

2. Practical Steps – what should I do and how should I do it?

An employer could usefully adopt the following process:-

Steps to be taken in advance of the premises re-opening		
1.	Identify the needs of the business – and, in particular, assess how many staff can work remotely and for how long	
2.	Prepare a Response Plan	
3.	Simultaneously carry out a Health and Safety Risk Assessment in relation to COVID-19 using the same parameters.	
4.	Update the employer’s regular Health and Safety Risk Assessment simultaneously	
5.	Place signage/information in the physical workplace	
6.	Implement any physical changes required in the workplace as a result of the Risk Assessment	
7.	Prepare a Pre-return to Work form	
8.	Prepare induction training	
9.	If necessary, prepare Temperature Testing	
10.	Source stock necessary – hygiene products/tissues etc.	
11.	Identify an isolation room	
12.	Put stress alleviation procedures in place	
13.	Source PPE if necessary	
14.	Ensure twice-daily cleaning services can be put in place	
15.	Appoint COVID-19 Representatives and ensure they are clear on the parameters of their role	
16.	Appoint manager for dealing with suspected cases	
17.	Check Employers’ Liability policy	
Steps to be taken immediately before the premises opens		
18.	Circulate Return to Work forms at least 3 days in advance of return to work	
19.	Train staff – can be done remotely	
20.	Liaise with COVID-19 Representatives and ensure they are clear on their role	
21.	Audit Return to Work forms	
22.	Final check that workplace is ready for return of staff	
Steps to be taken once the premises opens		
23.	Ensure Contact Logs are circulated and reviewed weekly	
24.	Ensure COVID-19 Representatives are operating effectively	
25.	Maintain clean workplaces/regular cleaning	
26.	Maintain supplies of stock necessary	
27.	Train any additional staff returning to the workplace (and, if necessary, make revisions to the Response Plan and update the Risk Assessment)	
28.	Monitor the situation regularly	