

Getting back to work safely: A brief employers guide

START

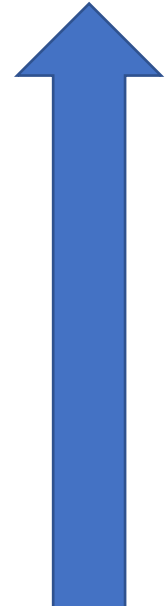
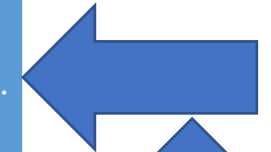
1	PLAN A PREMISES INSPECTION Before opening day and resolve issues.	2	PLAN FOR PEOPLE: Reluctancy, anxiousness, circumstances	3	PLAN FOR HYGIENE: Deep clean, sanitation, touch points, cleaning stations	4	REMAIN VIGILANT for COVID symptoms and act immediately if seen. RIDDOR?
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EVERY BUSINESS IS DIFFERENT SO THIS IS A GUIDE FOR IDEAS ONLY. PUT IT INTO A RISK ASSESSMENT. DOES IT AFFECT EMERGENCY PROCEDURES? CONTINUE TO WORK FROM HOME WHERE POSSIBLE. IF YOU DON'T HAVE ONE, LOOK AT PRODUCING AN INFECTION CONTROL POLICY.

8	WASTE DISPOSAL: If in contact with person showing symptoms then double bag and leave 72 hrs before disposal	7	CLEANING COMMUNAL AREAS: Regular cleaning of touch points	6	CLEANING: Disinfecting rooms in which a person showing symptoms was working.	5	MINIMISE CLOSE CONTACT: 2 metre rule, surfaces, teamwork
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KEEP UP TO DATE WITH GOVERNMENT GUIDANCE. COMMUNICATE THROUGHOUT WITH EMPLOYEES. ANSWER THEIR CONCERNS. REVIEW PROCEDURES AND RISK ASSESSMENTS REGULARLY. REVIEW ALL ACTIVITY RISK ASSESSMENTS TO ADD COVID19 AS A RISK.

9	EMPLOYEE HYGIENE: Handwashing, hand sanitizer, signage and announcements, covering mouth when coughing	10	PHYSICAL DISTANCING: 2m, avoid contact, small teams, WFH, barriers, split shifts	11	RESTRICT VISITORS: Controlled access / sanitation points / appointments / rules	12	CONTACT LOGGING: Aim for zero contact. E.g. sign in sheets, visitor books, delivery details. Store securely
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CONTINUOUS REVIEW

