







This document is aimed to provide a generic aide memoire of considerations when preparing your company for return to a 'new' normal. It must not be considered an exhaustive list. Responsibility lies with each business leadership team to make site specific arrangements reflecting their differing needs, but as many will face the same challenges these operational guiding principles are aimed to help navigate the return to the workplace.

Key Considerations

- Government advice and restrictions
- Regulatory authority, WHO, PHE, and other relevant expert guidance
- Operational readiness with H&S at forefront of our decisions
- Business risk appetite (reasons UK is re-opening)
- Care for our workers, stakeholders and community is paramount
- Mutual respect and acknowledgement that all of our workers have personal stressors and challenges. Their abilities to deal with challenges are not the same and they are empowered to make decisions.
- Our people are engaged in the purpose of continuing our business activity, feel involved and empowered, they trust that all measures as far as reasonably practicable have been taken to keep them safe and to manage outbreaks should they occur.
- Our people returning to their workplace has potential to be beneficial but also carries the possibility for unintentional infection.
- Assess local needs, resources, social issues, risks, laws and regulations.

Company Specific Key Considerations To Be Completed:

- _____
- _____
- _____
- _____
- _____
- _____

						
Key Risks	Workplace risk of contracting the virus	Availability and stock of suitable PPE and sanitization products	Use of Public Transport to and from work	Maintaining social distancing and hygiene measures	Multiple touchpoints	Poor communication leading to lack of confidence
Company Specific Key Risks						

Ensure you have risk assessed at the company level and operationally – mandatory legal requirement

Leadership Activity

Prepare the Building

Social Distancing

Communication

- Introduce company working group
- Discuss phased return – how many phases / likely percentages at each phase?
- Managing employee return including:
 - Vulnerable or shielded
 - Critical safety needs
 - Personal circumstances
- Identify our business needs
- Complete company strategic risk assessment
- Align critical controls across the company

Our Teams

- Discuss and share team requirements
- Identify who could return to work and when considering personal circumstances shared with line managers, mental health, travel arrangements etc. (*Guidance from HR & GDPR*)
- Discuss team phased return
- Team return plans to be drawn up – share with working group
- Prepare an action plan for return to work
- What additional procedures / policies needed ?
- Consult with employees, complete your risk assessments and communicate them
- Review new training needs, refresher or job change requirements
- Prepare / update operational risk assessments

- Complete risk assessment (update method statements and safe operating procedures)
- Ensure safety of all workers
- Statutory/inspection of equipment and systems up to date (eg mechanical, HVAC, water, fire and life safety systems)
- Pre-clean with approved products and on-going cleaning standards
- Cleaning review
- Identify landlord/multi-tenant requirements
- Identify touch-points and reduce in number where possible, increase cleaning regimes
- Post / deliveries arrangements
- Contractor/supplier arrangements
- Sufficient PPE stocks
- Return to work clear, concise communication on what to expect; setting the expectation
- Controlled access - Reception arrangements / screening required etc
- Non-business critical visitors
- Signage review (inc tape for markings)
- Disable touchscreens where possible
- Additional sanitizer, wipes, PPE as appropriate
- Ensure sufficient first aiders & fire wardens

- Social distancing 2m rule (identify areas this may not be possible? Consider and agree controls required)
- Phasing / rotas / shifts / what days each week eg 1 – 3 days
- Reconfigure gathering and lobby areas
- Identify corridors where <2m from workers and implement controls
- Removal or tight management of communal areas and introduce in/out flow where possible
- Which areas/roles will require eg flexi-glass shields
- Catering/welfare arrangements
- No non-critical business visitors
- When to re-open for non safety critical contractors / visitors ?
- Virtual meetings remain where possible
- Changes required to meeting rooms eg maximum numbers or standing distance markings
- Removal of furniture and/or out of use signage
- Travel arrangements (for work, to/from work)
- Review delivery arrangements
- Review parking arrangements
- Update risk assessment to reflect additional social distancing requirements

- Comms Strategy – Include what is the key message for employees; what's the best way to share our messages
- Leadership alignment on re-entry
- Recognise there will be a fear of returning, and link to wellbeing strategy.
- Reinforce importance of monitoring critical controls
- Prepare an employee positive return to work document issued prior to date of return
 - Explain changes made to building
 - Explain changes made to facilities and equipment
 - Explain new social distancing requirements in their workspace
 - Emphasis on engagement and two-way communication
 - Food/welfare arrangements
 - Change of routes, desk arrangements linked to 'preparing the building' and 'social distancing,
 - Where to obtain advice or questions to be directed
 - Set behavioural expectations
 - Guest, visitor and contractor arrangements
 - Advice any new or updated policies and where to locate them
 - Employee travel policy
 - Change/updates to policies
 - HR policies
- Prepare feedback loop for all stages

ACTION PLAN FOR SUCCESSFUL RE-INTRODUCTION TO THE WORKPLACE