Thanks for joining us!

We're going to be giving you some top tips on how to reopen safely.

There's some additional information on staff and management controls

We have some guides and resources which we'll be sharing links to at the end of this.

Navitas have created a number of services to help with your safety processes.

Introductions

Hi! We've been helping businesses with health, fire and food safety since 1989. Our mission is to make it easy to keep your people, customers and reputation safe. We do this by providing expertise to keep you in the know and simple to use digital tools.

Dan, Head of Marketing
Host

Kirstie, Regional Manager
Health and Safety Expert

Governments Phased Reopening Plan

(Correct at time of production and subject to change based on Covid19 situation)

Phase 1 May 18th	Phase 2 Jun 8th	Phase 3 Jun 29th	Phase 4 Jul 20th	Phase 5 Aug 10th

Phase 1 — May 18th

Garden Centres, Hardware Stores, Electrical Stores, Homewares and Repair Shops can start to reopen .

Where social distancing measures can be maintained and covid19 controls are in place.

Phase 2 — Jun 8th

Small retail outlets with small number of staff will be allowed to reopen.

On the basis that the retailer can control the number of individuals that staff and customers interact with at any one time.

Phase 3 — Jun 29th

Phased opening of all other non-essential retail outlets. Cafes and restaurants providing on-premises food and drink

Restriction on the number of staff and customers per square meter so that social distancing can be maintained.

*This is **limited to retail outlets with street-level entrance and exits** – for example - those that are not enclosed shopping centres.*

Strict cleaning in operation.

Phase 4 — Jul 20th

1) Loosening restrictions on higher-risk services like hairdressers and barbers.

We have advice for minimising risk for these services!

2) Museums & Art Galleries

With social distancing and strict hand hygiene on entry

3) Hotels, Hostels, Caravan Parks, Holiday Parks

Open with limited occupancy. Hotel bars remain closed.

Phase 5 — Aug 10th

1) Pubs/Bars, Nightclubs, casinos, shopping centres, theatres, cinemas, Gyms, Exercise and dance studios reopened

With social distancing and strict cleaning.

2) Further loosening of restrictions on contact services such as tattooing and piercing

3) Indoor recreational venues such as roller skating rinks, bowling alleys and bingo halls

Where cleaning and social distancing can be maintained.

4) Festivals, events and social gatherings

Where limiting numbers to ensure social distancing can be maintained.

7 things you can do

1

Temporarily change the way you operate and consider delivery

- Takeaways have remained open but please consider staff safety (our guidance doc has advice on this).

- Look at how to use other spaces and run on reduced menus/stock to allow for less staff in any one vicinity.

- Small shops should have a 'one in, one out' system where 2m social distancing can't be maintained.

Employers still have a 'duty of care' to their staff and need to implement effective controls both back and front of house as early as is safe and possible.

2

Designate a Covid Champion

- All staff should undergo awareness training.

- We suggest appointing a designated Covid Champion responsible for hourly checks for front-of-house separation, the correct use of PPE and other controls on a checklist.

- Establish a daily check-in system, asking staff to disclose their own health and health of members of their household when they come to work.

3

Sanitising stations and cleanliness

- Every business should enhance their sanitisation around touchpoints like light switches and handles, and regulate hand washing to a minimum of **every 20 minutes.**

- Businesses should check their delivery procedures and the safe decanting and unwrapping of food.

7 things you can do

4

Consider your Coronavirus PPE requirements

- Full 2m social distancing may not be achievable i.e. passing in a corridor or other small area, the following PPE is recommended:

    - Disposable gloves
    - Disposable surgical facemask
    - Disposable headwear

- With regard to the standard of facemask, standard surgical facemask is sufficient as this is the standard worn by 'Non-ITU' medical staff within the hospital environment.

- The above items should be reviewed for each separate business case and amended according to the risks associated with your operation.

- In addition, uniforms should be laundered in a hot wash daily, or as frequently as possible, in order to achieve a satisfactory level of 'disinfection'.

5

Conduct a Risk Assessment

- Vital for every business to conduct their own risk assessment to ensure that sufficient controls are put in place to minimise risk. – Navitas have created a range of risk assessments.

- Quick shutdowns are risky. People leave oil in fryers and there is a big risk of pests, like rats, taking advantage of human absence to seek food.

- Statutory test certifications of electric and gas may have expired, so your reputation is at risk, if you don't consider the potential impacts, and you'll need to consider how you clear tables, serve food and deal with customer toilets.

6

Social Distancing

- Like supermarkets, we must adopt a system of travel and clear signage to ensure customers and staff stay 2m apart and review seating and screening arrangements between tables.

- Cash exchange is almost redundant now, so businesses must facilitate easy contactless payment and review acceptance of cash tips.

