



Better Business *for* All

A local partnership between Businesses and Regulatory Services to promote growth

**Trade Safely, Trade Confidently:
STEP 3 of the Government's
'Roadmap out of Lockdown'**

www.hertfordshire.gov.uk

Re-opening Roadmap

STEP 1 8 March	STEP 2 No earlier than 12 April	STEP 3 No earlier than 17 May	STEP 4 No earlier than 21 June
At least 5 weeks after Step 1		At least 5 weeks after Step 2	
All subject to review			
EDUCATION 8 MARCH <ul style="list-style-type: none"> Schools and colleges open for all students Practical Higher Education courses 	EDUCATION <ul style="list-style-type: none"> As previous step 	EDUCATION <ul style="list-style-type: none"> As previous step 	EDUCATION <ul style="list-style-type: none"> As previous step
SOCIAL CONTACT 8 MARCH <ul style="list-style-type: none"> Exercise and recreation outdoors with household or one other person Household only indoors 	SOCIAL CONTACT <ul style="list-style-type: none"> Rule of 6 or two households outdoors Household only indoors 	SOCIAL CONTACT <ul style="list-style-type: none"> Maximum 30 people outdoors Rule of 6 or two households indoors (subject to review) 	SOCIAL CONTACT <ul style="list-style-type: none"> No legal limit
BUSINESS & ACTIVITIES 8 MARCH <ul style="list-style-type: none"> Wraparound care, including sport, for all children 	BUSINESS & ACTIVITIES <ul style="list-style-type: none"> All retail Personal care Libraries & community centres Most outdoor attractions Indoor leisure inc. gyms (individual use only) Self-contained accommodation All children's activities Outdoor hospitality Indoor parent & child groups (max 15 people, excluding under 5s) 	BUSINESS & ACTIVITIES <ul style="list-style-type: none"> Indoor hospitality Indoor entertainment and attractions Organised indoor sport (adult) Remaining accommodation Remaining outdoor entertainment (including performances) 	BUSINESS & ACTIVITIES <ul style="list-style-type: none"> Remaining businesses, including nightclubs
TRAVEL 8 MARCH <ul style="list-style-type: none"> Stay at home No holidays 	TRAVEL <ul style="list-style-type: none"> Domestic overnight stays (household only) No international holidays 	TRAVEL <ul style="list-style-type: none"> Domestic overnight stays International travel (subject to review) 	TRAVEL <ul style="list-style-type: none"> Domestic overnight stays International travel
EVENTS <ul style="list-style-type: none"> Funerals (30) Weddings and wakes (6) 	EVENTS <ul style="list-style-type: none"> Funerals (30) Weddings, wakes, receptions (15) Event pilots 	EVENTS <ul style="list-style-type: none"> Most significant life events (30) Indoor events: 1,000 or 50% Outdoor seated events: 10,000 or 25% Outdoor other events: 4,000 or 50% 	EVENTS <ul style="list-style-type: none"> No legal limit on life events Larger events

<https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021-summary>

STEP 3

(from 17th May)

- The majority of the indoor and remaining outdoor economy can reopen
- Indoor hospitality, entertainment, visitor attractions and recreational venues can resume
- Organised indoor sport can resume

STEP 3

(from 17th May)

- Up to six people or two households will be able to meet indoors and up to 30 people outdoors
- Remaining accommodation can open
- More types of socially distanced indoor and outdoor events are allowed



