



Better Business **for All**

A local partnership between Businesses and Regulatory Services to promote growth

Trade Safely, Trade Confidently: Preparing Your Business for Re-opening



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Re-opening Roadmap

STEP 1 8 March 29 March

EDUCATION

8 MARCH

- Schools and colleges open for all students
- Practical Higher Education courses

SOCIAL CONTACT

8 MARCH

- Exercise and recreation outdoors with household or one other person
- Household only indoors

29 MARCH

- Rule of 6 or two households outdoors
- Household only indoors

BUSINESS & ACTIVITIES

8 MARCH

- Wraparound care, including sport, for all children

29 MARCH

- Organised outdoor sport (children and adults)
- Outdoor sport and leisure facilities
- All outdoor children's activities
- Outdoor parent & child group (up to 15 parents)

TRAVEL

8 MARCH

- Stay at home
- No holidays

29 MARCH

- Minimise travel
- No holidays

EVENTS

- Funerals (30)
- Weddings and wakes (6)

STEP 2 No earlier than 12 April

At least 5 weeks after Step 1

EDUCATION

- As previous step

SOCIAL CONTACT

- Rule of 6 or two households outdoors
- Household only indoors

BUSINESS & ACTIVITIES

- 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 (up to 15 parents)

TRAVEL

- Domestic overnight stays (household only)
- No international holidays

EVENTS

- Funerals (30)
- Weddings, wakes, receptions (15)
- Event pilots

STEP 3 No earlier than 17 May

At least 5 weeks after Step 2

EDUCATION

- As previous step

SOCIAL CONTACT

- Maximum 30 people outdoors
- Rule of 6 or two households indoors (subject to review)

BUSINESS & ACTIVITIES

- Indoor hospitality
- Indoor entertainment and attractions
- Organised indoor sport (adult)
- Remaining accommodation
- Remaining outdoor entertainment (including performances)

TRAVEL

- Domestic overnight stays
- International travel (subject to review)

EVENTS

- 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%

STEP 4 No earlier than 21 June

At least 5 weeks after Step 3

All subject to review

EDUCATION

- As previous step

SOCIAL CONTACT

- No legal limit

BUSINESS & ACTIVITIES

- Remaining businesses, including nightclubs

TRAVEL

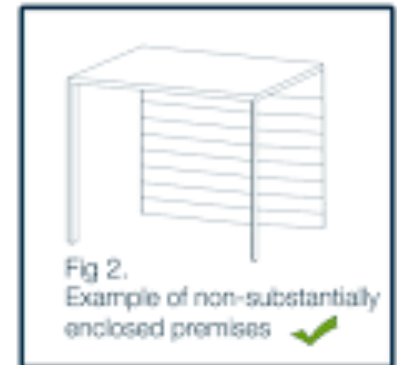
- Domestic overnight stays
- International travel

EVENTS

- No legal limit on life events
- Larger events

KEY POINTS TO CONSIDER – STEP 2

- Review your C-19 Risk Assessment & make staff aware
- Check sector updates
- Refresher training for staff
- Staff mental health & well-being
- Check premises for pests, structural issues and consider legionella
- Deep clean
- Social distancing & keeping groups (and tables) apart
- Manage outdoor areas – inc noise and outdoor shelters/marquees etc..
- Face coverings
- Do you need to adapt your offer/diversify?



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KEY POINTS TO CONSIDER – STEP 2

- 2 households, 6 individuals – outdoor settings
- Alone/with household – indoor settings
- Floor markings, one-way systems, social distancing etc
- Outside table service only for premises that sell alcohol
- Food and drink must be consumed whilst seated for ALL hospitality premises
- Ventilation
- Fire safety – review your RA
- Make sure music and broadcasts are played at a low volume to prevent shouting, singing etc
- Manage queue systems e.g. entrances/toilets etc

Test & Trace

Venues in hospitality, tourism and 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 participate
- Keep a record of all staff working on their premises and shift times on a given day and their contact details
- Keep these records of customers, visitors and staff for 21 days, adhere to GDPR and provide data to NHS Test and Trace if requested
- Display an official NHS QR code poster so that customers and visitors can 'check in' using this option: <https://www.gov.uk/create-coronavirus-qr-poster> and provide an alternative option too

Don't forget...

coronavirus (COVID-19) needs to be managed through a hierarchy or system of control including:

- social distancing
- high standards of hand hygiene
- increased surface cleaning
- Ventilation
- fixed teams or partnering
- other measures such as using screens or barriers to separate people from each other
- PPE
- Keep up to date with Gov.uk Sector guides – ‘what’s changed’ section: [Working safely during coronavirus \(COVID-19\) - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)



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Testing and positive cases

Community testing: www.hertfordshire.gov.uk/rapidtest

Workplace and home testing for employees:

[Register to order free rapid lateral flow coronavirus tests for your employees - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

register by 12th April – even if your business isn't opening yet
10+ employees can register for home testing

Reporting cases and outbreaks: contact your LA Environmental Health team and see: [PowerPoint Presentation \(hertfordshirelep.com\)](http://hertfordshirelep.com)

Covid-19 – Toolkit of support

- The BBfA Covid19 **Trading Safely toolkit** for businesses [COVID-19 advice and support | Herts LEP \(hertfordshirelep.com\)](https://www.hertfordshirelep.com/covid-19-advice-and-support) contains guides, checklists and templates for Hertfordshire businesses to use
- **Trade Safely, Trade Confidently: Preparing Your Business for Re-opening – STEP 3** 13th May 3pm-4pm, free to attend
- **Staff Safety and Well-being:** 20th May 11am-12pm, free to attend
- **To book:** [Hertfordshire Chamber of Commerce \(hertschamber.com\)](https://www.hertschamber.com)

