

# GETTING YOUR BUSINESS READY

## The essentials

Preparation is vital for a smooth transition from lockdown across the UK.

InStreatham BID have prepared this guide to help you get your business, venues and workforce ready.

Communication is key for a smooth process in order to keep employees, customers and providers up to date with your policies and measures in place to help provide reassurance, meet expectations, minimise anxiety and make a simple transition.



### 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 national 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.  
<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>



### 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 office



### Introduce physical distancing

Health and safety checks  
Office 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, BID and/or managing agency/landlord regarding support managing potential issues with queueing or access

Display health and safety policies in place across the workspace

Provide PPE as required by the risk assessment

Encourage increasing the frequency of hand washing

Limit face to face meetings and use alternative technology

Apply social distancing on:

- Office space
- Separation panels, alternate seating spaces
- Communal areas
- Reduce maximum capacity allowed and introduce flexible time slot usage
- Customer facing areas
- Display social distancing spaces
- Consider protective measures for employees where necessary



### Review surfaces & point of sale

Cleansing plan  
Sanitising availability  
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