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HOSPITALITY

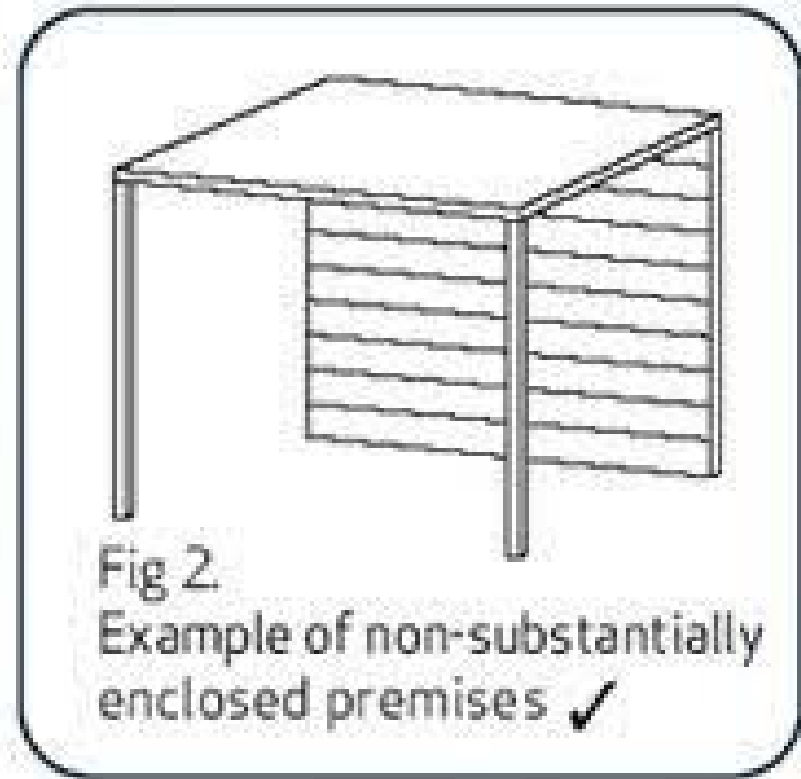
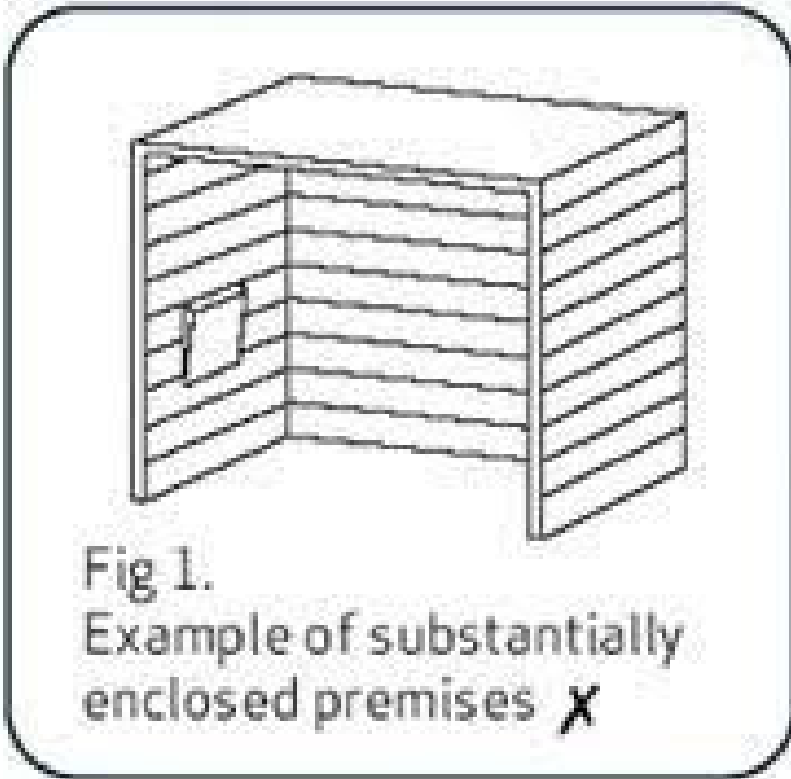
- If your business sells alcohol
 - Table service required even if no alcohol is ordered
 - Customers must order, be served and eat/drink while seated (includes areas adjacent to premises)
- If your business does not serve alcohol
 - Customers can order and collect food/drink from a counter
 - Customers must consume food/drink while seated at a table

HOSPITALITY

- Groups
 - Indoors - groups of up to six people or people from two households
 - Outdoors - groups of up to 30 people
- Responsibilities as operator
 - Ensuring group sizes / make up (households)
 - Correct use of indoor / outdoor areas

HOSPITALITY

(Indoors or Outdoors)



<http://www.smokefreeengland.co.uk/what-do-i-do/quick-guide/>



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COVID-SECURE CONSIDERATIONS

- Considerations for outdoor areas
 - Noise / nuisance to nearby premises
 - Dancing / shouting
 - Use of shelters
- Queuing systems
 - Entrances, toilets, ordering food/drink etc.
 - Social distancing

COVID-SECURE CONSIDERATIONS

- Music and live performances are permitted, but customers must remain in their seats
- Distanced between customer's tables
- Face coverings
- Collection of contact details of customers

EVENTS

- More types of socially distanced indoor and outdoor events are allowed
- Some types of events, including live performance events and business events, should have a cap on attendance
- People consuming food or drink need to be seated as per the regulations