7

Get a COVID specific safety certification

- When restrictions eventually relax, people could be fearful of returning to their old habits, so the industry will need to reassure returning customers with proven safety procedures.

- Behaviours will certainly change and businesses will need to demonstrate high levels of coronavirus controls to ensure staff/customer safety and to reassure reluctant customers.

- Showing you are certified in COVID-specific measures and that you have undergone training and a risk assessment, you will not only ensure you comply with government guidelines but you will also help put customers' concerns to rest.

Staff Controls

1 **Travelling to and from work**

Whenever possible, staff should not use public transport to travel to work and they should be encouraged to use private vehicles, cycling or walking.

Flexible working hours should be considered to reduce the number of staff arriving at work at any one time.

2 **Staff Health Declaration**

Prior to returning to work, all staff should be required to complete a Staff Health Declaration in which they declare that they are fit for work and that neither they nor a household member have suffered with any of the symptoms of Covid-19 illness for the previous 14 days.

Staff Controls

3 **Reporting Illness**

Any member of staff who suspects that they may be exhibiting symptoms of coronavirus must report this to their employer at the earliest possible opportunity. They should be sent home from work and advised to follow the isolation procedures in accordance with the Government's latest guidelines.

The main symptoms of coronavirus are:
- A high temperature
- A new, continuous cough
- Loss or change to your sense of smell or taste

Where a member of staff has reported symptoms, any workspace and equipment used by that person should be cleaned and sanitised immediately.

Management Controls

1 **Reducing Staffing Levels on site**

Businesses should review their operations and limitations on customer numbers due to the Covid Controls and assess the number of staff who can work at any one time. It may be possible to extend opening hours and stagger employees shifts in order to facilitate this.

Staff Training

2 Prior to commencement of work, all staff should receive appropriate Covid Awareness Training comprising of basic information on the Covid-19 virus and the controls which are in place within their workplace.

They should also be reminded of the symptoms of Covid-19 illness and the action to be taken should they suffer from any such symptoms.

Management Controls

3 **Emergency Situations**
In an emergency, such as a fire evacuation, people do not have to remain 2m apart if doing so would be unsafe.

People who are required to assist others during an evacuation, such as a fire marshal, should ensure thorough hygiene measures following contact with another person.

CPR should be compressions only. This can be completed safely but ensure the persons face / nose is covered.

Resources & services to help you 'escape' the confusion

Guides & Risk Assessments Available

Hospitality & Catering

Pubs

Leisure

Food Retail

Office

Hairdressers

Hotel

Non-Food Retail

Vending

Free services & resources

Visit https://www.navitas.eu.com/coronavirus-control-certification-scheme/ &
https://store.navitas.eu.com/coronavirus-awareness

Covid19 Awareness Course
(FREE)

The coronavirus awareness course provides a basic overview of what Covid19 is and delivers essential information in a simple format for people to understand.

The course covers how to keep safe and what to do if they or a family member begins to show symptoms.

SIGN UP

Covid19 Control Guidance
(FREE)

A comprehensive guide for businesses on what Covid19 controls they need to put into place to ensure they are safe to reopen.

The guide looks at the steps necessary to ensure a safe re-opening, explains how to complete the checks required, and how to act on findings.

DOWNLOAD

Paid Services – Pick & choose the services that suit your individual needs

Covid19 Control Certification Audit

Return To Work
(Covid19 Online Course)

Compliance Software

Covid19 Disinfection Service

Pricing Options – Pick & choose the services that suit your individual needs

Tier 1

No. Businesses	Cost (Per site per year)
Up to 50	**£55**
50-100	**£50**
100-200	**£45**
200+	**£40**

- ✓ Mental Health Awareness Course
- ✓ Industry Covid19 Control Guide
- ✓ Risk Assessment Template (Paper)

Tier 2

No. Businesses	Cost (Per site per year)
Up to 50	**£80**
50-100	**£75**
100-200	**£70**
200+	**£65**

- ✓ Mental Health Awareness Course
- ✓ Industry Covid19 Control Guide
- ✓ Risk Assessment Digital
- ✓ Return to work course

Tier 3

No. Businesses	Cost (Per site per year)
Up to 50	**£125**
50-100	**£120**
100-200	**£115**
200+	**£100**

- ✓ Mental Health Awareness Course
- ✓ Industry Covid19 Control Guide
- ✓ Risk Assessment Digital
- ✓ Return to work course
- ✓ Covid19 Digital Checklists
- ✓ Remote Audit

Additional Services	Cost
Onsite Covid19 Audit	**£295**
Disinfection Service	**POA**
Branded E-Learning Platform	**POA**
Additional Compliance Modules	**£5 per month per module**

That's all folks!

You can find advice & support for all things health and safety at www.navitas.eu.com
or please contact us at hello@navitas.eu.com