



COVID-19 Secure Planning Safe Return to Work

Below are some key criteria and questions to consider when planning a COVID-19 secure work plan. The questions below are not exhaustive but are designed to help you consider some of the main implications, over and above practical considerations such as seating and distancing for which there is already a lot of guidance available from the government. If you would like further clarification on these, or any other aspects including support with completing your risk assessment, please call us now on 01622 717700 or email Nicola.coote@phsc.co.uk where you can always be assured of **P**rofessional **H**elp at **S**ensible **C**ost.

Question	Comment / Guidance	Action
Are you planning full return immediately, or staged?	<i>Returning in stages is easier and enables testing & monitoring of controls as numbers increase, but is a slower strategy. You need to be clear about approx. numbers returning, and in which phases/ approx. timeframes prior to completing your COVID-19 assessment. Prioritise those to return according to:</i> <i>1. Premises critical or business critical to work together</i> <i>2. Cannot work effectively from home (distractions, space limitation etc)</i> <i>3. People feeling isolated / need social interaction of colleagues</i> <i>4. Feel too isolated, or who need to work together closely in teams</i>	
Have you shared your plans with the landlord to ensure congestion is minimised (shared premises)	<i>Shared premises will require coordination and cooperation with landlords, especially where staff are dependent on using lifts. Measures to control congestion include:</i> <i>1. Staggering start/finish times</i> <i>2. Queue control system in reception/outside and monitoring to ensure compliance</i>	
Will the fire assembly point enable social distancing?	<i>For organisations in urban areas, congregation of people at an assembly point will not be achievable whilst maintaining distance. Consider:</i> <i>1. Alternative location away from other tenants sharing premises</i> <i>2. Dispersal rather than congregation following evacuation, with use of WhatsApp or similar group texting to communicate.</i>	
Has the water system been maintained during lock-down?	<i>Even if you have a landlord who oversees legionella / water management in your building, you will still need to ensure / check that all your water outlets have been flushed weekly for at least 5 minutes. And if you have air conditioning units, evaporative condensers, spas etc further checks are needed. Contact your water contractor or PHSC for further advice.</i>	
Is there first aid cover upon return to work?	<i>If you have a staged return strategy then you need to ensure that those returning have access to emergency first aid – you may need to change your first aid reporting process and display the new details. The HSE has given an extension for those due to refresh their qualification until September 2020</i>	
Disposal of PPE	<i>Whilst the organisation has no legal duty to provide PPE to employees commuting to/from work, you may wish to consider safe disposal of PPE that is not reusable. Guidance for non-clinical environments is for this to be placed in a separate bin, tied/sealed when it is 2/3rd full, date labelled and stored for 72 hours before disposing as general/controlled waste.</i>	