FURTHER EVENTS GUIDANCE

- Events should be ticketed.
 - Read the [visitor economy](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy) guidance
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy>
- Organising a performance event?
 - Read the [performing arts guidance](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts)
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>
- Organising a sports event?
 - Read the [sport events guidance](https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events)
<https://www.gov.uk/guidance/coronavirus-covid-19-grassroots-sports-guidance-for-safe-provision-including-team-sport-contact-combat-sport-and-organised-sport-events>

EVENTS

- Event organisers should speak to their local council's **Safety Advisory Group**
- Events and all activities must be covered by a COVID-19 Risk Assessment

TRADING SAFELY

(all businesses)

- Review your COVID-19 Risk Assessments & make staff aware of controls in place
- Fire safety – review your RA
- Check sector/industry specific updates
- Refresher training for staff

TRADING SAFELY

(all businesses)

- Check premises for pests, all equipment in working order
- Review legionella risks
<https://www.hse.gov.uk/coronavirus/legionella-risks-during-coronavirus-outbreak.htm>
- Social distancing
- Enhanced cleaning and ample supplies

TRADING SAFELY

(all businesses)

- Ventilation
- Face coverings
- Manage queue systems e.g. entrances, exits etc.
- Consider regular testing for staff

OUTBREAKS AND CASES

(all businesses)

- Reporting cases and outbreaks:
 - Contact your LA Environmental Health team
 - Workplace Settings Guidance on the [LEP Website](https://www.hertfordshirelep.com/media/8637/reporting-cases-in-workplace-settings-flowchart-11012021.pdf)
<https://www.hertfordshirelep.com/media/8637/reporting-cases-in-workplace-settings-flowchart-11012021.pdf>

TEST & TRACE

- Venues in hospitality, tourism/leisure industry and close contact services must:
 - Ask **every member** of each party of customers or visitors to provide their name and contact details (under 16s exempt)
 - Hospitality venues must also refuse entry to those who refuse to give information
 - Keep a record of all staff working on their premises and shift times

TEST & TRACE

- Venues in hospitality, tourism/leisure industry and close contact services must:
 - Keep these records for 21 days
 - Adhere to GDPR
 - Provide data to NHS Test and Trace if requested
 - Display an official NHS QR code poster so that customers and visitors can 'check in':
<https://www.gov.uk/create-coronavirus-qr-poster>
and provide an alternative option too

STAFF SAFETY & WELL-BEING

- Consider how your RA controls are affected if some staff aren't being tested, getting vaccinated and/or exempt from face coverings
 - Ensure you comply with Employment Law
 - Communication with staff is key
- Hertfordshire Growth Hub's wellbeing and Resilience [Programme](#)

<https://www.hertsgrowthhub.com/news-blogs/46039-Local-and-National-Support-for-Mental-Health-and-Wellbeing>

STAFF SAFETY & WELL-BEING

- Rapid Testing – workplace testing, home testing, community testing sites on Hertfordshire County Council [website](https://www.hertfordshire.gov.uk/about-the-council/news/coronavirus-tests.aspx)

<https://www.hertfordshire.gov.uk/about-the-council/news/coronavirus-tests.aspx>

- ACAS Long Covid [guidance](https://www.acas.org.uk/long-covid)

<https://www.acas.org.uk/long-covid>

- ACAS Coronavirus vaccine for work [guidance](https://www.acas.org.uk/working-safely-coronavirus/getting-the-coronavirus-vaccine-for-work)

<https://www.acas.org.uk/working-safely-coronavirus/getting-the-coronavirus-vaccine-for-work>

DON'T FORGET...

- COVID-19 needs to be managed through range of controls including:
 - social distancing
 - high standards of hand hygiene
 - increased surface cleaning
 - ventilation
 - fixed teams or partnering
 - screens or barriers to separate people
 - PPE

KEEPING INFORMED

- Keep up to date with GOV.uk Sector guides
 - <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>
- ‘What’s changed’ section

COVID-19 – TOOLKIT OF SUPPORT

- The BBfA Covid19 **Trading Safely toolkit** for businesses is on the [Herts LEP Website](https://www.hertfordshirelep.com/what-we-do/priorities/business-support/better-business-for-all/covid-19-advice-and-support/)

<https://www.hertfordshirelep.com/what-we-do/priorities/business-support/better-business-for-all/covid-19-advice-and-support/>

- **Next webinar: Staff Safety and Well-being:**
20th May 11am-12pm, free to attend
<https://www.hertschamber.com/>



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