COVID-19

# GETTING YOUR
# BUSINESS READY

## THE ESSENTIALS

# GETTING YOUR BUSINESS READY
## THE ESSENTIALS

## THE INFECTION SPREADS BY PEOPLE AND PLACES

Person to person. Person to surface.

### REVIEW YOUR STAFF POLICIES

Staff and schedule plan

Risk assessments

Internal communications

》 Review safety processes and risk assessments in place for employees in line with government guidance on COVID secure business.

》 Create a staff plan to reflect working from home, return to work, fixed teams on shift patterns, flexible working and potential support to work from home.

》 Consider:

- Prioritising working from home
- Vulnerable staff
- Safe commuting available

》 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 at www.gov.uk.

## 3 ELEMENTS TO CONSIDER

1. Physical distancing
2. Surfaces
3. Point of Sale

### CHECK YOUR VENUE

Policies review

SLA review

Facility inspections

Review:

》 Internal policies to meet with landlord, managing agency and/or head office policies and guidance.

》 Heating, ventilation, air conditioning and mechanicals ahead of re-opening.

》 Fire/life safety systems.

》 SLA cleansing services and frequency.

》 Security measures for your premises.

Preparation is vital as we look to reanimate the borough of Great Yarmouth. GYBC and local stakeholders have worked together to produce these guidelines to help get your business, venue and workforce ready.
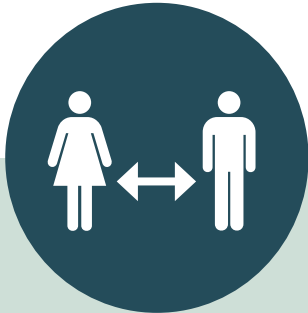
## INTRODUCE PHYSICAL DISTANCING

Health and safety checks

Traffic management

Access points

> Identify and control access points for staff, customers and providers, consider one way systems to allow for distancing.

> Work with your local authority, managing agency/landlord regarding support for managing potential issues with queueing or access.

> Display health and safety policies in place across the premises.

> Provide PPE as required by the risk assessment.

> Encourage increasing the frequency of hand washing.

> When applying social distancing, consider:
>   - Available Space
>   - Seperation panels, alternate seating
>   - Communal areas
>   - Maximum capicty and introduce flexible timeslot usage
>   - Customer facing areas
>   - Protective measures for employees where necessary

## REVIEW SURFACES & POINT OF SALE

Cleansing plan

Sanitising availabilty

Minimising risks

> 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 sanitizer 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.
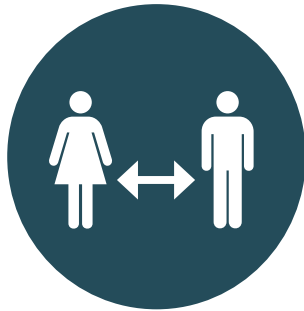
# THE SAFE SIX

**1.**

PREPARE THE
BUILDING

**2.**

PREPARE THE
WORKFORCE

**3.**

SOCIAL DISTANCING
PLAN

**4.**

CONTROL
ACCESS

**5.**

REDUCE TOUCH
POINTS

**6.**

COMMUNICATE
FOR CONFIDENCE