

Covid-19 Checklist for Businesses

As you prepare to reopen your business, BID Leicester has compiled a list of issues you may want to consider to ensure your workplace is safe for staff and customers.

General:

- Covid-19 Risk Assessment has been completed.
BID Leicester has provided a template Risk Assessment to help you consider the issues that may affect your business.

Cleaning and equipment:

- Adequate levels of cleaning equipment and PPE are available to enable staff to return to work safely.
Assess the need and level of PPE required for staff members based on their role. For example, customer facing staff may require more protection. PPE could include gloves, face masks or visors. See below for more information on purchasing signage and equipment through BID Leicester.
- The requirements for using PPE, guidance on its use and disposal facilities are in place.
- A regime for enhanced cleaning of all touch points, equipment and vehicles at regular intervals is in place.
- Heating and ventilation systems have been checked and are working to expected standards.

Staff safety:

- Clear guidelines issued to employees to stay at home if exhibiting any Covid-19 symptoms.
HR procedures for reporting illness and mandatory self-isolation in place and communicated to staff.
- Discussions have taken place with clinically vulnerable staff who must be shielded, those at increased risk or those living in the same household as people at increased risk.
If they are returning to work consider how they travel, which roles are safest for them to carry out, or if they are able to work from home.
- Establish clear guidance on capacity of small spaces such as lifts.
- Handwashing or sanitising facilities are available at entry and exit points.
Staff should be able to clean their hands when they arrive at work and when they leave. See below for more information on purchasing signage and equipment through BID Leicester.
- Work areas have been physically arranged to keep people 2m apart.
Where this is not possible, think about assigning people to shift teams to limit social interaction. Avoid staff work stations that are face-to-face - consider side-by-side or back-to-back working.
- Shift start and finishing times, as well as staff break times, are staggered to reduce worker contact and bottlenecks.
Consider reopening at reduced hours to embed new working practices before returning to normal operating hours.
- A process is in place for the management of deliveries to minimise contact with other people whilst loading and unloading.
- Staff have been provided with information on all new procedures before returning to work.



Signage:

- Clear signage has been installed throughout workplace, including parking areas, to encourage 2m social distancing and handwashing.

Signage should be throughout staff and customer facing areas. See below for more information on purchasing signage and equipment through BID Leicester.

- Internal tape / floor vinyls in place marking out 2m intervals, especially at bottleneck areas such as corridors, aisles and tills.

Consider implementing a one-way system around the building. Use floor tape and vinyls to clearly mark a route around the building. See below for more information on purchasing signage and equipment through BID Leicester.

- Plexiglass dividers or other protective measures at tills, reception desk or other locations where customers interact with staff.

See below for more information on purchasing signage and equipment through BID Leicester.

- A safe capacity of building has been determined so that social distancing can be practised, and there are measures in place to ensure capacity is not breached.

Offices may implement a rota to reduce number of staff in building each day. Retail outlets may have a member of staff on the door monitoring numbers, alongside a queuing system outside the entrance with markers indicating 2m distancing. We recommend queues run to the left of the building entrance. Businesses serving food and drink may operate take-away and collection services, reduce number of tables and expand outdoor seating areas.

- A clear policy on accepted payment methods. We recommend signage encouraging contactless and mobile payment – state clearly if cash payments are not accepted.

See below for more information on purchasing signage and equipment through BID Leicester.

Welfare facilities, meeting areas and staff rooms:

- Restrict the number of people using toilet facilities to maintain social distancing.
- There is an agreed schedule for the cleaning of toilets, showers, and lockerroom facilities.
- Meeting rooms and staff rooms are labelled to identify the maximum capacity.
- The number of meeting rooms available has been minimised.
- A regular schedule of cleaning is in place for meeting spaces and staff rooms.



Other:

- Consider reopening at reduced hours to control the volume of interactions in the building on a daily basis.
- Consider how your new procedures will affect staff and customers who have special access requirements.

We recommend completing this checklist regularly with staff to remind everyone of their responsibilities.

BID Leicester will provide some supplies to businesses, along with a list of quality assured and competitively priced products which can be purchased through our recommended supplier, including signage, floor stickers, personal protective equipment (PPE) and hand sanitising units.

Contact us on info@bidleicester.co.uk or visit bidleicester.co.uk for more information on how to purchase.