with queuing or access
- Display health and safety policies in place across the workspace
- Provide PPE as required by your risk assessment
- Encourage increasing the frequency of hand washing
- Limit face to face meetings and use alternative technology
- Reduce maximum capacity allowed and introduce flexible time slot usage

SURFACES AND POINT OF SALE



- Review cleansing plan including potential new areas, hot spots, services, frequency and 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 clean desk policy
- Identify safe storage areas for personal items
- If possible, designate a specific enclosed room to isolate any person identifying themselves with symptoms

The infection spreads by people and places. Three elements to consider are physical distancing, surfaces and point of sale. Communication is key for a smooth process to keep employees, customers and providers up to date with your policies and measures in place to help provide reassurance, meet expectations, minimise anxiety and make a simple transition.

BRIGHOUSE BID HAVE CREATED THIS GUIDE TO HELP BUSINESSES ANTICIPATE AND PREPARE FOR RE-OPENING PROCESS.

BRIGHOUSE BID